

HSP 15 Using chemicals

Procedure Index

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1. Introduction

Hazardous substances used within our care homes include laundry chemicals, cleaning materials, disinfectants and other products containing chemicals eg maintenance products. The health risks created by using chemicals must be evaluated.

Additional hazards which need to be controlled include infections and diseases caused by micro-organisms (associated with clinical waste, soiled laundry or exposure to bodily fluids).

2. What the Regulations require

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require managers to assess the health risk faced by employees, residents and visitors and decide on the action required to prevent exposure to hazardous substances, infections and diseases.

There is also a requirement to ensure that any Personal Protection Equipment (PPE) is worn and that employees are properly informed, trained and supervised in regards to using chemicals. HSP 16 details PPE requirements for employees.

There is a common hierarchy that should be followed when reviewing the use of chemicals within the home: -

- Can any products be eliminated from use all together?
- Can chemicals be substituted for something safer (swap a corrosive chemical for something milder)?
- Reduce the exposure to staff and residents if products can not be replaced by ensuring safe systems for handling product and PPE is worn.

3. Assessing the risk – COSHH assessment

Before any chemical product is used within the home a full documented COSHH assessment must be completed. The assessment will detail the controls required to safely use the chemical.

This is completed by EFHL's Health & Safety Manager and completed assessments are placed on the intranet for general use.

The Health & Safety Manager should be contacted for completion of new assessments.

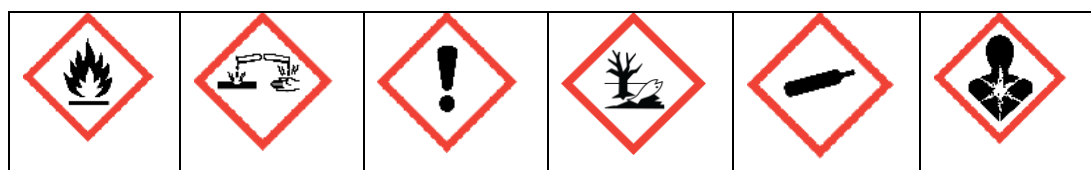
Note: for some chemicals – especially some of the products used by the Maintenance team the properties and risks will be the same, so these products will be grouped together when considering suitable control measures and COSHH assessments.






4. Information on hazards

Information on the hazards associated with chemicals is available from a number of sources – labels, safety data sheets and COSHH assessment.

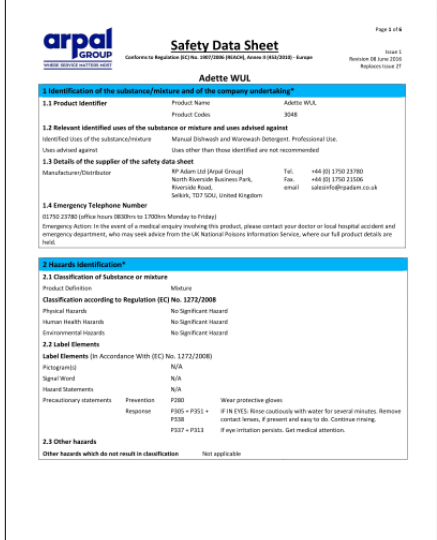
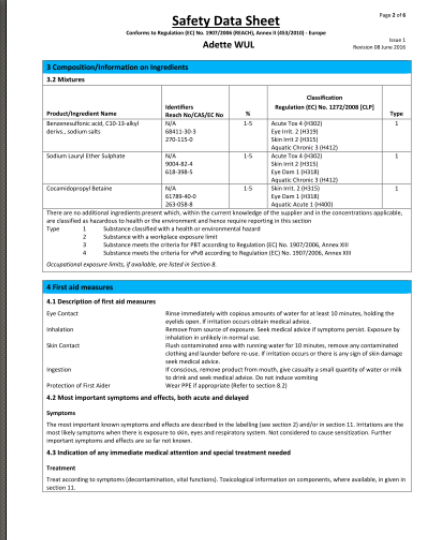
Chemical label information

Hazard labels warn of the presence of hazardous chemicals. The pictograms are red diamonds. A number of pictograms may appear on the same container. There is also a signal word – Warning or Danger. More care should be taken with products labelled as Danger.



