WILTSHIRE POLICE

FORCE PROCEDURE

Control of Substances Hazardous to Health (COSHH)

Effective from: 22.08.14
Version: 4
Next Review Date: 22.08.17
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Identification
Procedure Title: Control of Substances Hazardous to Health (COSHH)
Version: V4

Ownership
Department Responsible: Health and Safety, People Services
Procedure Owner/Author: Sarah Somers, Health and Safety Manager
Technical Author: Sandy Bruton, Health and Safety Admin
Senior Officer/Manager Sponsor: Zoe Durrant, Assistant Chief Officer Business and People Development

Revision History
Effective From: 22.08.14
Next Review Date: Three yearly or when significant changes in work activity, process or procedure occur.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
</tr>
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<tbody>
<tr>
<td>22.08.14</td>
<td>4.0</td>
<td>08.08.06, 13.03.07, 15.06.09, 06.06.11</td>
</tr>
<tr>
<td>25.05.2018</td>
<td>4.0</td>
<td>Data Protection section amended to reflect implementation of GDPR and new DPA.</td>
</tr>
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Approvals
This document requires the following approvals:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Date of Approval</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety Committee (DCC Chair)</td>
<td>Not required review only no significant changes</td>
<td>4</td>
</tr>
<tr>
<td>Chief Officer Group</td>
<td>Not required review only no significant changes</td>
<td>4</td>
</tr>
</tbody>
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Distribution
This document has been distributed via:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Date of Issue</th>
<th>Version</th>
</tr>
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<tbody>
<tr>
<td>E-Brief</td>
<td>Not required review only no significant changes</td>
<td></td>
</tr>
<tr>
<td>Email to relevant affected Staff/Officers – COSHH Assessors</td>
<td>Email link to all COSHH assessors on 22.08.14</td>
<td>4</td>
</tr>
<tr>
<td>Other: Place in HR Policy Unit</td>
<td>E mailed to HR on 22.08.14</td>
<td>4</td>
</tr>
</tbody>
</table>
Diversity Impact Assessment

Has a DIA been completed?
If no, please indicate the date by which it will be completed.
If yes, please send a copy of the DIA with the procedure.

Yes
Date: Mental Assessment 20.08.14

Consultation
List below who you have consulted with on this policy (incl. committees, groups, etc):

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Date Consulted</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation Health and Safety Committee</td>
<td>Not required review only no significant changes</td>
<td>4</td>
</tr>
</tbody>
</table>

Implications of the Procedure

Training Requirements
COSHH Assessor training to be provided for all staff required to carry out COSHH risk assessments. Staff whose work activities are highly likely to result in contact with COSHH are required to complete a COSHH Awareness e learning course. COSHH Assessors will also be expected to complete the COSHH Awareness e learning course.

IT Infrastructure
State here whether implementation of this procedure requires any input from IT, adaption and/or addition to any IT systems or packages?
PROCEDURE

PROCEDURE OVERVIEW
The following procedure details Wiltshire Police arrangements for the control of substances hazardous to health within the workplace. This will ensure compliance with relevant health and safety legislation and ensure the health, safety and welfare of all staff that are required to work with hazardous substances as part of their role.

GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSHH</td>
<td>Control of Substances Hazardous to Health</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>RPE</td>
<td>Respiratory Protective Equipment</td>
</tr>
<tr>
<td>LEV</td>
<td>Local Exhaust Ventilation</td>
</tr>
<tr>
<td>SDS</td>
<td>Safety Data Sheet</td>
</tr>
</tbody>
</table>

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

- Force Clinical Waste Procedure
- Personal Protective Equipment (PPE) Procedure
- GRA 033 Control of Substances Hazardous to Health (COSHH)
- GRA 176 Force Clinical Waste

AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE
None

DATA PROTECTION
Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force Data Protection Policy.

FREEDOM OF INFORMATION ACT 2000
This document has been assessed as suitable for public release.

MONITORING and REVIEW
All COSHH Risk Assessments should be living documents and will be formally reviewed by a trained COSHH assessor every two years. They should also be reviewed if there is reason to suspect the assessment is no longer valid, there has been a significant change in the work activity, substances or as a result of monitoring employee’s exposures.

