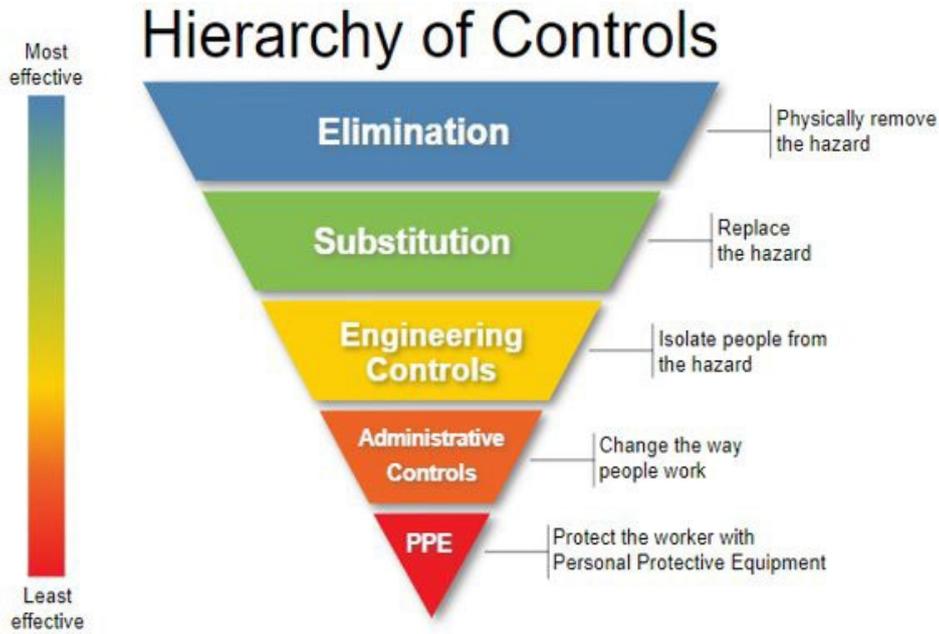


**CONTROL OF HAZARDOUS SUBSTANCES POLICY**



**1. OVERVIEW AND PURPOSE**

1.1 The University of Sussex uses a variety of substances within its estates, facilities, teaching and research activities. Some of these substances have harmful or hazardous properties and may pose a risk to human health or harm the environment. This policy details the management arrangements and responsibilities for control of hazardous substances used at or by the University of Sussex.

The objectives of this policy are to:

- Reduce to as low a level as reasonably practicable the extent to which staff, students and others are exposed to hazardous substances;
- Ensure compliance with legislation and security requirements in the use of and disposal of hazardous substances;
- Ensure that suitable and sufficient risk assessments are undertaken.

This Policy shall apply to all work\* involving hazardous substances which gives rise to a risk of ill health or harm to the environment.

\* *Work means handling, use, transportation, storage and disposal of hazardous substances*

**2. SCOPE**

Document Control					
Document No	HS P002	Version	2.0 (supersedes v 1.0 Jan 2005)	Date Issued	Oct 2021
Author	Seimon Barton-Jones	Reviewed by	Dr Stephen Hare	Department	Health and Safety

2.1 This policy applies to:

- All University of Sussex staff (including visiting academics), students and contractors employed by the University who use hazardous substances;
- Hazardous substances as outlined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR);
- All chemical substances classified as hazardous under the EC regulation 1272/2008 classification, labelling and packaging of substances and mixtures;
- Substances classified as hazardous under the Dangerous Goods List outlined in Annexe A, Part 3 of the European Agreement concerning International Carriage of Dangerous Goods by Road (ADR);
- Substances used in or generated as a result of work activities that are hazardous to health;
- Substances that due to their chemical properties or the way in which they are used or present in the workplace pose a risk of injury, fire or explosion;
- Regulated substances are substances whose manufacture, possession and use are governed by additional specific legislative controls. This includes substances identified within:
  - Schedules 1 to 3 of the Chemical Weapons Convention (CWC) 1997.
  - Drug precursor substances outlined in EC Regulation No 273/2004.
  - Controlled drugs as outlined in Schedule 2, Misuse of Drugs Act 1971 and Schedules 1-5 of the Misuse of Drugs Regulations 2001.
  - Explosive substances and desensitised explosive substances as outlined in the Explosives Regulations 2014.