Flammable	Corrosive	Irritant Harmful if swallowed	Hazard to aquatic environment	Compressed gases	Serious health concern
Old labels below being phased out – some old package will have this style.					
					

Safety data sheets

 <p>arpal GROUP Safety Data Sheet Adette WUL</p> <p>1 Identification of the substance/mixture and of the company undertaking*</p> <p>1.1 Product identifier Product Name: Adette WUL Product Code: 3348</p> <p>1.2 Relevant identified uses of the substance or mixture and uses advised against Identified Uses of the substance/mixture: Manual Dishwash and Wipewash Detergent, Professional Use. Uses advised against: (List other than those identified are not recommended)</p> <p>1.3 Details of the supplier of the safety data sheet Manufacturer/Distributor: KP Adem Ltd (Legal Group), North Riverside Business Park, Riverside Road, Salford, M7 5GL, United Kingdom Tel: +44 (0) 1752 23780 Fax: +44 (0) 1752 23504 email: sales@kpadem.co.uk</p> <p>1.4 Emergency Telephone Number 0572 23780 (office hours 08:00hrs to 17:00hrs Monday to Friday) Emergency advice in the event of a medical emergency involving this product, please contact your doctor or local hospital accident and emergency department, who may seek advice from the UK National Poisons Information Service, where our full product details are held.</p> <p>2 Hazards Identification*</p> <p>2.1 Classification of substance or mixture Product Definition: Mixture Classification according to Regulation (EC) No. 1272/2008: Physical Hazards: No Significant Hazard Human Health Hazards: No Significant Hazard Environmental Hazards: No Significant Hazard</p> <p>2.2 Label Elements Label Elements (in Accordance With (EC) No. 1272/2008) Pictogram(s): N/A Signal Word: N/A Hazard Statements: N/A Precautionary statements: Prevention: P201 - Wear protective gloves Response: P301 + P311 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. P317 - P313 - If eye irritation persists, Get medical attention.</p> <p>2.3 Other hazards Other hazards which do not result in classification: Not applicable</p>	 <p>Safety Data Sheet Conforms to Regulation (EC) No. 1831/2003 (BIOCIDAL) Annex I (BIOCIDAL) - Annex Adette WUL</p> <p>3 Composition/Information on Ingredients</p> <p>3.2 Mixtures</p> <table border="1"> <thead> <tr> <th>Product/Ingredient Name</th> <th>Identifiers Search No./CAS/EC No.</th> <th>%</th> <th>Classification Regulation (EC) No. 1272/2008 (CLP)</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Benzonitrilium acetate, C10-13-alkyl salts, sodium salts</td> <td>N/A 08423-30-3 235-133-0</td> <td>1.5</td> <td>Acute Tox 4 (H302) Eye Irrit. 2 (H319) Skin Irrit. 2 (H314)</td> <td>1</td> </tr> <tr> <td>Sodium Lauryl Ether Sulphate</td> <td>N/A 9008-02-4 618-398-5</td> <td>1.5</td> <td>Acute Tox 4 (H302) Skin Irrit. 2 (H314) Eye Irrit. 2 (H319)</td> <td>1</td> </tr> <tr> <td>Cocamidopropyl Betaine</td> <td>N/A 61789-40-0 263-038-8</td> <td>1.5</td> <td>Skin Irrit. 2 (H314) Eye Irrit. 2 (H319) Aquatic Acute 1 (H400)</td> <td>1</td> </tr> </tbody> </table> <p>There are no additional ingredients present which, within the current knowledge of the supplier and in the circumstances applicable, are classified as hazardous to health or the environment and hence require reporting in this section.</p> <p>Type: 1 - Substance classified as a health or environmental hazard 2 - Substance with a notifiable exposure limit 3 - Substance meets the criteria for PBT according to Regulation (EC) No. 1807/2006, Annex III 4 - Substance meets the criteria for vPvB according to Regulation (EC) No. 1807/2006, Annex III</p> <p>Occupational exposure limits: Not applicable; see list in section 8.</p> <p>4 First aid measures</p> <p>4.1 Description of first aid measures</p> <p>Eye Contact: Rinse immediately with copious amounts of water for at least 15 minutes, holding the eyelids open. If irritation occurs, obtain medical advice. Rinse from source of exposure. Seek medical advice if symptoms persist. Exposure by inhalation is unlikely to occur.</p> <p>Skin Contact: Flush contaminated area with running water for 10 minutes, remove any contaminated clothing and footwear before use. If irritation occurs or there is any sign of skin damage, seek medical advice. If conscious, remove product from mouth, give copiously a small quantity of water or milk to drink and seek medical advice. Do not induce vomiting. Wear PPE if appropriate (Refer to section 8.2).</p> <p>4.2 Most important symptoms and effects, both acute and delayed</p> <p>Symptoms: The most important known symptoms and effects are described in the labelling (see section 2) and/or in section 11. Irritations are the most likely symptoms when there is exposure to skin, eyes and respiratory system. Not considered to cause sensitization. Further important symptoms and effects are so far not known.</p> <p>4.3 Indication of any immediate medical attention and special treatment needed</p> <p>Treatment: Treat according to symptoms (decontamination, vital functions). Toxicological information on components, where available, is given in section 11.</p>	Product/Ingredient Name	Identifiers Search No./CAS/EC No.	%	Classification Regulation (EC) No. 1272/2008 (CLP)	Type	Benzonitrilium acetate, C10-13-alkyl salts, sodium salts	N/A 08423-30-3 235-133-0	1.5	Acute Tox 4 (H302) Eye Irrit. 2 (H319) Skin Irrit. 2 (H314)	1	Sodium Lauryl Ether Sulphate	N/A 9008-02-4 618-398-5	1.5	Acute Tox 4 (H302) Skin Irrit. 2 (H314) Eye Irrit. 2 (H319)	1	Cocamidopropyl Betaine	N/A 61789-40-0 263-038-8	1.5	Skin Irrit. 2 (H314) Eye Irrit. 2 (H319) Aquatic Acute 1 (H400)	1
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The Safety data sheet is produced by the chemical manufacturer and is a pre-defined 16 section document which identifies hazard properties, first aid measures, environmental concerns, storage and exposure concerns. Safety data sheets by their nature are often complex, thorough and not easy to understand.

