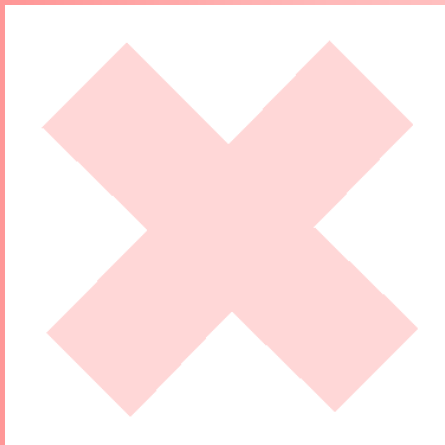


Singleton Training



COSHH Handbook



Contact the Office on 01522 300161
www.singleton-associates.org



ASSESS THE RISKS



**ASSESS THE STEPS NEEDED TO MEET
THE REGULATIONS**



**PREVENT OR AT LEAST CONTROL
EXPOSURE**



**ENSURE THAT THE CONTROLS ARE
PROPERLY USED AND MAINTAINED**




















**EXAMINE AND TEST THE CONTROL
MEASURES IF THIS IS REQUIRED**



**INFORM, INSTRUCT AND TRAIN
EMPLOYEES AND NON-EMPLOYEES
WHO ARE ON THE PREMISES**

HAZCHEM SYMBOLS

CLP	DSD/DPD	Hazard
		Explosive Self Reactive Organic Peroxide
		Flammable Gases Flammable Aerosols Flammable Liquids Flammable Solids Pyrophoric
		Oxidizing gases Oxidizing liquids Oxidizing solids
		Gases under pressure
		Acute toxicity Very toxic (Fatal) Toxic
		Corrosive (causes severe skin burns and eye damage) Serious eye damage Corrosive to metals
		Respiratory sensitiser Mutagen Carcinogen Reproductive toxicity Systemic Target Organ Toxicity Aspiration hazard
		Acute toxicity Harmful Skin irritation, Serious eye irritation, Respiratory irritant Skin sensitiser Narcotic
		Acute Hazard Chronic Hazard

Chemical Hazard Definitions

TOXIC	A substance which if inhaled or ingested or penetrates the skin may involve serious health risks or death.
HARMFUL	A substance which if inhaled or ingested or penetrates the skin may involve limited health risk.
CORROSIVE	A substance which on contact with living tissue may destroy it.
IRRITANT	A non-corrosive substance which through immediate, prolonged or repeated contact with the skin or mucous membrane can cause inflammation.
DERMATITIC	A substance which causes dermatitis.
SENSITISING	A substance which causes an allergic reaction – anything affecting the lungs is a respiratory sensitizer.

CARCINOGENIC	A substance which may cause cancer.
EXPLOSIVE	A substance which may explode under the effect of flame or energy.
OXIDISING	A substance which gives rise to highly exothermic (heat producing) reactions when in contact with other substances.
FLAMMABLE	A substance which has a flash point of between 21-55°C.
HIGHLY FLAMMABLE	A substance which has a flash point of between 0-21°C.
EXTREMELY FLAMMABLE	A substance which has a flash point of less than 0°C.
NARCOTIC	A substance which causes stupor.

Hazard data sheets

There are 16 sections in a COSHH data sheet, there is no set order, but they must include the following:

- A technical sheet outlining (for a specific chemical)
- Product description & intended use
- Composition/Physical properties
- Precautions for handling/storage
- First Aid & fire procedures
- Environmental information
- Emergency procedures
- Exposure levels

Reach rules

What is REACH?

REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) is the new system for controlling chemicals in Europe. It became law in the UK on 1 June 2007.

Registration

Any company manufacturing or importing a substance on its own, in a mixture, or in finished manufactured goods at or above 1 tonne per year may have to register it. This is done by submitting a dossier to the new European Chemicals Agency, based in Helsinki, providing details of the substance's properties, other relevant information about risks and how these risks can be managed. **You will not be able to market or use the substance, or article containing a substance within the EU unless it has been registered.**

10 rules for COSHH

- ✓ **NEVER** mix chemicals
- ✓ **NEVER** put chemicals into unmarked bottles
- ✓ **NEVER** use chemicals unless trained
- ✓ **ALWAYS** read the label or instructions
- ✓ **ALWAYS** wear PPE
- ✓ **ALWAYS** report defects or problems
- ✓ **ALWAYS** keep area clean & tidy to prevent slips & trips
- ✓ **ALWAYS** carry or transport chemicals in sealed containers
- ✓ **ALWAYS** store chemicals in secure area
- ✓ **ALWAYS** report symptoms of ill health

Other courses we offer include:

Basic Food Hygiene

Food Hygiene Plus

Intermediate Food Hygiene

Advanced Food Hygiene

Emergency First Aid at Work

First Aid at Work

Basic Health & Safety

Intermediate Health & Safety

COSHH

Manual Handling

Risk Assessment

Understanding Strokes & Diabetes

For details of our quality assurance, please visit our web site:

<http://www.singleton-associates.org/services/quality-assurance/>

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