The policy does not apply to biological substances, hazardous waste or radioactive materials as they are covered by specific policies:

- Biological Safety Policy HS P003
- Hazardous Waste Policy HS P021
- Radiation Policy HS P010

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

### 3. RESPONSIBILITIES

#### 3.1 Vice Chancellor

The Vice Chancellor will provide leadership and executive oversight of Health & Safety.

#### 3.2 Chief Operating Officer

The Chief Operating Officer is chair of the University Safety Committee and is responsible for overseeing the University's Health and Safety management arrangements.

#### 3.3 General Counsel and Director of Governance & Compliance

The Governance and Compliance office line manages the Head of Health and Safety, coordinates the University's governance, supports and advises the University Executive Group (UEG) on Health and Safety matters.

The Division of the General Counsel, Governance and Compliance includes the University's Health and Safety Team, Business Continuity and Risk Management, Governance Services and Compliance, Legal Counsel, Information Management, and supports the Vice-Chancellor's Office.

The General Counsel and Director of Governance & Compliance will:

- Support and offer advice on Health and Safety: Legislation, University policy and procedures, hazards, incident planning, risk assessment and management;
- Liaise with regulatory authorities who enforce the statutory requirements for hazardous substances.

#### 3.4 University Health and Safety Office

The University Head of Health and Safety with support from the University Health and Safety Team will:

- Audit schools and services for compliance of the management of health and safety relating to hazardous substances used, stored and disposed within the workplace;
- Ensure the policy and guidance is current and correct;
- Liaise with the regulatory authorities;
- Act as the University's competent health and safety adviser on behalf of the University;
- Support the University Schools and Directorates by offering advice and guidance in conjunction with legislative requirements and University policies;
- Compile annual returns of European Chemical Weapons substances and Drugs precursor declarations on behalf of the University;
- Investigate accidents and incidents as they arise.
- Work with schools/units to ensure local rules are suitable and sufficient and are kept up to date.

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

### 3.5 Heads of Schools and Directors of Professional Services

Heads of Schools and Directors of Services are responsible to the Council, through the Chief Operating Officer, for Health and Safety matters relating to the activities of their school or service, whether these are undertaken on the institution’s premises or elsewhere, and must ensure that:

- Arrangements are in place to comply with the Control of Substances Hazardous to Health Regulations (2002) and Dangerous Substance and Explosive Atmospheres Regulations (2002);
- Ensure that the risks to health of staff and students from activities involving hazardous substances are risk assessed;
- Ensure that the risks posed by activities involving dangerous substances which present a risk of fire or explosion are risk assessed;
- Annual school inspection and monthly school inspection checks take place for compliance of the management of health and safety relating to hazardous substances used, stored and disposed within the workplace;
- Ensure a policy is in place to manage the authorisation, purchase, recording and receipt of regulated substances in line with the relevant legislation, within Schools/Services that use these substances;
- Local rules are produced which state the arrangements made within their department to comply with this policy. These arrangements shall identify departmental duty holders and specify the responsibilities placed on each named duty holder;
- Procedures are in place to assess both the physical and health risks posed by the use or generation of hazardous substances within the school or service's activities;
- Local rules are communicated to all staff in the department and shall be incorporated in school and unit safety policies;
- Consideration is given to the disposal of hazardous substances prior to their acquisition;
- Hazardous substances used by their School/Unit are risk assessed prior to use and that exposure to any substance is prevented or where this is not reasonably practicable adequately controlled;
- Control measures for which they are responsible are maintained;
- Staff and students have sufficient instruction and information and are adequately trained and supervised;
- Where practicable adequate arrangements are made to monitor exposure to hazardous substances;
- Staff and students who meet the criteria for health surveillance attend for health surveillance and that appropriate records are kept;
- Any recommendations made by the University Occupational Health Service are actioned and that records are kept;
- Arrangements are in place where facilities are shared or where staff and students are working on premises managed by other employers;
- Emergency plans and procedures are in place to deal with foreseeable incidents;
- All hazardous substances are stored, transported, packaged and disposed of appropriately;
- Hazard warning signs are displayed where appropriate;
- Adequate resources are made available to enable compliance with this policy;
- Any required licences are up to date, that suitable arrangements are in place for storage, and that complete records are maintained for the use and storage of poisons or controlled substances;
- Ensure arrangements are in place to record stocks of regulated substances held by the School/Service;

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- A chemical inventory is in place identifying the type of hazard(s), quantity and location of hazardous substances. This provides the baseline knowledge for identifying and understanding what risks are posed by the range of hazardous substances used.
- Inventories of regulated substances are formally audited by the School/Service at least annually to ensure they reflect current chemical stocks.

