NHS
Yorkshire
Ambulance Service
NHS Trust

Control of Substances Hazardous to Health Policy (COSHH)

Document Author: Health and Safety Manager

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Version	Date	Author	Status (A/D)	Description of Change
V0.1	April 2023	Shelley Jackson Health and Safety Manager	D	2 year review of document conducted. Minor amendments made i.e. updated in line with published HSE guidance, addition of YAS logo to forms, formatting and additions to the associated documents list. Document changed from Procedure to Policy.
V0.2	May 2023	Shelley Jackson Health and Safety Manager	D	Approved at strategic Health and Safety Committee
V0.3	July 2023	Shelley Jackson Health and Safety Manager	D	Approved at JSG
V1.0	February 2024	Shelley Jackson Health and Safety Manager	A	Approved at strategic Health and Safety Committee. COSHH Procedure V4.0 archived and replaced by COSHH Policy V1.0

A = Approved D = Draft

Document Author = Shelley Jackson – Health and Safety Manager

Associated Documentation:

To support this policy, there are a number of related documents that underpin the risk management arrangements:

- Health & Safety Policy
- Health and Safety Risk Assessment Policy
- Risk Management Policy
- Incident and Serious Incident Management Policy
- Investigations and Learning Policy
- Process for Inspection for Improvement - SOP
- Statutory and Mandatory Training Policy and Procedure

In addition, there are a number of specific process / guidance documents relating to the safe selection, use, control and management of substances hazardous to health:

- Infection Prevention and Control Policy

- Post Occupational Exposure Procedure
- Infection Prevention and Control Manual
- Decontamination of Medical Devices and Vehicle Cleanliness Procedure
- Decontamination of Medical Devices SOP
- Premise Cleaning Guidance
- Provision and Use of Work Equipment Policy
- Trust Procurement Group Terms of Reference
- Trust Equipment Evaluation form
- Employee Operations Manual – Fleet and Equipment Department
- YAS Fleet Maintenance Schedules
- YAS Estates Maintenance Schedules
- Contractor Control Policy
- Asbestos Policy
- Water Safety Policy
- Health and Safety Rules for Trades Staff – Estates Department

Staff Summary

▪ YAS is committed to ensuring COSHH risk assessments are completed
▪ YAS will implement appropriate controls and safe working practices as a result of COSHH risk assessments
▪ YAS will record COSHH risk assessments using appropriate templates
▪ YAS will share COSHH risk assessments with staff through the risk assessment library
▪ YAS will train staff to identify hazardous substance risks and carry out risk assessments where necessary
▪ YAS will assess and mitigate hazardous substance risks for staff, patients and others using COSHH risk assessment processes
▪ YAS will inform staff of the risks when using or being in contact with hazardous substances
▪ YAS will comply with health and safety legislation relating to COSHH
▪ YAS will monitor processes for the completion of COSHH risk assessments to ensure continued improvement
▪ YAS will ensure that appropriate roles receive health surveillance

1.0 Introduction

1.1 The Control of Substances Hazardous to Health Regulations (COSHH) require that YAS, as an employer, adopts a scheme for controlling the exposure of personnel to any substance classified as hazardous to health. That scheme should include the following:-

- An assessment of the risk to health arising from work activities and the precautions required to minimise identified risks.
- Introduce appropriate measures to prevent and/or control those risks.
- Ensure that control measures are used and that the equipment is properly maintained and procedures observed.
- Where necessary, monitor the exposure of employees and carry out appropriate health surveillance.
- Inform, instruct and train employees about the risks and precautions to be taken.

2.0 Purpose/Scope

2.1 This policy details the processes by which Yorkshire Ambulance Service will manage work involving hazardous substances on its premises. **It does not consider operational exposures.**

<u>The objectives of this guidance are to:-</u>

- Inform personnel of the legal requirements for avoiding/managing the risks from using hazardous substances at work (COSHH Regulations)
- Detail manager and employee responsibilities
- Establish a procedure for Identifying and assessing the risks from hazardous substances used in YAS.
- Inform staff of the risks when using or being in contact with hazardous substances and the precautionary measures they must take to either prevent exposure or adequately control the risk of exposure.
- Where necessary ensure employees receive appropriate health surveillance
- Encourage reporting and recording of all incidents, near misses and ill health related to hazardous substance

3.0 Process

In each specific work area, a suitable Supervisor should be assigned the responsibility for completing the departmental COSHH assessments. They should follow this process (detailed below) to put together a departmental COSHH file, by populating the COSHH inventory and assessment sheets and ensure the departmental sign off is completed. Once completed a copy of the file should be sent to the Health and Safety Team to be posted on the intranet.

