UCQ UNIVERSITY CENTRE QUAYSIDE

Appendix C: COSHH

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Table of Contents

1. Purpose 3
2. Scope 3
3. Definitions 3
4. Policy statement and responsibilities 4
5 Legislation reference 5
6 Information 5
7 Forms 5
8. Training and communication 6
9. Review and revision 6
10. Document history 6
11. Initial equalities impact assessment 7

1. Purpose

1.1 **University Centre Quayside** recognises that people in the workplace may be exposed to substances that have the potential to damage their health. These are called “hazardous substances”. This policy is based upon the Control of Substances Hazardous to Health Regulations 2002 (COSHH). These regulations apply to all persons at work as well as others who may be affected by such work. **UCQ** recognises its responsibility under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) to control exposure to hazardous substances to prevent ill health. UCQ aims to comply with current legislation in relation to (COSHH).

2. Scope

2.1 The information, guidance and instruction within this Policy covers the use of hazardous substances. The Policy is applicable to all areas of UCQ it is essential therefore that everyone involved in managing and controlling the use of Substances Hazardous to Health adheres to its requirements. The application of this Policy along with its supporting guidance will ensure that, so far as is reasonably practicable UCQ meets all relevant statutory requirements regarding the general provision of the COSHH regulations.

3. Definitions

3.1 **Hazardous substance**

A substance with the potential to cause harm if inhaled, ingested, injected, or absorbed through the skin or released into the environment. Common substances such as cleaning materials, herbicides, and pesticides can be hazardous and/or harmful to the environment. Hazardous substances occur in the following forms from packaged item, work process or waste:

- Substances or a mixture of substances classified as dangerous which carry warnings such as Toxic, Very Toxic, Harmful, Corrosive, Irritant, Sensitising or Carcinogenic
- Substances with Workplace Exposure Limits (WEL)
- Biological agents (bacteria, viruses, and other micro-organisms)
- Any kind of dust in a specific concentration
- Any other substances which may potentially create a risk to health, e.g., dusts, liquids, vapor’s, gases, mist, fibers, solids or smoke.

These substances usually indicate their basic hazard group by having a warning symbol on the label.

Some substances are excluded from the COSHH regulations but are covered by their own specific regulations. These include:

- Radioactive materials
- Asbestos
- Lead and lead products
- Material hazardous due to flammability only (these fall under Dangerous Substances and Explosive Atmosphere Regulations (DSEAR 2002)
- Substances used for medical treatment.

3.2 **Material Safety Data Sheet (MSDS)**

Health and safety information written in a standardised format and provided by the supplier or manufacturer of a substance. The MSDS will tell you if the substance is classified as a hazardous substance.

3.3 **COSHH Risk Assessment**

Is a careful examination of hazardous substances within the workplace and an evaluation of their potential to cause harm; taking into account the control measures/precautions that have been taken for their use. Please note that this level of assessment is only required for those substances that are classified as hazardous to health.

4. Policy statement and responsibilities

4.1 This policy is intended to provide information to ensure that employees are placed at the lowest practicable risk with respect to hazardous substances that are encountered within the workplace while ensuring that employees do not expose themselves or others to risks.

4.2 UCQ will ensure that:

- The use of hazardous substances is avoided as far as is reasonably practicable.
- The risk to health arising from work activities involving hazardous substances is assessed.
- The exposure to hazardous substances is prevented or reduced by implementing adequate control measures.
- COSHH assessment and controls are monitored and adequately reviewed.
- Employees are provided with appropriate information, instruction and training.
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

4.3 Health and Safety Officer will:

- Produce and update policies, procedures as required in relation to UCQs commitment to minimise risk.
- Complete an annual audit on all COSHH risk assessments to ensure that they are still relevant and current.
- Ensure that all substances are identified and safety data sheets are obtained.
- Store safety data sheets in Policies and Procedures > Health & Safety Folder > Data Sheets.
- Ensure safe and adequate storage arrangements are provided for all products
- Assist in the completion of risk assessments (where required).
- Update and maintain the Hazardous Substances Register
- Provide advice Information and Guidance to Senior Leaderships team and staff as and when required.

4.4 Employees will:

- Familiarise themselves with the relevant COSHH risk assessments, activity risk assessments, procedures and safe systems of work.
- Use hazardous substances in accordance with the manufacturer's instructions and COSHH risk assessments (for non-hazardous substances following the instructions on the container).
- Immediately report any health symptoms arising from their work to their line manager, e.g. skin irritation, breathing problems.
- Use all control measures (i.e. ventilation, PPE) in accordance with the COSHH assessment, safe system of work, instruction and training that has been provided.
- Use/wear/store/maintain and clean PPE if provided, as required.

5 Legislation reference

Health and Safety at Work Act 1974
Managing for health and safety (HSG65).
Control of Substances Hazardous to Health Regulations 2002
Personal Protective Equipment at Work Regulations 1992 (amended 2022)
European Classification, Labelling and Packaging (CLP) Regulation/UK CLP Regulation (post-Brexit)
EH40/2005 Workplace exposure limits

6 Information

Health and Safety Executive have a range of information leaflets:
Working with substances hazardous to health: A brief guide to COSHH
Control of substances hazardous to health

7 Forms

QD OPS 022 – COSHH Risk Assessment
QD OPS 023 – COSHH Annual Review
QD OPS 024 – Hazardous Substance Register

8. Training and communication

8.1 All staff will receive annual health and safety updates. Ongoing support will be provided by the Health and Safety Team.

8.2 This policy will be made available on Synology for all staff to access.

9. Review and revision

9.1 This appendix to the Health and Safety Policy will be reviewed annually, or earlier as required to ensure best practice.

10. Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
07	02/02/2024	4	Tara Henderson	Periodic review conducted. Links checked. Policy revised to fit recommended document template as specified in quality procedure QP02. Sections 8, 9, 10 added.
08	31/01/2025	5	Ben Devine	Periodic review conducted. Section 6 updated to ensure currency.
09	30/01/2026	All	Ben Devine	Periodic review conducted. All links checked for currency.

11. Initial equalities impact assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 3/03/2021
Area to be assessed:	HS-001 Appendix C - COSHH	
Existing or new policy/procedure:	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: Health and Safety at Work Act 1974 Managing for health and safety (HSG65). Control of Substances Hazardous to Health Regulations 2002 Personal Protective Equipment at Work Regulations 1992 European Classification, Labelling and Packaging (CLP) Regulation EH40/2005 Workplace exposure limits Preventing contact dermatitis at work Leaflet INDG233 How to find out if chemicals are dangerous Leaflet INDG352 Working with substances hazardous to health: A brief guide to COSHH **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		This policy is intended to provide information to ensure that employees are placed at the lowest practicable risk with respect to hazardous substances that are encountered within the workplace while ensuring that employees do not expose themselves or others to risks.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All stakeholders		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable

	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 03/03/2021