### 3.6 Purchase and acquisition

The following requirements relate to both the purchase of chemical substances and situations where chemicals are brought into the University from other organisations:

- Heads of Schools/Services must ensure a policy is in place to manage the authorisation, purchase, recording and receipt of regulated substances in line with the relevant legislation, within Schools/Services that use these substances;
- Regulated substances may only be purchased by an authorised member of University Staff, who must notify the School/Service responsible person of their intention to acquire these substances and provide details of the substance and quantities required;
- Staff purchasing regulated substances that require licences or registration must ensure the appropriate authorities are notified and must liaise with the School/Service responsible person and the University Health and Safety Team with respect to obtaining the necessary licences;
- The University Health and Safety Team must be notified of the acquisition of all precursor chemicals, controlled drugs, chemicals outlined under the Chemical Weapons Convention and Class 1 explosive or Class 4 desensitised explosive substances;
- Prior to acquiring new substances, line managers/academic supervisors must ensure that a suitable risk assessment is completed according to the requirements outlined under the COSHH and DSEAR regulations;
- So far as reasonably practicable, consideration should be given to acquiring the least hazardous substance to health and the environment (disposal) prior to their acquisition;
- When acquiring previously held substances, line managers/academic supervisors must ensure an up-to-date risk assessment exists to cover the task for which the chemical is to be used. Risk assessments should be reviewed regularly and following any significant change;
- Staff acquiring chemicals should ensure the current Safety Data Sheet is obtained from the supplier/manufacturer;
- Staff should purchase the minimum quantities required for their work to avoid stockpiling unused chemicals.

### 3.7 Risk Assessment

Line managers/supervisors must:

- Ensure that the risks to health of staff and students from activities involving hazardous substances are assessed. The risk assessment should reflect:
  - 1) The hazard classification of the substance.
  - 2) Information on health effects provided by the supplier, including information contained in any relevant safety data sheet.
  - 3) Whether the substance poses a risk to health of new or expectant mothers.
  - 4) The type and duration of exposure.
  - 5) The activity to be carried out, including the amounts to be used and individuals at risk of exposure.

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- 6) Additional activities, such as preventative maintenance, where there is the potential for a high level of exposure.
  - 7) Any relevant occupational exposure standard, workplace exposure limit or similar occupational exposure limit.
  - 8) Whether the substance can be eliminated or be substituted with a less hazardous alternative or form.
  - 9) Details of the control measures necessary to prevent or adequately control exposure.
  - 10) Identify any training or supervision needs.
  - 11) Identify suitable arrangements for storage and disposal and any related precautions that should be followed to ensure safe management of the substance.
  - 12) Outline the emergency actions to be taken in the event of an accident or spill.
  - 13) Identify whether there is a need to carry out workplace monitoring, this may be to demonstrate compliance with Workplace Exposure Limits or where the effectiveness of control measures is uncertain.
  - 14) Identify whether there is a residual risk to health once all other control measures have been implemented that may require staff to undergo health surveillance. This would normally be required where their exposure to a particular substance is known to cause an identifiable adverse health effect.
- Risk assessments are reviewed regularly, following any significant change, incident or where the results of any relevant exposure monitoring indicate that existing control measures are not effective.
  - Ensure suitable measures are implemented to prevent exposure to substances hazardous to health or where this is not reasonably practicable, ensure exposure is adequately controlled.
  - Ensure any engineered control measures (e.g. LEV) are in efficient state, good repair and are within any applicable examination & testing period before use.
  - Ensure any PPE issued to staff is suitable for the purpose it is intended, fits correctly, is stored properly and is regularly checked. Defective PPE must be repaired or replaced before further use.
  - Ensure all risk assessments are stored centrally in School/Service Log (electronic or hardcopy) and is accessible to members of the School Health and Safety committee, and is part of the School's emergency readiness procedures.