3.1 How to carry out a COSHH risk assessment.

A COSHH assessment concentrates on the hazards and risks from hazardous substances in the workplace. Remember that health hazards are not limited to substances labelled as ‘hazardous'. Some harmful substances can be produced by the activities taking place, e.g. wood dust from sanding, or silica dust from tile cutting, used engine oil made hazardous by carbon deposits and by-products of combustion of fuel in the engine.

The COSHH assessment should be completed using the Inventory sheets in appendix A and the assessment form (using the guidance) in appendix B.

The basic process should follow the steps below.

3.1.1 Identify the azards

- Identify which substances are harmful by reading the product labels and safety data sheets (SDS)
- If you are in doubt, contact your supplier and Trust Health and Safety Manager

Remember to think about harmful substances produced by your processes, such as cutting or grinding, or to which workers may be otherwise exposed. Dusty or fume-laden air can cause lung diseases, Oils and solvents can cause dermatitis. Wet working, e.g. catering and cleaning, can cause dermatitis.

3.1.2 Safety Data Sheets

Products you use may be ‘dangerous for supply’. If so, they will have a label that has one or more hazard symbols.

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is ‘dangerous for supply’, by law, the supplier must provide you with a safety data sheet.

Since 2009, new international symbols have been gradually replacing the old orange and black European symbols.

The new symbols are similar but there is no single word describing the hazard. Therefore, it is important to read the hazard statement on the packaging and the safety data sheet from the supplier.

The current hazard symbols and their meanings are shown below:

Acute toxicity (severe)

Harmful skin irritation, serious eye irritation, acute toxicity (harmful)

Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas

Explosive, self reactive, organic peroxide

Harmful to the environment, hazard to the aquatic environment

Oxidising gases, oxidising liquids, oxidising solids

Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard

Corrosive (causes severe skin burns and eye damage), serious eye damage

Gas under pressure

Note: medicines, pesticides and cosmetic products have different legislation and don't have a safety data sheet. Ask the supplier how the product can be used safely.

Safety data sheets can be hard to understand, with little information on measures for control. However, to find out about health risks and emergency situations, concentrate on:

- Sections 2 and 16 of the sheet, which tell you what the dangers are;
- Sections 4-8, which tell you about emergencies, storage and handling.

Complete the inventory sheets in appendix A.
With regard to those that are not hazardous and so present negligible risk to health tick the form to indicate that a COSHH assessment is not required and stop your assessment here. Ensure that they are used in full accordance with the manufactures instructions and that staff using them are made aware of these instructions and the procedures to be followed in use and disposal/spill clean-up.

With regard to the hazardous substances continue with the assessment following the steps below.

3.1.3 Decide who might be harmed and how

- Think about the task, how the substance will be used and how workers might be exposed? Think about the route into the body (whether the substance can be breathed in, get onto or through the skin or contact with the eyes, can even be swallowed) and the effects of exposure by each of these routes.

Exposure by breathing in
Once breathed in, some substances can attack the nose, throat or lungs while others get into the body through the lungs and harm other parts of the body, e.g. the liver.

3.1.4 Exposure by skin contact

Some substances damage skin, while others pass through it and damage other parts of the body. Skin can be contaminated in the following ways:

- By direct contact with the substance, e.g. if you touch it or dip your hands in it;
- By splashing;
- By substances landing on the skin, e.g. airborne dust; by contact with contaminated surfaces – this includes contact with contamination inside protective gloves.

3.1.5 Exposure by swallowing

People transfer chemicals from their hands to their mouths by eating, smoking etc. without washing first.

3.1.6 Exposure to the eyes

Some vapours, gases and dusts are irritating to eyes. Caustic fluid splashes can damage eyesight permanently.

3.1.7 Exposure by skin puncture

Risks from skin puncture such as butchery or needle stick injuries are rare, but can involve infections or very harmful substances, e.g. drugs.

- Think of how often people work with the substance and for how long
- Think about anyone else who could be exposed
- Don't forget maintenance workers, contractors and other visitors or members of the public who could be exposed
- Also think about people who could be exposed accidentally, e.g. while cleaning, or what happens if controls fail.

