

# LANCASTER TRAINING SERVICES LIMITED



## COSHH SYSTEMS & PROCEDURES

LTS' Control of Substances Hazardous to Health (COSHH) system incorporates a risk banding as well as indicating how the substance may be harmful to the individual. The manufacturer/ supplier of the substance is contacted to ensure they supply the relevant COSHH data sheet. MSDS (Manufacturers Safety Data Sheet).

Lists of substances that are Hazardous to Health are displayed in the following areas: -

- Workshop – on Dave's noticeboard
- Washstore - on caged store door
- Paint Cupboard – Platform store on paint cupboard door
- Filing cabinet – Platform store on outside of top drawer
- Offices/classrooms – reception area of main offices
- Cleaning cupboard – inside cupboard, right wall
- Kitchen – above the handwash

The detailed COSHH/MSDS data sheets are stored in the Health & Safety locker at the top of the stairs

A full COSHH audit is carried out annually. The H&S Officer will 'walk the floor' detailing all the substances that may be hazardous to health and then check against records updating as necessary.

Substances no longer in use are removed from the lists. New substances are put on to the COSHH lists as they arrive on site. All staff are actively encouraged to request COSHH/MSDS data sheets when ordering new substances and report their use to the H&S Officer immediately to enable him to update the records.

Learners and new members of staff are trained in how to access and use the COSHH information.

The subcontracted cleaning company have their own COSHH/MSDS data sheets, which can be found in the cleaner's cupboard.

A handwritten signature in black ink, appearing to read 'Richard W Little', written in a cursive style.

Richard W Little – Chairman

### Document Control

Issued	28/6/16
Version	2
Reviewed	Aug 18
Next Review	Aug 19
Owner	M Horabin
Title	Training Manager