### 3.8 DSEAR Risk Assessment

Line managers/supervisors must:

- Ensure that the risks posed by activities involving dangerous substances (substances which present a risk of fire or explosion) are assessed. The risk assessment should reflect:
  - 1) The hazardous properties of the substance.
  - 2) Safety information provided by the supplier, including information contained in any relevant safety data sheet.
  - 3) The work processes, substances and amounts used.
  - 4) Non-routine activities, such as maintenance and unexpected releases, where there is the potential for a higher risk of fire or explosion.
  - 5) Arrangements for safe handling, storage, transport and disposal.
  - 6) Whether the substance can be eliminated or substituted for a less hazardous alternative.
  - 7) Preventative and control measures.
  - 8) The potential for an explosive atmosphere to exist and the likelihood of ignition sources being present.

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- 9) The scale of any potential effect from fire or explosion.
- 10) Identify any areas that may be connected to an area where an explosive/flammable atmosphere may exist.

- The risk assessment is recorded (this may be an integrated COSHH/DSEAR assessment) and the significant findings communicated to those individuals who are at risk of exposure.
- Ensure risk assessments are reviewed regularly, following any significant change, incident or where there is reason to suggest an assessment is no longer valid.
- Ensure that suitable technical and organisational measures are in place to eliminate or reduce so far as is reasonably practicable the risks identified within the risk assessment.
- Ensure where there is potential for an explosive atmosphere to exist, the area is classified according to the appropriate DSEAR zones. Measures must be in place to protect the area from sources of ignition and ensure that only intrinsically safe (ATEX rated) equipment is used within the relevant zone.
- Ensure all risk assessments are stored centrally in School/Service Log (electronic or hardcopy) and is accessible to members of the School Health and Safety committee, and is part of the School's emergency readiness procedures.

### 3.9 Occupational Health Provider

- On instruction from the University/the Line manager, organise and carry out appropriate health surveillance programmes and associated training and education as required;
- Ensuring that health surveillance records are confidentially maintained;
- Notify Line Manager of health surveillance results and any resulting recommendations;
- Individual staff or students who have developed health conditions will be assessed by a specialist occupational practitioner and advised on the risks from further exposure.

### 3.10 Principal Investigators and Supervisors

As persons directing the work, Principal Investigators and Supervisors have a duty of care placed upon them to actively monitor the implementation of this policy. They have a crucial role in ensuring that any work with hazardous substances is carried out safely and in accordance with all relevant legislation.

They will ensure:

- The risks posed by the use and handling of hazardous substances are assessed and approved **before** starting to work with these substances and that action is taken to prevent or control exposure so far as is reasonably practicable;
- Ensure that prior to using hazardous substances a suitable and sufficient risk assessment has been written, approved and documented **before** work commences;
- Ensure that appropriate control measures are used and that procedures are followed and that persons whom they are supervising are aware of the risks and procedures in the event of accidents or incidents.
- Provide adequate information, instruction, training, supervision and monitor compliance with this policy and local rules.
- Personnel they manage/supervise are competent to work with hazardous substances and have been provided with sufficient information and training on the risks posed by the substances they use and the control measures in place;
- Measures are employed to ensure that Workplace Exposure Limits (where applicable) are not exceeded;