You need to know how workers are exposed, and to how much, before you can decide if you need to do anything to reduce their exposure. Sometimes, it's easy to judge the amount of exposure to substances and decide what you can do about it.

When the task involves very small amounts of material, even if these are harmful, when there is little chance of it escaping, the risk is low. But the risk in a different task – such as cleaning up and disposal – will be higher because the harmful substance may be breathed in or get onto the skin.

When the task involves larger amounts of material, with obvious leaks, exposure is higher and so is the risk. Whether the substance is harmful or not, your need to control it is obvious. Decide what measures you need to take, and when.

3.1.8 Evaluate the risks and decide on precautions

Once you have carried out a risk assessment and identified which harmful substances are present, and how workers can be harmed, you need to think about preventing exposure.

Do you really need to use a particular substance, or is a safer alternative available?

Can you change the process to eliminate its use or avoid producing it? If this is not possible, you **must** put in place adequate control measures to reduce exposure.

Control measures are always a mixture of equipment and ways of working to reduce exposure. The right combination is crucial. No measures, however practical, can work unless they are used properly.

Any 'standard operating procedure' should combine the right equipment with the right way of working. This means instructing, training and supervising the workers doing the tasks.

You need control measures that work and continue to work – all day, every day.

3.1.9 Hierarchy of Control

Always choose measures in order of the following priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product, e.g. paste rather than powder.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harm's way as possible.
7. Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the wearer.

If your control measures include 5, 6 and 7, make sure they all work together.

3.1.10 Changing the process to reduce risks

- Consider whether you can change the process you use to reduce the risk of exposure. For example, you could reduce the temperature of a process to reduce the amount of vapour getting into the air or use pellets instead of powders as they are less dusty, use ready diluted solutions to avoid handling concentrates, or special diluting dispensers.

3.1.11 Containment

- Enclose the process or activity as much as possible to minimise the escape or release of the harmful substance
- Use closed transfer and handling systems and minimise handling of materials
- Extract emissions of the substance near the source. e.g. extraction of engine exhausts

3.1.12 Systems of work

- Restrict access to those people who need to be there
- Plan the storage of materials and use appropriate containers. Check that storage containers are correctly labelled and that incompatible materials, for example acids and caustics, are separated
- Plan the storage and disposal of waste

3.1.13 Cleaning

- Exposure to hazardous substances can occur during cleaning, so plan and organise the workplace so that it can be easily and effectively cleaned
- Smooth work surfaces will allow easy cleaning

- Have the right equipment and procedures to clear up spillages quickly and safely
- Clean regularly using a ‘dust-free’ method – vacuum, don’t sweep
- Use a mop rather than holding a cloth

The risk assessment should be regularly reviewed to ensure that it is kept up to date to take into account any changes in your workplace.

3.2 Staying in control: Checking and maintaining

Once you’ve got control, you need to keep it. You must make sure that the control measures (equipment and the way of working) keep working properly.

You should name someone to be in charge of checking and maintaining control measures. The person appointed should know what they need to do, and are able to do it. That is, they are ‘competent’ to:

- check that the process isn’t emitting uncontrolled contaminants;
- check that the control equipment continues to work as it was designed;
- check that workers follow the right way of working.

Two of the most common control measures where maintenance is critical are local exhaust ventilation (LEV) and personal protective equipment (PPE).

Local exhaust ventilation (LEV)

If you use local exhaust ventilation to control exposure, it needs regular checking and thorough examination and testing at least once every 14 months or at more frequent intervals if you are using it with one of the processes listed in Schedule 4 of COSHH.

Many people, e.g. engineers or insurance companies can carry out thorough examination and testing of LEV. Whoever does the work must be competent.

Personal protective equipment (PPE)

Personal protective equipment is often used as part of control measures. This also needs checking and maintenance because, if it fails, it no longer provides protection and exposes the wearer to danger. The users need to know exactly what they are doing, and so do the supervisors.

PPE suppliers and trade associations can tell you about training in how to use it properly.

3.3 Staff involvement

Involve your staff in developing control measures to make sure they are suitable for the way they carry out the work. Encourage them to suggest improvements, and to report anything they think might be going wrong.

