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	Reviewed and approved by the Health, Safety and Emergency Management Task Group	18 <sup>th</sup> March 2020

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Head of Health  
and Safety

University Secretary





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- e. Ensure hazardous substances, clinical waste, and associated by-products, are disposed of correctly and in accordance with the Hazardous Waste (England and Wales) Regulations and other applicable environmental legislation.
  - f. As a last resort, provide personal protective equipment (alone or in addition to other control measures) which takes account of individual needs.
  - g. Provide suitable and sufficient resources (includes personnel and machinery and equipment) to manage any risks associated with the use of a hazardous substance.
  - h. Provide suitable instruction, training and supervision to staff, students and others potentially affected, to make them aware of the risks associated with the substance, including correct disposal, clinical waste and associated by-products, the correct techniques to follow and equipment to use and the action to take in an emergency.
  - i. Arrange (if required) for staff and applicable PhD/research students, who routinely work with certain higher-risk hazardous substances, periodic Health Surveillance. Criteria for Health Surveillance requirements are described in the Health Surveillance and Health Monitoring Guidance document.
  - j. Ensure equipment and systems provided to control exposure to hazardous substances (e.g. fume cabinets and biological safety cabinets) or which form associated emergency arrangements, are inspected, tested, and maintained as required.
  - k. Arrange environmental monitoring to ensure efficacy of equipment and systems, as required.
  - l. Ensure Assessments are reviewed if there is a reason to suspect it is no longer valid or there has been a significant change in the hazardous substances work to which it relates.
  - m. Ensure accidents and incidents are reported and investigated accordingly, with action taken where possible, to prevent a reoccurrence of the event.
  - n. Maintain records as required e.g. Risk / COSHH Assessments, training, inspections, equipment maintenance and servicing.

All staff and students working with hazardous substances as part of a College / School / Service activity must:

- a. Follow all instruction and training provided to ensure the health, safety, and well-being, of not only themselves when handling a substance (includes correct disposal of substance, clinical waste, and associated by-products), but also others potentially exposed.
  - b. Correctly use equipment (including Personal Protective Equipment) and systems provided to minimise risks associated with the use of a substance, including, pre-use checks as required to confirm operability.
  - c. Participate in Health Surveillance, as requested.
  - d. Inform their Supervisor, Line Manager and H&S Coordinator or directly to Health and Safety immediately of anything, including illnesses or medical conditions, which could affect their ability to work with a substance.
  - e. Report any concerns, accidents or incidents to their Supervisor, Line Manager and H&S Coordinator or directly to Health and Safety immediately.
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Where contractors are engaged by the University, the relevant College or Professional Service must ensure that the contractor, when using or creating hazardous substances, understand their responsibilities and have in place suitable management arrangements to reduce or eliminate risk of harm from their activity. Contractor COSHH Assessments must be shared with the appointing College / Professional Service, as applicable.

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