The COSHH Procedure Document will be reviewed every three years by the Force Occupational Health and Safety Committee via the Force Health and Safety Manager. The procedure document will also be reviewed in light of any significant changes to legislation, processes and hazardous substances used in the workplace.
WHO TO CONTACT ABOUT THIS PROCEDURE
Sarah Somers Health and Safety Manager
E: sarah.somers@wiltshire.pnn.police.uk
David James Health and Safety Advisor
E: david.james@wiltshire.pnn.police.uk

1. Legal Requirements

The Health and Safety at Work Act 1974
The Health and Safety at Work Act 1974 requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of their employees and anyone else affected by their undertakings.

The Management of Health and Safety at Work Regulations 1999
The Management of Health and Safety at Work Regulations 1999 require Wiltshire Police to:

- undertake a systematic general examination of all work activities;
- identify the significant risks arising out of work;
- assess the risks to the health and safety of those in our employment;
- assess the risks to the health and safety of persons not in our employment who are working on our premises or affected by our business;
- implement control measures to reduce these risks as far as is reasonably practicable;
- record and review our assessments if we have reason to suspect that they are no longer valid or there has been a significant change in working practices.

The Control of Substances Hazardous to Health Regulations 2002 (as amended)
The Control of Substances Hazardous to Health Regulations 2002 requires the employer to control exposure to hazardous substances to prevent ill health. The employer must also:

- Carry out a suitable and sufficient assessment of the risk to employees from substances hazardous to health.
- Prevent or control exposure to hazardous substances in the workplace.
- Establish procedures to ensure control measures are appropriate and working properly.
- Ensure all control measures are adequately maintained.
- Ensure suitable monitoring of exposure, where required.
- Provide appropriate health surveillance where required.
- Provide suitable information, instruction, training and supervision.
- Ensure suitable arrangements are in place to deal with accidents and emergencies.
Employees Responsibilities:

- Co-operate with the employer to enable the employer to meet their obligations under law.
- Make full and proper use of any control measures including PPE and report any defects.
- Ensure the equipment is returned after use to any storage place provided and report any defects in this equipment immediately.
- Attend, where appropriate, medical examinations / health surveillance.
- Report any accident or incident which has or may have resulted in the release into the workplace of a biological agent which could cause harm to human health.

**Hazardous Substances not applicable to COSHH**

The Control of Substances Hazardous to Health Regulations do not apply to the below hazardous substances which have their own specific Regulations:

- The Control of Lead at Work Regulations 2002
- The Ionising Radiations Regulations 1999
- The Control of Asbestos at Work Regulations 2006

**The Chemicals (Hazard Information and Packaging for Supply) Regulations 2009**

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (also known as CHIP 4). CHIP is the law that applies to suppliers of dangerous chemicals. Its purpose is to protect people and the environment from the effects of those chemicals by requiring suppliers to provide information about the dangers and to package them safely. CHIP requires the supplier of a dangerous chemical to: identify the hazards (dangers) of the chemical. This is known as ‘classification’; give information about the hazards to their customers. Suppliers usually provide this information on the package itself (eg a label); and package the chemical safely. The CHIP Regulations have been amended because of the adoption and entry into force of the European Regulation on the Classification, Labeling and Packaging of Substances and Mixtures, known as the CLP Regulation. Safety data sheets (SDS) are no longer covered by the CHIP regulations. The laws that require a SDS to be provided have been transferred to the European REACH Regulation.

**The CLP Regulation**

The CLP Regulation (Classification, Labeling and Packaging of Substances and Mixtures) is a European Regulation which came into force in all EU states, including the UK, on 20 January 2010. The CLP Regulation adopts in the European Union the internationally agreed Global Harmonised System on the classification and labeling of chemicals, known as the 'GHS'. The regulation applies to substances from 1 December 2010 and to mixtures from 1 June 2015 at which date it will replace the CHIP Regulations 2009. The intention of the CLP Regulation is very similar to CHIP in that substances and mixtures that are placed on the market should be classified, labelled and packaged appropriately. In time the same
GHS classifications and labelling will be used throughout the world. The timetable for the change from CHIP to CLP is:

**Substances** – From 1 December 2010 until 1 June 2015, suppliers must classify substances according to CLP classification and include classification under both CHIP and CLP in the SDS (safety data sheet). After 1 June 2015, the labelling and the SDS for substances should be based only on CLP classification.