The safety data sheets within EFHL have two functions: -

1. To help produce the COSHH assessment.
2. To be available in the event of an emergency if required (primarily to accompany injured party to hospital).

A library of Safety data sheets for Fresh chemicals can be accessed at

<https://www.countrywidehealthcare.co.uk/msds/>

A library of other Safety data sheets is kept on the EFHL intranet and can be found at EFHL Policies / Health and Safety / HS COSHH Assessments / Manufacturer's Safety Data Sheets.

COSHH Assessments

COSHH assessments for Fresh chemicals are completed on an excel spreadsheet format – av COSHH 00 Countrywide chemicals. This is available on EFHL Policies / Health and Safety / HS COSHH Assessments / COSHH Assessments.

A library of COSHH assessments is kept on the EFHL intranet and can be found at EFHL Policies / Health and Safety / HS COSHH Assessments / COSHH Assessments.

5. Using products within EFHL care homes

Housekeeping trolleys

Housekeeping trolleys contain a limited number of cleaning products. All chemicals should be in original containers and clearly labelled with contents.

The number of bottles on the trolley should be the minimum number required. The bottles should be accounted for at the beginning and end of each cleaning operation. Where possible chemicals should always be within sight of housekeeping staff.

If there is a specific concern over the behaviour of a resident, additional controls should be installed around chemical safety within the home.

Hand gels

The use of alcohol gel has been adopted as a hand sanitizing measure to prevent transmission of COVID-19 within our homes and as such hand dispensers are located within the homes. It is important to be aware that alcohol hand gel is classified as flammable and any bulk storage should be stored separately from other products.

6. Storage of chemicals

It is important that when hazardous chemicals are not in use they are safety locked in a cupboard and general access is prevented.

Generally, the storage of chemicals should be kept to minimum – especially flammable products.

Large volumes of flammable products should be stored separately from other products in a dedicated metal container.

Laundries & Kitchens

Some chemicals within the laundries and kitchens are designed to be used permanently connected to machines. These are either placed on the floor in trays or wall mounted. The containers should be provided with tops (tubing should be inserted through the tops).

Kitchens and laundries are locked at night to prevent unauthorised access.

Oxygen

Additional guidance (HSP 22 – Use of oxygen) details the storage and use of Oxygen.

Petrol

Petrol for use in garden equipment should be stored outside in dedicated small petrol containers within a metal flammable cupboard.

