

CONTROL OF HAZARDOUS SUBSTANCES POLICY

1. OVERVIEW AND PURPOSE

- 1.1 The University of Sussex uses a variety of substances within its estates, facilities, teaching and research activities. Some of these substances have harmful or hazardous properties and may pose a risk to human health or harm the environment. This policy details the management arrangements and responsibilities for control of hazardous substances used at or by the University of Sussex.

The objectives of this policy are to:

- Reduce to as low a level as reasonably practicable the extent to which staff, students and others are exposed to hazardous substances;
- Ensure compliance with legislation and security requirements in the use of and disposal of hazardous substances;
- Ensure that suitable and sufficient risk assessments are undertaken.

This Policy shall apply to all work* involving hazardous substances which gives rise to a risk of ill

2.1 This policy applies to:

- All University of Sussex staff (including visiting academics), students and contractors employed by the University who use hazardous substances;
- Hazardous substances as outlined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR);
- All chemical substances classified as hazardous under the EC regulation 1272/2008 classification, labelling and packaging of substances and mixtures;
- Substances classified as hazardous under the Dangerous Goods List outlined in Annexe A, Part 3

3. RESPONSIBILITIES

3.1 Vice Chancellor

The Vice Chancellor will provide leadership and executive oversight of Health & Safety.

3.2 Chief Operating Officer

The Chief Operating Officer is chair of the University Safety Committee and is responsible for overseeing the University's Health and Safety management arrangements.

3.3 General Counsel and Director of Governance & Compliance

The Governance and Compliance office line manages the Head of Health and Safety, coordinates the University's governance, supports and advises the University Executive Group (UEG) on Health and Safety matters.

The Division of the General Counsel, Governance and Compliance includes the University's Health and Safety Team, Business Continuity and Risk Management, Governance Services and Compliance, Legal Counsel, Information Management, and supports the Vice-Chancellor's Office.

The General Counsel and Director of Governance & Compliance will ensure that the University's Health and Safety management arrangements are consistent with the University's policies and procedures.

3.5 Heads of Schools and Directors of Professional Services

Heads of Schools and Directors of Services are responsible to the Council, through the Chief Operating Officer, for Health and Safety matters relating to the activities of their school or service, whether these are undertaken on the institution's premises or elsewhere, and must ensure that all staff are aware of the institution's Health and Safety policy and procedures.

- [illegible]

- A copy of any risk assessments must be available and

- Relevant information is also published on the University Health and Safety intranet site, as appropriate.

3.17 Key Contacts:

- **Health and Safety Team**
- **Head of Health and Safety**
- **Chair – Hazardous Substances Safety Sub Committee**

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4. POLICY

4.1 Policy Statement

- ensure that consideration is given to the disposal of hazardous substances prior to acquisition. This will be determined by the application of the Waste Hierarchy as detailed in the Waste Regulations 2011;
- ensure that appropriate records relating to the procurement, use and disposal

The following definitions and explanations are taken from the Health and Safety Executive (HSE):

Good Control Practice means the application of **eight generic principles** to obtain effective and reliable control of exposure to hazardous substances once the duty to prevent exposure has been considered. The eight principles are defined in COSHH Regulation 7(7) and Schedule 2A as follows:

- 1) Design and operate processes and activities to **minimise emission, release and spread** of substances hazardous to health.
- 2) Take into account all relevant **routes of exposure** – inhalation, skin absorption and ingestion – when developing control measures.
- 3) **Control exposure** by measures that are proportionate to the health risk.
- 4) Choose the most **effective and reliable control options** which minimise the escape and spread of substances hazardous to health.
- 5) Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, **suitable personal protective equipment (final control option)**.
- 6) Check and **review regularly all elements of control measures for their continuing effectiveness**.
- 7) **Inform and train all employees** on the ~~control~~ **control**

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