**Mixtures** – After 1 December 2010 and until 1 December 2015, mixtures should be labelled under CHIP classifications unless the supplier chooses to label under CLP classifications, in which case only CLP labelling should be used. If the supplier chooses to label under LCP then the SDS must show both the CHIP and CLP classifications. After 1 December 2015, the labelling and the SDS for mixtures should be based only on CLP classification.

The relabeling and repackaging of substances and mixtures already in the supply chain on 1 December 2010 and 1 December 2015 respectively may be delayed until 1 December 2012 and 1 June 2017 respectively.

**CLP Labels**
CLP introduces two new signal words “Danger” and “Warning” to hazardous chemical labeling. If a chemical has a more severe hazard the label will include the signal word “Danger” while in the case of a less severe hazard the label will include the signal word “Warning”. It is still necessary to read the hazard statement on the packaging and the safety data sheet from the supplier to gain a full understanding of the chemicals hazardous properties.

**CHIP Symbols and CLP Pictograms**
CHIP symbols and CLP pictograms will both be in circulation until the transition period from CHIP to CLP is completed. Some of the CHIP symbols depict a similar image to CLP pictograms however there is no hazard identification word on the actual CLP pictograms. It is therefore necessary to refer to the CLP signal word on the label and to read the hazard statement on the packaging and the safety data sheet from the supplier to gain a full understanding of the substance / mixtures hazardous properties.
### CHIP Symbols and VLP Pictogram Comparison Table

<table>
<thead>
<tr>
<th>CHIP</th>
<th>CLP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>category of danger</strong></td>
<td><strong>hazard symbols</strong></td>
</tr>
<tr>
<td>Explosives.</td>
<td>![Explosive Symbol]</td>
</tr>
<tr>
<td>Highly/extremely flammable.</td>
<td>![Flammable Symbol]</td>
</tr>
<tr>
<td>Flammable gases, aerosols, liquids or solids.</td>
<td>![Flammable Symbol]</td>
</tr>
<tr>
<td>Harmful/irritant.</td>
<td>![Irritant Symbol]</td>
</tr>
<tr>
<td>Toxic.</td>
<td>![Toxic Symbol]</td>
</tr>
<tr>
<td>Corrosive.</td>
<td>![Corrosive Symbol]</td>
</tr>
<tr>
<td>Dangerous for the environment.</td>
<td>![Environment Symbol]</td>
</tr>
<tr>
<td>No equivalent.</td>
<td></td>
</tr>
<tr>
<td>No equivalent.</td>
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</tr>
</tbody>
</table>

**The Personal Protective Equipment at Work Regulations 1992 (as amended)**
The Personal Protective Equipment at Work Regulations 1992 (as amended) require the employer to ensure suitable PPE is provided to employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective. The Regulations make particular reference to policing...
stating: “Where the characteristics of any policing activity are such that compliance by the relevant officer with the requirement, in the previous paragraph, would lead to an inevitable conflict with the exercise of police powers or performance of police duties, that requirement shall be complied with as far as is reasonably practicable.”

Other Legislation

- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

2. Responsibilities

Senior Managers

Senior Managers are responsible for the implementation of this procedure in areas under their control. This includes allocating duties and responsibilities for implementation and ensuring adequate resources and training are provided.

Line Managers

Line Managers are responsible for the implementation of this procedure in areas under their control. They may choose to devolve certain tasks, but must ensure that the individuals to whom they are devolved are given adequate training, information and resources to carry out these duties. Line Managers are responsible for:

- identifying hazardous substances prior to authorising purchase and ensuring a data sheet for the substance/mixture is requested with the order
- ensuring substances hazardous to health are only purchased when essential to a work activity and the substances are of the lowest hazard possible for the use for which they are intended
- appointing staff to be trained as COSHH Assessors if their work activities involve the use of hazardous substances
- ensuring those staff appointed as COSHH Assessors are allocated with sufficient time to be trained and carry out their COSHH risk assessment duties
- ensuring all staff who are at high risk from hazardous substances but who are not required to risk assess the substances complete the COSHH Awareness E Learning course
- ensuring that no work is carried out that is liable to expose employees to substances hazardous to health unless a suitable and sufficient risk assessment is carried out
- ensuring the control measures in the risk assessment are complied with
- ensuring staff receive an appropriate level of instruction, information, training and supervision in respect of handling or contact with hazardous substances
It is the line managers overall responsibility to ensure the required COSHH assessments are carried out and all relevant control measures are in place and working correctly.