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- Equipment is used correctly and maintained in an efficient state and good working order;
- Suitable personal, protective equipment (PPE) is provided where appropriate, is maintained in good order and reusable items are regularly examined for faults, damage, wear and tear;
- Health surveillance is arranged when there is a residual risk to health once all other control measures have been implemented;
- Responsibility for informing Occupational Health when required;
- Workplace monitoring is carried out, where appropriate, to demonstrate compliance with Workplace Exposure Limits or where the effectiveness of control measures is uncertain;
- Risk assessments are reviewed and updated regularly, when significant changes occur and following an incident;
- Ensure equipment and work areas they are responsible for are decontaminated and appropriate clearance permits are completed prior to decommissioning or transferring to alternative locations;
- Ensure that on completion of a project or when staff/students they manage leave the School/Service, all hazardous substances they were responsible for are either disposed of appropriately using waste procedures or responsibility is transferred to another responsible person. Transfer must be documented and items identified to prevent 'abandoned, unknown' hazardous substances.
- Investigate any adverse incidents arising during the use of hazardous substances in order to identify the root cause;
- Remain up to date and informed regarding current best practice and legislation pertaining to the use of hazardous substances;
- Monitor adherence to safe working practices and procedures:
  - Local rules are followed
  - Appropriate training in good laboratory practice is given
  - Accidents are investigated; remedial actions are taken where necessary and appropriate records are kept
  - Hazardous substances are transported and stored in a safe way and appropriate records are kept
  - Hazardous substances are disposed in a safe way and appropriate records are kept
- Assess the competence of persons under their supervision to work safely and where appropriate conduct or arrange for the necessary training. To retain training records of personnel working with hazardous substances.
- COSHH assessments for work with hazardous substances are carried out **in advance** of work commencing.
- COSHH assessments are reviewed whenever there are significant changes to the work and annually to ensure that they remain suitable and sufficient.
- Persons working with hazardous substances are competent to do so. Professional qualifications must be scrutinised and induction training completed by supervisor.
- The training needs of anyone with duties under this policy are identified and instruction, information and training is provided where appropriate.
- Appropriate measures are provided to eliminate or, where this is not reasonably practicable, reduce risks arising from work with hazardous substances.
- Consideration is given to the disposal of hazardous substances prior to their acquisition;
- Equipment and facilities are maintained and tested to ensure efficient and safe operation.
- Hazard signs are maintained and security arrangements are implemented to prevent unauthorised access in areas identified by hazardous substance signs.
- All hazardous substances are stored safely and securely.

Document Control					
Document No	HS P002	Version	2.0 (supersedes v 1.0 Jan 2005)	Date Issued	Oct 2021
Author	Seimon Barton-Jones	Reviewed by	Dr Stephen Hare	Department	Health and Safety

- A copy of any risk assessments must be available and provided if requested.

### 3.11 Staff and Postgraduate Students

Must comply with the following requirements:

- A suitable and sufficient risk assessment must be carried out before working with hazardous substances. This risk assessment must be approved by an appropriate Supervisor/Manager;
- Staff/students must read and fully understand any risk assessment that has been completed by somebody else in relation to their use of hazardous substances;
- All students/staff must follow all Local/University rules and procedures regarding the safe and hygienic handling of hazardous substances;
- Any measures identified by the risk assessment must be fully implemented and assessed prior to work beginning;
- To use and maintain any Personal Protective Equipment (PPE) provided in an appropriate manner. If a risk assessment identifies PPE as a control measure then staff/students must use it.
- Report any defects, errors or omissions in the procedure, PPE or equipment;
- Report any accidents or near misses that occur whilst using hazardous substances to their Supervisor/Manager and via the University reporting procedure;
- Undertake any training deemed necessary by the University;
- Attend any Occupational Health appointments required for health surveillance and to cooperate with this process;
- Report any health concerns they may have regarding the use of hazardous substances to their Supervisor/Manager.

### 3.12 Line Managers

Within this guidance Heads of School and Principal Investigators or their Professional Support equivalent are referred to as line manager.

Line managers are responsible for undertaking a risk assessment in relation to your condition, and if necessary, will discuss with you any steps needed to minimise risk. It is the responsibility of line managers to ensure that:

- Activities carried out within their area of control that may pose a significant risk to women of childbearing age are identified and that action is taken to minimise the potential for harm from these activities where appropriate;
- Information is provided to staff about the preventative and protective control measures implemented to reduce, remove or control risk;
- Assessments are completed and any necessary control measures to work are put in place and monitored;
- The New and Expectant Mothers Risk Assessment is reviewed at regular intervals and on the mother's return to work.

### 3.13 Managers and Supervisors of Contractors

- Make contractors aware of this policy and any other factors that may affect the contractors' risk assessment;

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- Ensure that a written risk assessment has been undertaken where hazardous substances are to be used;
- Monitor and ensure that any control measures identified by the risk assessment have been implemented;
- Advise contractors of any risks to them deriving from any University activities occurring in the areas they are working;
- Ensure that any required Permit to Work is in place and is approved.

