



**Arrow**  
COUNTY SUPPLIES



**Arrow County's  
Essential Guide to  
the Control of  
Substances  
Hazardous to Health  
Regulations  
(COSHH) - Part 2**

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There are a number of specific resources that COSHH provide to give details about the requirements of specific industries. This guide will cover the key points of 3 important topics for COSHH in the cleaning industry: diluting chemical concentrates, manual cleaning and disinfecting surfaces and storing chemical products.

This information can be of use to both cleaning staff and managers alike to ensure all team members have a consistent and comprehensive understanding of how to satisfy COSHH regulation.

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### **About the author**

Edward Blackledge – Marketing Director

Edward collaborate with customers to understand and define their challenges in achieving cleaning and hygiene standards, and then delivers innovative solutions, be it through products or services.

He works with frontline cleaning teams and management teams, work forces and executives to ensure customer-driven solutions.

# 1. Diluting chemical concentrates

- ▶ Exposure risk profile: skin or eye contact
- ▶ The working environment
  - Provide adequate space and good washing facilities for staff use.
  - Clean up any spillages or mess immediately, and alert other staff members if necessary.
- ▶ Personal Protective Equipment (PPE)
  - Wear protective gloves at all times, such as single-use nitrile gloves.
  - Wear protective goggles at all times, especially when using corrosive agents.
  - Dispose of any PPE after the task is complete, as appropriate.



- ▶ Other equipment
  - Ensure all equipment is functioning properly and without faults.
  - Make sure the room is well ventilated – especially if working with solvents.
  - Ensure chemicals are stored in containers which are easy to transport and pour or scoop from.
  - Always label containers with the substance name and any appropriate hazard warnings.
  - Do not reuse containers – dispose of them safely and immediately after use.

- ▶ Procedures
  - Store products in a cool, dark and dry place.
  - Follow all instructions and adhere to any recommendations provided by the safety information associated with a substance.
  - If any splashes occur, wash skin immediately and refer to the safety information for that substance.
  - Always replace caps on containers as soon as the dilution task is complete.
- ▶ Dilution technique
  - As a general principle, always add the liquid concentrate to the diluting liquid.
  - Make a thin paste of powders with a small amount of diluting liquid, then dilute as above.

## 2. Manual cleaning and disinfecting surfaces

- ▶ Harm risk profile: skin or eye contact
- ▶ The working environment
  - Mark any floor areas or routes which will become wet and slippery.
  - Provide good washing facilities for staff use.
  - Clean up any spills or mess immediately, and alert other staff members if necessary.
- ▶ Personal Protective Equipment (PPE)
  - Wear protective gloves at all times, such as single-use latex-free gloves.
  - Wear waterproof, slip-resistant shoes at all times.
  - Dispose of any PPE after the task is completed, as appropriate.
- ▶ Other equipment
  - Ensure all equipment is functioning properly and without faults.
  - Colour-code cleaning equipment, e.g. buckets, to avoid cross-contamination or use of the wrong substance.
- ▶ Procedures
  - Store products in a cool, dark and dry place.
  - Follow all instructions and adhere to any recommendations provided by the safety information associated with a substance.
  - If any splashes occur, wash skin immediately and refer to the safety information for that substance.
  - Always replace caps on containers as soon as the cleaning task is complete.

**23.3 million working days were lost due to work-related ill health, and 4.1 million due to workplace injury during 2014/2015**



**The estimated cost of injuries and illness directly related to working conditions is £14.3 billion (2013/2014)**

### 3. Storing chemical products (small scale)

- Harm risk profile: inhalation, skin or eye contact
- Environment
  - Provide good washing facilities for staff use.
  - Keep storage containers locked when not in use.
  - Clean up any spills or mess immediately, and alert other staff members if necessary.
- Personal Protective Equipment (PPE)
  - Specialised respiratory PPE may be necessary under certain circumstances.
  - Wear protective gloves at all times, such as single-use nitrile gloves.
  - Dispose of any PPE after the task is completed, as necessary.
- Other equipment
  - Keep the storage space well ventilated, at 5-10 air changes every hour.
  - Ensure all equipment is functioning properly and without faults.

#### ➤ Procedures

- Store products in a cool, dark and dry place.
- Follow all instructions and adhere to any recommendations provided by the safety information associated with a substance.
- Keep specific products separate from one another:

- Solids and liquids
- Flammable and non-flammable products
- Acids and alkalis
- Waste products

- Ensure chemicals are stored in containers which are easy to transport and pour or scoop from.
- Store containers with their labelling clearly visible, and store heavier products underneath lighter products.





It can be difficult and time-consuming to adhere to these types of policies consistently, especially in businesses with a large workforce spread over a number of locations.

However, it is imperative to meet COSHH guidelines to ensure that both staff and customers are safe and free from the risk of hazardous substances.

Ultimately, sticking to COSHH guidelines will ensure your business protects not only its staff, but also its reputation and profit in the long term.





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