



BBC Studioworks

Control of Substances Hazardous to Health Procedure



CoSHH Policy

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1. Introduction

This procedure sets out how BBC Studioworks, hereinafter referred to as Studioworks, will comply with the general requirements of the Health and Safety at Work etc. Act 1974 and the more specific requirements of the Control of Substances Hazardous to Health Regulations 2002 (CoSHH).

This policy also outlines the requirements necessary for visiting productions hiring studios, post production suites or offices on a commercial basis.

Studioworks use chemicals and other hazardous substances during the course of their work, including building and facilities to production and studio work. In addition, visiting production companies may also use or handle material that could be exposed to employees (and non-employees). In order that employees and other people who may be affected by exposure to these substances are protected, Studioworks will comply with the general requirements of CoSHH and ensure visiting productions or businesses comply with the requirement as outlined.

For the purposes of this procedure, hazardous substances include:

- Those that are classed as being dangerous to health under the Classification, Labelling and Packaging of Substances and Mixtures (CLP Regulations 2010) which replaces the Chemical Hazard Information and Packaging for Supply (CHIP Regulations 2002). Many commercial chemicals display a hazard warning label on the packaging in the form of a black symbol surrounded by a red square (formally an orange square with a black symbol under CHIP).
- Biological agents directly connected with the work activity (or if the exposure is incidental to the work, for example a poorly maintained air conditioning system).
- Any kind of dust if the levels exceed those set out in the CoSHH regulations. There are exposure limits for all respirable dusts.
- Any other substance that may be hazardous to health but is not covered by CLP, including some gasses, medicines, pesticides or chemicals produced by chemical reaction.

2. Procedure

Studioworks shall retain a copy of the Material Safety Data Sheet (MSDS) for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer.

The relevant Team Leader will review the MSDS to ensure they remain current, usually at the same time as reviewing the main CoSHH assessments. Where the manufacturer omits to issue a completed risk assessment, the Team Leader will ensure that an assessment is carried out before the product is used. A template risk assessment is included within this policy as appendix 1.

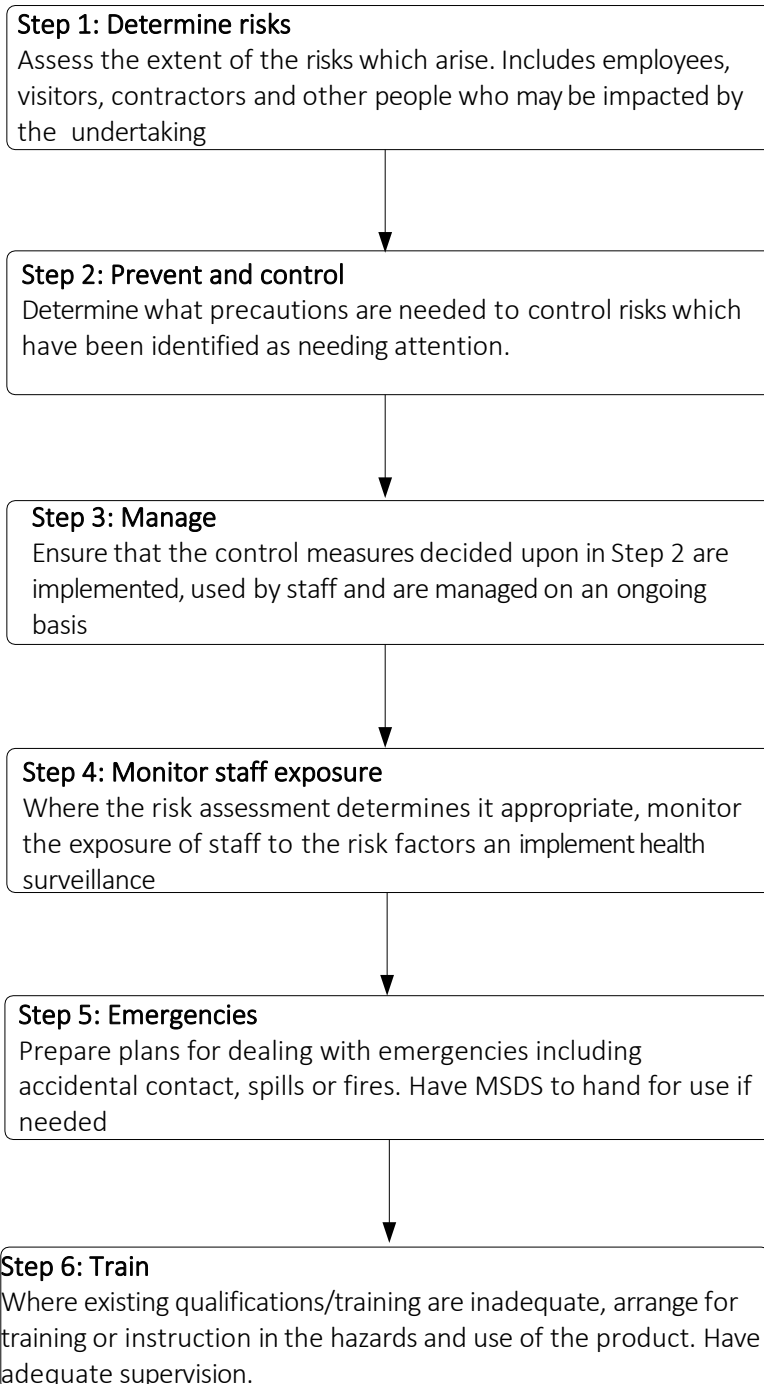
Visiting productions or businesses using the premises should obtain MSDS datasheets for all the substances they intend to bring onto site. These MSDS sheets must be submitted to Studioworks, complete with CoSHH risk assessments before their hire of the facility begins.