**3.14 Contractors** must comply with the requirements of this policy in the following ways:

- Carry out a risk assessment for any work that will require the use of hazardous substances prior to work commencing;
- Implement any control measures, including emergency procedures, identified by the risk assessment;
- Provide adequate information, instruction, training and supervision to their staff and ensuring that they are competent to work with hazardous substances;
- Provide any PPE that is required to work safely with hazardous substances;
- Arrange suitable health surveillance should it be deemed necessary;
- Where contractors are not working with hazardous substances themselves, but are carrying out work in an area where hazardous substances are present (e.g. a laboratory), they must follow the instruction given to them on the Permit to Work.

**3.15 New & Expectant mothers**

The health and safety implications of pregnancy are adequately addressed by normal health and safety management procedures. There are, however, specific health and safety regulations which protect staff while they are pregnant, when they have recently given birth, and while breastfeeding. These relate largely to exposure to hazardous substances, and to certain extreme physical conditions.

New & Expectant mothers may be particularly vulnerable to the effects of carcinogens and are advised to inform their line manager/supervisor of their pregnancy as soon as is possible. It is the responsibility of line managers/supervisors to review work activities with the individual, to ensure further risk assessments are carried out, and any additional control measures are identified and implemented.

Other specific risk assessments such as DSE, COSHH and Manual Handling may have to be reviewed.

**3.16 Implementation / Communication Plan**

The policy is communicated to all staff as part of the University Policy website. It will also be communicated through specific, relevant training – including:

- Laboratory training and local inductions; hazardous substances training;
- Relevant Health and Safety Committees and Faculty Health and Safety Committees will be notified and information disseminated through line management;
- A copy of the Policy will be placed in lab safety folders (where appropriate);

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- Relevant information is also published on the University Health and Safety intranet site, as appropriate.

### 3.17 Key Contacts:

- **Health and Safety Team**
- **Head of Health and Safety**
- **Chair – Hazardous Substances Safety Sub Committee**

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

## 4. POLICY

### 4.1 Policy Statement

The University will assess and adequately control the risks created by the use, storage, transport and disposal of hazardous substances by implementing the following procedures and measures.

- Prevent exposure of staff, students, visitors, and contractors to hazardous substances. In situations where this is not possible, exposure will be controlled and reduced to a level that is as low as is reasonably practicable;
- Mitigate and limit the effects of exposure to hazardous substances in emergency situations to staff, students, contractors, members of emergency services and members of the public;
- Ensure compliance with relevant legislation for the procurement, use, storage, transport and disposal of hazardous substances;
- Reduce the impact to the environment by the use or disposal of hazardous substances at or by the University, using the best available environmental option.

#### Commitment

The University will ensure that:

- where the prevention of exposure to hazardous substances is not reasonably practicable, exposure will be adequately controlled by following the Health and Safety Executive (HSE) hierarchy of controls' as listed below and on diagram page 1:
  - 1) **Substitution** by a less hazardous substance.
  - 2) **Reduction** in the amount of substance that is used or stored.
  - 3) The implementation, use and maintenance of **engineering controls**.
  - 4) The implementation and enforcement of **procedural controls**, e.g. safe systems of work.
  - 5) The provision and use of **Personal Protective Equipment (PPE)**.
- ensure that buildings, plant and equipment provided for the purpose of controlling hazardous substances are adequately maintained and that adequate records of such maintenance are kept;
- make arrangements for any health surveillance that is required and will retain adequate records relating to such surveillance;
- where appropriate, will monitor exposure to hazardous substances;
- provide adequate and suitable training to users of hazardous substances;
- provide suitable and sufficient information and instruction to users of hazardous substances.
- ensure that competent and appropriate supervision is available;
- ensure that persons are in place to provide competent advice;
- ensure that there are appropriate emergency plans, equipment, personnel and procedures in place to deal effectively with foreseeable adverse incidents;

Document Control					
Document No	HS P002	Version	2.0 (supersedes v 1.0 Jan 2005)	Date Issued	Oct 2021
Author	Seimon Barton-Jones	Reviewed by	Dr Stephen Hare	Department	Health and Safety

- ensure that consideration is given to the disposal of hazardous substances prior to acquisition. This will be determined by the application of the Waste Hierarchy as detailed in the Waste Regulations 2011;
- ensure that appropriate records relating to the procurement, use and disposal of hazardous substances are complete and adequately maintained;
- ensure that hazardous substances are packaged, labelled, stored and transported appropriately, in accordance with relevant statutory Regulations;
- ensure correct regulatory licences and notifications are in place and up to date for the storage and handling of controlled substances.