3.4 Health checks/surveillance

If the data sheets, trade press, HSE, or other information, shows there is the possibility of a problem with health such as asthma or dermatitis, staff may need special health checks. The most common checks are for respiratory disease such as asthma and skin disease. You must contact the Trust Health and Safety Manager for further advice before completing your assessment.

4.0 Training expectations for staff

4.1 Training is delivered as specified within the Trust Training Needs Analysis (TNA).

Once the assessments are completed the process should be signed off and the supervisors and employees should be given the assessments and information, instruction and training as required to enable them to work safely.

This is often best delivered by supervisors as on the job/ toolbox talks or sessions.

Explain to your workers and anyone else who needs to know, what the dangers are. It is poor practice just to hand them a page of written information.

Show workers how to use control measures properly, and how to check that they are working.

Where applicable carry out practice drills for cleaning up spills safely – do this before any spillages happen.

If workers need to use respirators, they also need face fitting and training.

If they need to use protective gloves, they need to know how to put them on and take them off without contaminating their skin.

Contact the Trust Health and Safety Manager for further advice

5.0 Implementation Plan

5.1 The latest ratified version of this Procedure will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this procedure during Trust Induction.

6.0 Monitoring compliance with this Policy

Compliance with this guidance will be monitored in the following manner:-

- Application within departments/work areas by I4I inspections and health and safety inspections
- Worker Compliance by Line Managers/Supervisors
- Quality of Assessments by health and safety team prior to posting onto intranet
- Content and application of this Policy by the strategic Health and Safety Committee

7.0 References

HSE Webpages providing practical advice and Guidance on the Control of Substances Hazardous to Health Regulations 2002.

HSE IND(G) 136 Working with substances hazardous to health: A brief guide to COSHH

HSE Webpages providing advice on Chemical Classification.

Copyright acknowledgement

8.0 Appendices

8.1 Definitions

Hazardous substance	Summary: ▪ Substances which meet the criteria for classification as hazardous within any health hazard class as provided for in the CLP (Classification, Labelling and Packaging) Regulations whether or not the substance is classified under that Regulation; ▪ Substances for which the Health and Safety Executive has approved a workplace exposure limit (WEL). These are specified in the Health and Safety Guidance Note EH40 as amended from time to time (usually 2 yearly). ▪ A biological agent. ▪ Substantial concentration in the air of dust of any kind ▪ Any substance not covered in the descriptions above which creates a risk to health due to its chemical or toxicological properties and the way it is used or present in the workplace.
Substances NOT covered by the COSHH Regulations (separate legislation exists for these substances)	▪ Lead ▪ Asbestos ▪ Where the substance is hazardous solely by virtue of its radioactive, explosive, or flammable properties or solely because it is at a high or low temperature or high pressure. ▪ Where the risk to health is a risk to the health of a person to whom the substance is administered in the course of medical treatment. ▪ Dust below ground in any mine

8.2 Roles & Responsibilities

The Trust Board has overall responsibility for health and safety management. The Trust Board requires that the Chief Executive, the Executive Directors and their staff implement the requirements of this procedure within all areas of the organisation covered by their portfolio.

In addition the Health and Safety at Work Act 1974 confirms that everyone within the Trust has a responsibility to protect the health and safety of themselves and others whilst conducting their day-to-day activities within the organisation.

The specific health and safety responsibilities for all staff, which incorporate those for the Control of Substances Hazardous to Health, are detailed in the Trust's Health and Safety Policy.

Specific duties and responsibilities for risk assessments are shown below:

Strategic Health & Safety Committee

The Strategic Health & Safety Committee (H&SC) is the expert level committee for YAS relating to health, safety and security and as such considers policies relating to COSHH in line with its policy development role.

The H&SC receive reports relating to investigations, consider changes to work procedures and / or the introduction of new technology, carry out and receive the findings from risk assessments, monitor and audit the safety and security of relevant risks and report to the Trust Management Group.

The H&SC is established in partnership with Staff Side Worker Representatives who have agreed to also represent the interests of non-union affiliated employees within the Trust.

Health & Safety Manager (Nominated Competent Person)

The Health & Safety Manager is responsible for ensuring the implementation of effective COSHH processes across the Trust.