**COSHH Assessors**
Trained COSHH Assessors are responsible for carrying out and regularly reviewing the COSHH Assessments in their dedicated workplace / department. COSHH Assessors must ensure the assessments are completed in accordance with the training and safe system of work they have been provided with. COSHH Assessors should make every effort to carry out their departments COSHH assessments using the new CLP system but may select to carry out their COSHH assessments according to the CHIP / CLP labeling on the substance / mixture during the transition period between CHIP and CLP. From 1 December 2015 all COSHH assessments must be completed in accordance with the CLP Regulations.

**Wiltshire Police Buying Co-ordinators**
Wiltshire Police Buying Co-ordinators have no responsibility for identifying COSHH substances during the purchasing process and will rely on the Department Manager authorising to have a clear understanding of the substance and the need to request a data sheet be included with the purchase.

**Wiltshire Police Stores Department**
The Supplies Manager to ensure hazardous substances are identified prior to purchase in order a data sheet is requested on the purchase order and the substances be managed and stored appropriately whilst within the Wiltshire Police Stores Department. The Supplies Manager to:
- have access to the library of completed COSHH assessments
- check requisitions before processing to establish if the equipment / substance has any COSHH implications
- where COSHH does apply the purchase order to request each hazardous substance be supplied with a data sheet
- ensure the relevant COSHH assessor is advised and completes a COSHH risk assessment for the substance

**Estates Manager**
The Force Estates Manager is responsible for ensuring all contractors are aware of their responsibilities under the COSHH Regulations as per the Force Control of Contractors Policy. The Estates manager is also responsible for ensuring suitable COSHH arrangements are in place for all contract cleaners who work on Wiltshire Police premises.

**Contractors**
All Contractors are responsible for their own arrangements under the COSHH Regulations. This must be evidenced during the tender stage as per the Force Control of Contractors Policy. Contractor arrangements for the management of COSHH including required control measures will be monitored by the Force Estates Department at regular intervals.
All Police Officers, Special Constables and Police Staff
It is the responsibility of all Police Officers and Police staff who work with hazardous substances to ensure they are aware of the information contained within the COSHH assessment and to co-operate with the employer at all times. This includes complying with all required control measures including the use of personal protective equipment, following all safe working practices, guidelines and instructions and reporting promptly any defects discovered in any control measure, device or facility, or any item of personal protective equipment to their line manager.

3. COSHH Definition

Hazardous Substances can occur in many forms eg solids, liquids, gases, vapors, dusts, fibers, fumes, mist and smoke and include:

- substances used directly in work i.e. paints, cleaning agents
- any chemicals which are classed as either very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic or toxic to reproduction
- substances which have been defined with a workplace exposure limit within HSE EH40
- dusts and asphyxiants
- biological agents i.e. pathogens or cell cultures
- carcinogens

The following substances are not covered by the COSHH Regulations as they have their own specific legislation:
- Lead
- Radiation
- Asbestos

4. Use of Hazardous Substances within Wiltshire Police

Potential Risk Groups
The Force has established the following at risk groups with regards to hazardous substances in the workplace:

- Scientific Support Laboratory Staff
- Crime Scene Investigators
- Photographic Department
- Fingerprint Department
- Garage workshops
- Caretakers
Operational Policing

Due to the nature of policing, officers and operational police staff may dynamically work alongside hazardous substances e.g. attending road traffic collisions. All officers are suitably trained in risk assessment and scene safety. It is essential that a suitable dynamic risk assessment is carried out during each of these situations which assess the particular risks of the incident. This risk assessment must include the risks from potentially hazardous substances.