## 4.2 Definitions

**Hazardous Substance** is a very broad term and includes chemicals, biological agents, carcinogens, dusts, flammable materials (solvents and fuels) and gases which have the potential to cause harm to human health.

Any substances with the potential to cause harm are hazardous. They may be classed as an irritant, a corrosive, toxic or health hazard depending on the danger they present. Dangerous substances can cause health issues when they come into contact with skin or eyes, when they're inhaled, swallowed or injected. While it's unlikely your employees will be injecting dangerous substances, they can enter the body's bloodstream through cuts and open wounds.

A hazardous substance is any substance that has one or more inherent hazardous property. This includes flammability, explosiveness, toxicity, and the ability to oxidise.

The COSHH Regulations cover most substances that are hazardous to health - and these substances can take a variety of different forms. These substances include:

- chemicals
- products containing chemicals
- fumes
- dust
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases
- biological agents
- germs that cause diseases

These following substances are covered by their own unique set of regulations, are not covered by COSHH or this policy:

- Asbestos
- Lead and
- Radioactive substances

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

The following definitions and explanations are taken from the Health and Safety Executive (HSE):

**Good Control Practice** means the application of **eight generic principles** to obtain effective and reliable control of exposure to hazardous substances once the duty to prevent exposure has been considered. The eight principles are defined in COSHH Regulation 7(7) and Schedule 2A as follows:

- 1) Design and operate processes and activities to **minimise emission, release and spread** of substances hazardous to health.
- 2) Take into account all relevant **routes of exposure** – inhalation, skin absorption and ingestion – when developing control measures.
- 3) **Control exposure** by measures that are proportionate to the health risk.
- 4) Choose the most **effective and reliable control options** which minimise the escape and spread of substances hazardous to health.
- 5) Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, **suitable personal protective equipment (final control option)**.
- 6) Check and **review regularly all elements of control measures for their continuing effectiveness**.
- 7) **Inform and train all employees** on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- 8) **Ensure that the introduction of control measures does not increase the overall risk to health and safety**.

**Workplace Exposure Limits (WELs)** are set by the Health and Safety Executive (HSE) with the intent to prevent excessive exposure to specified hazardous substances by containing exposure below a set limit. A WEL is the maximum concentration of an airborne substance averaged over a reference period to which employees may be exposed by inhalation.

## 5. LEGISLATION AND GOOD PRACTICE

5.1 The University will comply with all relevant legislation regarding Hazardous Substances, including:

- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002

Document Control					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety

- [The Control of Substances Hazardous to Health Regulations 2002 Approved Code of Practice and guidance](#)
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- [Dangerous substances and explosive atmospheres ACOP L138 \(Second edition\)](#)
- [Working with substances hazardous to health: A brief guide to COSHH](#)
- [EH40/2005 Workplace exposure limits](#)

Failure to comply with the requirements of this policy and the above legislation could result in University prosecution.

## 5.2

<b>Review / Contacts / References</b>	
Policy title:	<i>Control of Hazardous Substances Policy</i>
Date approved:	<i>October 2021</i>
Approving body:	<i>Health and Safety Committee</i>
Last review date:	<i>N/A</i>
Revision history:	<i>2.0 - supersedes v 1.0 Jan 2005</i>
Next review date:	<i>October 2023</i>
Related internal policies, procedures, guidance:	<a href="http://www.sussex.ac.uk/hso/policies">http://www.sussex.ac.uk/hso/policies</a>
Policy owner:	<i>Health and Safety</i>
Lead contact / author:	<i>Senior Safety Advisor (Biological Safety)</i>

**NOTE: SUPPORTING DOCUMENTS** (for example, related procedural or process documents or practical guidance on implementation of/adherence to the policy) should not be included as part of main policy; rather, these should be provided as separate document – also ensure that these are included in the ‘related internal policies, procedures, and guidance’ portion of the information box at the end of the policy.

<b>Document Control</b>					
<b>Document No</b>	HS P002	<b>Version</b>	2.0 (supersedes v 1.0 Jan 2005)	<b>Date Issued</b>	Oct 2021
<b>Author</b>	Seimon Barton-Jones	<b>Reviewed by</b>	Dr Stephen Hare	<b>Department</b>	Health and Safety