The Health & Safety Manager will provide advice and practical assistance in all matters relating to COSHH. In particular their responsibilities will include:

- ensuring audit arrangements are adequate and completed on a scheduled basis
- maintaining suitable recording arrangements for health and safety management purposes
- ensuring the promotion of COSHH risk assessment completion
- ensuring incidents are reported to the Health and Safety Executive where appropriate
- supplying appropriate information in a timely manner
- encouraging reporting and monitoring of all ill health and injuries to staff or other affected parties
- Working with OH services to identify health surveillance requirements

Managers

All managers are responsible for ensuring that:

- All hazardous substances encountered in the work under their control are identified assessed and measures implemented to control exposures and prevent ill health.

- Employees are made aware of the COSHH risk assessments, safety data sheets or other information relating to hazardous substances that they use.
- Employees are using the substance in accordance with the manufacturer's recommendations and any guidance given in the risk assessment.
- The Health and Safety team are made aware of any new substance which is proposed to be used
- Suitable personal protective equipment (PPE) is available and worn when required.
- Substances used by employees are only those supplied by the Trust
- Contact is made with the Health and Safety team and Occupational Health where any employee has suffered ill health, or may require health surveillance, from exposure to a hazardous substance.
- Undertaking investigations in partnership with staff side representatives regarding incidents involving substances.

Managers / Persons responsible for ordering stores/substances

Are responsible for ensuring that:

- They minimise the use of a harmful product or substance by purchasing the safest ones (of no or low hazard) in the safest form e.g. paste or pellets rather than powder.
- Obtain the Manufacturer's Safety Data Sheet (MSDS) for that product from the supplier prior to issue of the product.
- All new substances are risk assessed and the control measures are communicated to the manager of those that are to use the substance.
- Make arrangements for obtaining any revised MSDS in the event of changes to the product and reviewing the assessment.

Managers engaging contractors

Managers allowing contractors on to Trust property to perform work involving the use of hazardous substances must ensure that contractors provide a list of substances and COSHH assessments that detail adequate control measures to be put into place.

Only once they are satisfied of this shall they grant permission for the works to take place (prior to substances being brought onto premises, see Contractor Control Policy). Should the manager require assistance the Health and Safety Manager will advise.

If it is considered by the Manager responsible for that area that a contractor's safety precautions are inadequate, the work is to be stopped and immediate contact made with the Health and Safety Manager.

A decision will then be made on the future conduct of the contractor regarding his/her precautions to ensure the protection of Trust personnel from substances hazardous to health.

Responsibilities towards other persons

Under these regulations, an employer “so far as is reasonably practicable”, is also under a duty in respect of any other person, whether at work or not, who may be affected by the work carried on by the employer. For example, visitors, patients, contractors working on our premises or visitors to stations must be protected.

The person in charge of those premises at the time of the visit will ensure that visitors are not permitted access to areas where hazardous substances are stored or where work is in progress, which is liable to expose them to any substances, which may be hazardous to their health.

However, where it is not possible to exclude such persons from these areas, the work should be suspended or the visitor must be made aware of the hazards and precautions required.

External Assistance

Where a specialist risk assessment is required and is outside the capabilities of internal advisers i.e. risk assessment by an occupational hygienist is required, the Trust will identified suitably qualified external assistance.

Occupational Health Service

Where a specialist risk assessment is required and is outside the capabilities of internal advisers i.e. risk assessment by a health professional is required, Occupational health will provide the relevant service on request.

Occupational health services will also work with the Trust to identify health surveillance requirements and provide such services as necessary.

Health & Safety Representatives

Health & Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety duties in line with the requirements of the Safety Representatives and Safety Committees Regulations.

The Trust Board via appropriate Executive Directors will ensure that they are:

- involved in risk assessments where appropriate
- consulted on risk assessment matters affecting staff
- involved with any equipment / vehicle evaluation and risk assessment prior to its introduction to the Trust

All Employees

Every employee has a personal responsibility for their own health and safety and has a duty to:

- take reasonable care of his / her own health and safety and has a duty of care toward other persons affected by his / her acts or omissions.
- co-operate with management in reviewing rules and safe working practices following risk assessments.
- report all incidents, near misses, hazards, work related illnesses or injuries.
- correctly use Personal Protective Equipment provided by the Trust.

- correctly use equipment or items provided in the interest health and safety as identified through risk assessment procedures.

In addition, employees are responsible for ensuring that:

- They familiarize themselves with any risk assessments, data sheets or any other information relating to hazardous substances within their workplace.
- They adhere to any control measures introduced as documented in the risk assessment, including use of any PPE that has been provided.
- They report any missing or out-dated risk assessments for substances to their line manager.
- They only use substances provided by the Trust.
- If in doubt, they request further information and / or training with regards to using and handling substances from their line manager.
- They report any incidents or ill health from working with substances to their line manager and on DATIX as soon as possible.

