



HUMBERSIDE FIRE AND RESCUE SERVICE

# HEALTH, SAFETY AND ENVIRONMENT

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## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

<b>Owner</b>	<b>Director of Service Improvement</b>
<b>Responsible Person</b>	<b>Head of Health and Safety</b>
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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

## **1. INTRODUCTION**

Humberside Fire and Rescue Service (HFRS) recognise that the health, safety and welfare of its employees is an integral and fundamental part of its function. Consequently, best practice will be adopted where possible to ensure that the Service complies with its legal duties and fulfils its moral obligations to its employees and other people who may be affected by its activities. The ultimate goal of the health and safety management system is to prevent injury and ill health in the workplace.

COSHH applies to a wide range of substances and preparations (mixtures of two or more substances) which have the potential to cause harm to health if they are ingested, inhaled, or are absorbed by, or come into contact with, the skin, or other body membranes. Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents.

## **2. EQUALITY AND INCLUSION STATEMENT**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIMS AND OBJECTIVES**

To provide and maintain formal planning and implementing arrangements to prevent harm to people at the point of risk, taking account of specific legal issues relevant to the Service.

## **4. RISK ASSESSMENT**

This risk assessment procedure will include:

- The identification of substances that are likely to be encountered by employees that have the potential to cause harm.
- The identification of the circumstances where harm is likely to occur.
- The identification of suitable control measures.
- The implementation of the control measures.
- Monitoring and reviewing the assessment and control measures.
- COSHH risk assessments for Service locations are available on the Service intranet.

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**5. REDUCING THE RISK**

Where reasonably practicable the Service will apply control measures in the following order of priority:

- Elimination of the hazard
- Substitution with a less hazardous substance
- Separation of personnel from the substance
- Engineering controls including Local Exhaust Ventilation
- Safe systems of work and procedures
- Personal protective equipment

**6. MAINTENANCE OF CONTROL MEASURES**

Where mechanical control measures are implemented, the Joint Estates Section, will ensure that they are maintained in an efficient working order, by means of regular testing and inspection.

**7. FURTHER INFORMATION**

Health surveillance will be provided for all personnel who are, or likely to be, exposed to specific hazardous substances. The Occupational Health Advisor will assess personnel who are exposed to hazardous substances. For exposed personnel, both Notification of Possible Contamination by Materials Hazardous To Health (PP26) and Safeguard report forms must be completed.

**8. EMPLOYEE'S DUTIES**

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using the equipment, safe systems of work and procedures provided by the Service in accordance with training and instruction given.
- Informing their line manager without delay of any situation which may present serious and imminent danger.
- Notifying their line manager of any shortcoming in the health and safety arrangements.

By complying with Regulation 14 above, then individuals can contribute to assist the Service in making the workplace safer and reduce the number of accidents/incidents.

**If you require further guidance on this document, please contact the**

**Health, Safety & Environment Section**

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