Officers and operational police staff may also be exposed to hazardous substances through entering spontaneous or pre planned illicit drug laboratories and during the handling of exhibits. For all pre planned operations a suitable operational risk assessment must be carried out by a trained officer. This assessment must include the risks and required control measures for any potential hazardous substances. The assessment must also detail appropriate arrangements for suitable transportation and storage of any items / exhibits.

With regards to spontaneous incidents, officers and operational police staff must a carry out a suitable dynamic risk assessment on arrival at the scene. Operational advice and guidance is available through Force Health and Safety section as required.

5. COSHH Assessment Procedure

Eight Steps to Complying with COSHH

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Assess the risks to health from hazardous substances used in the workplace.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Decide what precautions are required.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Prevent or adequately control employee’s exposure to hazardous substances by measures that are appropriate to the health risk.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Ensure that control measures are used and properly maintained and that safety procedures are followed.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Monitor the exposure of employees to hazardous substances.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Carry out appropriate health surveillance where the assessment shows this as necessary.</td>
</tr>
<tr>
<td>Step 7</td>
<td>Prepare plans and procedures to manage emergencies, and accidents involving hazardous substances.</td>
</tr>
<tr>
<td>Step 8</td>
<td>Ensure employees are properly informed, trained and supervised.</td>
</tr>
</tbody>
</table>
**COSHH Assessments**

A suitable COSHH assessment must be carried out by a trained COSHH assessor for all identified hazardous substances in the workplace. The COSHH Assessment must be completed using a COSHH Risk Assessment Template. The following eight steps will be followed during the preparation of any COSHH Assessment

**Step 1 – Identify Hazardous Substances and Assess the Risk to Health**

The line manager / local COSHH assessor must identify hazardous substances in their workplace / department and consider the risks these substances present to people's health.

Consider the different types of substances employees may be exposed to their classification and hazardous properties and those defined with a workplace exposure limit within HSE EH40.

Consider the form of the chemicals i.e. solid, liquid or gases and whether these are likely to change during the work process.

Consider the possible routes of entry into the body including inhalation, ingestion, puncture and absorption.

Consider the frequency, duration and consequences of exposure at this stage. For high risk substances it is important to also consider the intensity of exposure against limits contained within EH40.

Where possible a substance hazardous to health should be replaced by one which eliminates, or reduces, the risk to health.

Identified hazardous substances which are deemed to be obsolete or are no longer required should be safely and correctly disposed of from site.

**Step 2 – Decide on Precautions**

The line manager / COSHH assessor must decide what precautions are required. If any significant risks are identified, decide on the action you need to take to remove or reduce them to acceptable levels. Consider the frequency, duration and consequences of exposure at this stage. For high risk substances it is important to also consider the intensity of exposure against limits contained within EH40.

**Step 3 – Prevent or Adequately Control Exposure**

The line manager / COSHH assessor must prevent or adequately control the exposure. Where possible the exposure should be prevented by changing the process or activity so that the hazardous substance is not needed or generated, replace the substance with a safer one or use it in a safer form e.g. pellets instead of powder.

If the substance cannot be prevented it must be adequately controlled. This can be achieved by one or more of the following (in order of priority):
- Engineering control i.e. provide suitable work equipment, minimise the use of the product.
- Control the exposure at source i.e. local exhaust ventilation.
- Provide suitable personal protective equipment (PPE). This should only be as a last resort and never as a replacement for other control measures.

It is important to always consider foreseeable deterioration or failure of these control measures.

The HSE’s eight principals to adequate control will be applied as part of this process. One way to determine adequate control is to ensure the workplace exposure limit (if there is one) is not exceeded.

<table>
<thead>
<tr>
<th>1. GENERAL VENTILATION</th>
<th>Least Reduction in Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>A good standard of general ventilation and good working practice</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. ENGINEERING CONTROL</th>
</tr>
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<tbody>
<tr>
<td>Typically local exhaust ventilation of varying degrees. It also includes methods of control such as cooling coils for vapours but not complete containment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. CONTAINMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hazard is contained or enclosed but small scale breaches of containment may be acceptable. Often used where substance is very hazardous or a lot is likely to get out in the air.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. SPECIAL HAZARD</th>
<th>Specialist Help Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expert advice is required in selecting control measures.</td>
<td></td>
</tr>
</tbody>
</table>

**Step 4 – Ensure Control Measures are Used and Maintained.**

COSHH Assessor / Line Manager to ensure all relevant staff make proper use of the controls and to report defects. This may be achieved through information, training, supervision and instruction. COSHH Assessor / Line Manager to ensure all control measures are adequately maintained.