Appendix A

Yorkshire Ambulance Service NHS Trust

YAS Substance Inventory

Premise: _____ **Dept:** _____

Substance/product	Date Material Safety Data Sheet received	Quantity Stored	Specific COSHH Risk Assessment Required?		Comments
			Yes	No	

Substances naturally present or produced as a result of work process.	Identified industry / HSE Guidance	Specific COSHH Risk Assessment Required?		Comments
		Yes	No	

YAS COSHH Risk Assessment

This assessment is to be kept on file and brought to the attention of those using the substance.
A copy of the relevant Material Safety Data Sheet should be kept with this assessment.

Name of Assessor				Date of Assessment		Date of Review			
The Substance									
Name of Substance				Common Name (If different)					
Manufacturer (where applicable)				Catalogue Number (where applicable)					
Type of substance	Solid ☐	Liquid ☐		Gas ☐	Vapour ☐	Other please specify:			
Size of container	< 1litre/kg ☐	1-5 litres/kg ☐		6-10 litres/kg ☐	>10 litres /kg ☐	Other please specify:			
Is the substance decanted?	No ☐	Yes ☐		Size of second container					
Hazard symbols on the container label.	 Acute Toxicity ☐	 Gas under pressure ☐		 Health hazard ☐	 Flammable ☐	 Explosive ☐			
	 Hazardous to environment ☐	 Oxidising ☐		 Serious health hazard ☐	 Corrosive ☐	Other please specify:			

Possible entry route (tick all that apply)	Inhaled ☐	Ingested ☐	Absorbed by skin ☐	Eyes ☐	Other please specify:
Alternative substance available?	No ☐	Yes ☐	Alternative substance and reasons for not using.		

The Work Activity					
Describe how the substance is to be used:					
What health effects would people be likely to suffer if control measures were not applied?					
Method of use	Diluted ☐	Undiluted ☐		Other please specify	
People & no. of people who may be affected.	Staff ☐	Visitors ☐		Others ☐	
	< 5 ☐	6-10 ☐	11–15 ☐	16-20 ☐	> 20 ☐

Control Measures				
Storage Arrangement	Max. stored in department		Max. stored on site	
	Special storage considerations i.e. well ventilated, secure			
General Precautions	Restrict access to area ☐	Wash hands after use ☐	No lone working ☐	Well-ventilated area ☐
	Wear PPE (see below) ☐	Other please specify		

Additional Precautions					
Personal Protective Equipment (PPE) ☑ for general use ✱ for use in emergency/ spill situation	 Gloves ☐	 Eye Protection ☐	 Dust Mask ☐	 Respirator ☐	 Safety Footwear ☐
	 Apron ☐	 Overall/lab coat ☐	 Visor ☐	Other please specify	

Emergency Arrangements		
First Aid	General	
	Eyes	
	Skin	
	Ingestion	
Spillage		
Disposal		

Conclusion
With the application of the control measures detailed above the risks to health and safety in using the product as specified are reduced to an acceptable level.

Appendix C

Yorkshire Ambulance Service NHS Trust

Departmental/Work Area Authorisation/Sign off

Once the process is complete and all of the COSHH assessments for a specific work area is complete, the senior manager responsible for the area should sign off the process in the signature box below.

Authorisation by Senior Manager of Area where substances are used

I confirm that I have considered and understand the chemicals to be used and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable.

Print name: **Signed:**

Date:

The supervisors and employees in the area who are to use the hazardous substances should then have their attention drawn to the COSHH assessments and Data sheets and be made aware of the control measures necessary to avoid/minimise exposure.

They should then sign off in the table below and the signature should be witnessed and countersigned by an appropriate manager.

Declaration by Supervisor

I confirm that I have read this COSHH Assessments relevant to my area of work and that I understand the hazards and risks involved and will follow all of the safety procedures stated. In my capacity as their supervisor, I will ensure that staff under my control are made aware of the assessments and adopt the control measures necessary.

Declaration by employee

I confirm that I have read this COSHH Assessments relevant to my area of work and that I understand the hazards and risks involved and will follow all of the safety procedures stated.

Name (Please Print)	Signature	Manager Counter Signature	Date