Chemicals used for Maintenance

Chemicals used for maintenance activities should be stored within dedicated maintenance rooms and away from general access. Flammable materials should be stored in metal flammable cabinets.

7. Record keeping

Chemical inventory

Each home should have an up to date chemical inventory that lists the substances used within the home. This should cover all functional areas. A form HSP 15A has been produced for this requirement.

COSHH Folder

Each home must have one up to date COSHH folder within the home. The folder should contain COSHH assessments and safety data sheet for each chemical used.

Some homes may wish to have multiple folders containing duplicate information at each chemical store or for different locations / departments (eg Kitchen or Laundry). This is acceptable but consideration should be given to keeping all folders up to date.

Information on Cleaning trolleys

Each cleaning trolley should have a copy of the COSHH assessments relating to chemicals used on the trolleys.

8. Emergencies involving chemicals

If an injury requires external medical attention it is recommended that a copy of the safety data sheet accompanies the injured party. This is especially important for chemical splashes to eyes.

9. Risks from micro-organisms

Employees are sometimes at risk from infections carried in blood and body fluids. The following steps should be taken to minimise the risk of contamination.

- Cuts/ grazes should be covered with waterproof plasters.
- Any contaminated equipment should be disinfected as soon as is practicable.
- Single use gloves should be worn for high risk or messy activities.
- There should be clear instructions on how to clear up and disinfect a spillage of blood.

The majority of clinical waste falls under the category of offensive / hygiene waste. This is waste which is non-infectious and does not require specialist treatment. Infectious waste is classified as hazardous and requires segregation and specialist disposal.

Further information on the management of waste can be found in Procedure HSP 23 – Management of Waste.

10. Transportation of chemicals and specimens

Maintenance staff will occasionally be required to transport fuel for garden petrol equipment within the minibus. The Carriage of Dangerous Goods Regulations requires certain requirements to be followed. These include: -

- No more than 20 litres of Petrol should be transported at one time.
- Containers designed and labelled for carrying fuel.
- Staff receive a Dangerous Goods Awareness Briefing.

Dangerous Goods Awareness Briefing

All drivers carrying petrol must have received Dangerous Goods Awareness Briefing. This briefing is provided as a power-point presentation MTS 25 – Transport and Storage of Fuel.

Residents specimens

Transportation of resident's specimens are also included in the Carriage of Dangerous Goods Regulations. The requirement is for the specimens to be packed in a triple layer packaging system:

- (i) Primary receptacle - a primary watertight leak-proof receptacle containing the specimen.
- (ii) Secondary packaging - a second durable, watertight, leak-proof packaging to enclose and protect the primary receptacle(s).
- (iii) Outer packaging – Rigid container which must be marked with identification of contents (UN 3373 - Biological Substance)



12. Associated documents

- HSP 15A Chemical Inventory
- RAG 31 Housekeeping
- RAG 32 Working with cleaning products
- RAG 33 Working in the Laundry
- RAG 61 Maintenance activities
- RAG 71 Gardening
- RAG 72 Using Petrol Tools
- COSHH sheets (C01 – R40)

13. A Summary of the main points

Check that:

- An up to date chemical inventory exists for the care home.
- A COSHH folder is present with copies of COSHH assessments.

- Relevant COSHH Assessments are present on housekeeping trolleys.
- Hazardous substances are safety stored locked in a cupboard.
- Staff have been issued with adequate protective clothing.
- Correct containers are used for the transportation of fuel and specimens.

14. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	12/07/2017
Date of next full review	01/01/2027

Issue	Date	Author	Reason
1.0	12/07/2017	Steve Andrews	Updated document replaces old HSP03.
2.0	15/01/2018	Steve Andrews	Full review – reference to sluice rooms removed in Section 6 following decision to install key locks.
3.0	01/10/2020	Steve Andrews	Updated section on the use of hand gel following routine use for COVID-19 control.
4.0	13/01/2021	Steve Andrews	Full document review – Added reference to new document HSP 16 PPE.
5.0	16/02/2022	Steve Andrews	Added Section 10 – transportation of chemicals & specimens.
6.0	01/06/2023	Steve Andrews	Updated to include new procedures introduced via Countrywide contract.
7.0	26/01/2024	Steve Andrews	Full document review – new section 12 additional documents added.
7.0	24/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.