The following steps can be taken to minimise the risk:

- Ensure hazard information is kept up to date.
- Ensure assessments are reviewed annually and reassessed every three years or when changes are made.
- Ensure employees are trained in the nature of the hazards and use of control measures.
- Ensure controls are maintained and monitored.
- Ensure documentation is comprehensive and understandable.
- Encourage employees to report faults and problems.
Step 5 – Monitor Exposure
Where the COSHH Assessor / Line Manager / Health and Safety Manager determines that there could be a serious risk to health if control measures failed or deteriorated, the exposure limits might be exceeded or controls might not be working correctly, suitable arrangements must be put in place to measure the concentration of hazardous substances in the air breathed in by staff.

Annual air monitoring must also be carried out for certain specified substances detailed in Schedule 5 in the COSHH Regulations, these include substances with a maximum exposure limit (MEL). If any work areas are identified, these will be managed by the Force Health and Safety section.

Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.

Step 6 - Health Surveillance
Wiltshire Police aims to minimize, wherever possible, the risks to employees from hazardous substances. It may therefore be necessary for health surveillance to be undertaken by the qualified Occupational Health Unit as per the requirements of Regulation 11 of the COSHH Regulations. The Occupational Health Unit will make the collective results of the health surveillance known to employees.

To date only pre determined employees working within the Force fingerprints department receive health surveillance under COSHH legislation.

Step 7 – Emergency Plans and Procedures
COSHH Assessor / Line Manager to ensure suitable plans and procedures are in place in case of emergency, incident or accident.

Detailed emergency procedures and plans will not be required where the quantities of substances hazardous to health only present a slight risk to employees and the measures put in place on Step 3 are sufficient to control the risk.

Step 8 – Inform, Train and Supervise Staff
COSHH Assessor / Line Manager to ensure that all staff are properly informed, trained and supervised in relation to hazardous substances. This should include details on the COSHH assessment and its findings, emergency procedures, requirements for personal protective equipment, fault reporting etc.

Safety Data Sheets
Suppliers / Manufacturers of hazardous substances are required to provide a safety data sheet with the first consignment of any order. If you are unable to locate this please contact the Procurement department or supplier directly and they will be able to provide you with an additional copy.
6. Information, Instruction, Training and Supervision

Every employer who undertakes work which is liable to expose an employee to a substance hazardous to health shall provide that employee with suitable and sufficient information, instruction and training. Wiltshire Police will provide all employees, who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction, training and supervision relating to:

- names of substances and the risk they present to health
- any relevant exposure limits / results of any health surveillance or exposure monitoring
- access to relevant data sheets
- significant findings of the risk assessment
- precautions and actions to be taken by the employee in order to safeguard themselves and others in the workplace eg control measures, what to do in the event of an accident or emergency, disposal
- all employees who may be exposed to substances hazardous to their health will be provided with such information, instruction and training as is suitable and sufficient for them to know the risks to their health created by their exposure to the substances with which they work

Information will also be given to others who may be affected, such as:

- contractors
- temporary staff
- visitors

Initial Training

All Police officers and PCSO’s receive risk assessment and hazard identification training as part of their induction training. They also receive information and training in scene management and the management of hazardous substances at road traffic incidents.

COSHH Awareness E Learning Course

All staff at high risk from substances hazardous to health are required to complete a COSHH Awareness E Learning course. The course will be managed by the People Development Department in consultation with the Health and Safety Department.

COSHH Assessor

All Force staff appointed as COSHH Assessors will receive appropriate and adequate training to ensure they are competent to carry out the COSHH Assessor role. Training will comprise of an in-house one day COSHH Assessor course devised and delivered by the Force Health and Safety Manager and completion of the COSHH Awareness E Learning course.