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2.1 Assessment of risk

Studioworks will ensure all products which fall into the CoSHH regime are subject to assessment. Assessments will be conducted by the relevant Team Leader with advice and input from others as necessary. Assessments will be conducted using the current CoSHH Assessment Form template. Assessments will be conducted in accordance with the following programme:

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2.2. Storage and use of hazardous material

- All hazardous materials will be stored in secure ventilated areas.
- Care will be taken to ensure that in the event of a spill hazardous mixing does not occur, for example the mixing of a bleach with an acid.
- Hazardous material stores and paint stores will include spill containment and where they are a dedicated room, will not have drainage installed or any drains present will be covered and sealed unless in use. Where hazardous materials are stored in cabinets, etc. any nearby drains will be sealed when not in use.
- Spill containment materials such as absorbent granules, socks, etc. will be stored by the hazardous materials for use in the event of a spill.

2.3. Maintenance of systems

- Studioworks will arrange for periodic inspections and maintenance of all ventilation systems used, at least a minimum of every 14 months.
- The inspection and maintenance visits will be recorded.
- CoSHH assessments will be reviewed annually unless there is reason to believe they are no longer valid such as an accident taking place, a process or material being changed, etc. Date of review will be recorded on the assessments.

2.4. Clients hiring space from Studioworks

Clients that hire contracted space from Studioworks, including (but not limited to) studios, offices and edit suites must adhere to the CoSHH procedures that have been implemented by Studioworks. This includes the submission of at least 14 days prior to the start of tenancy, of CoSHH datasheets and risk assessments of substances that are being used whilst on site, defined as hazardous within the regulations.

It is necessary for this data to be obtained by the Resource Manager and shared with the relevant parties, including Facilities and Logistics and Turnround Managers, etc.

Appendix 1 CoSHH Assessment Template

A COSHH assessment should be undertaken for all substances used in the workplace that are hazardous for health. In undertaking your assessment you should acquire a copy of the Material Safety Data Sheet (MSDS) for the substance you are using from the manufacturer and attach it to the assessment. This assessment should be retained in line with the company retention policy

Substance/Material		Trade Name	
What is it used for?			
List the hazardous elements in the substance			
If any substances have one please state the Workplace Exposure Limit (WEL): <i>(WELs can be found in EH40 which is available from the HSE Website or via this link)</i>			
Short Term Exposure Limit (STEL):			
Long Term Exposure Limit (TWA):			
Is the Substance?(Please put a X) <i>(Look for a black symbol in a red square on the product or MSDS)</i>			
Extremely Flammable:	<input type="checkbox"/>	Harmful:	<input type="checkbox"/>
Highly Flammable:	<input type="checkbox"/>	Toxic:	<input type="checkbox"/>
Flammable:	<input type="checkbox"/>	Very Toxic:	<input type="checkbox"/>
Oxidising:	<input type="checkbox"/>	Corrosive:	<input type="checkbox"/>
Is the substance hazardous when: (Please put a X)			
In contact with skin	<input type="checkbox"/>	Swallowed	<input type="checkbox"/>
In contact with eyes	<input type="checkbox"/>	Breathed in	<input type="checkbox"/>
How is the substance used? <i>(e.g. How is it applied?)</i>			
Who is exposed?			

Are there additional risks? <i>(e.g. Does the substance have additional risks to new & expectant mothers or children)</i>	
Is there a less hazardous alternative that could be used? <i>(Contact the supplier to see if they advise a safer alternative)</i>	
What controls are required? <i>(e.g. PPE required, use of ventilation, storage requirements)</i>	

Declaration:

Based on information provided to me by experts, suppliers and manufacturers where required, combined with my training and experience, I am satisfied that this document constitutes a proper and adequate COSHH assessment in respect of the substances being used and that the precautions identified above are sufficient to control the risks to an acceptable level. To be effective the controls described in this risk assessment must be fully implemented.

Risk assessment written by:			
Name:		Date Signed:	
Signature:			
I have attached a copy of the Material Safety Data Sheet (MSDS) to this assessment <i>(Please Tick the box):</i>			