



# CoSHH

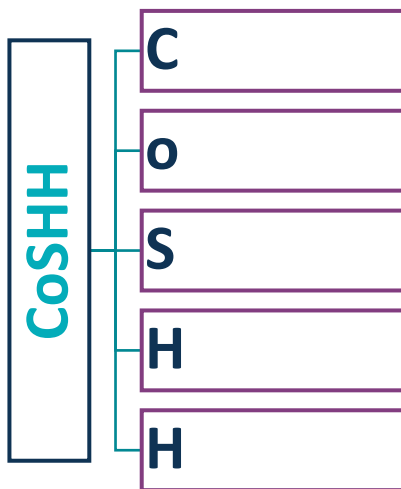
## Workbook

Name of trainee:

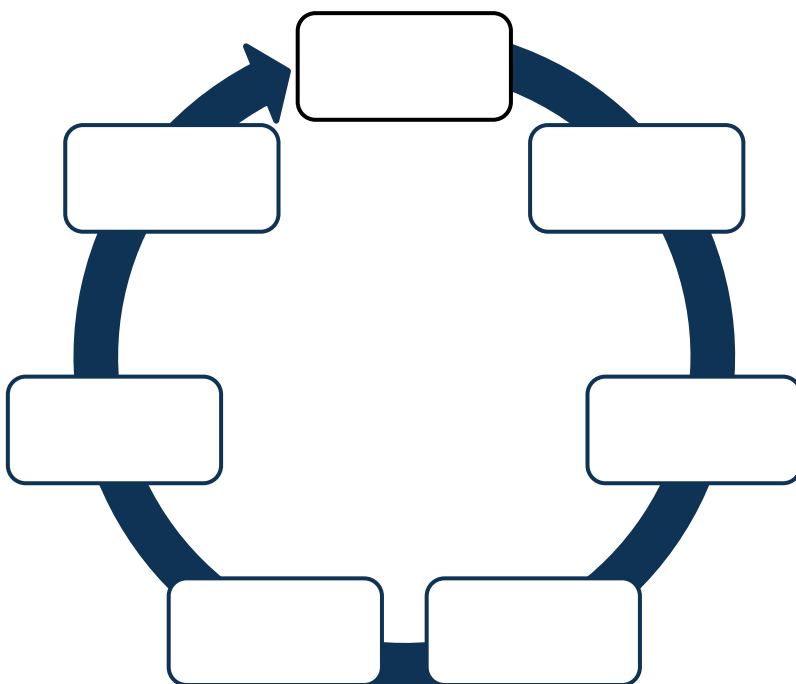
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As well as moral and ethical responsibilities, you have a duty to work in a manner that does not put the health of anyone at risk. Hence, health and safety, for a person's health is as important as their physical well-being.

What does *CoSHH* stand for?



Complete the diagram below, to identify employer's responsibilities with regards to *CoSHH*:



Safe and healthy working is a shared responsibility.

What duties does the law place upon you, the employee, regarding safe and healthy working?

List key applications for *CoSHH* in the real world, an example has been given to get you started:

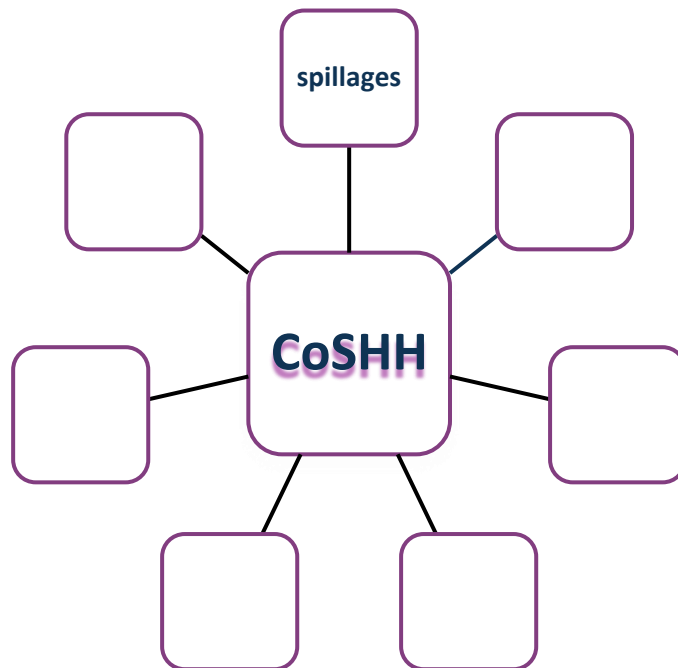


Substances must be handled safely, so too must they be stored safely



Any substance that you're exposed to in a working context that could harm your health, is a substance hazardous to your health. All such substances need to be managed.

Thinking of caring environments you have worked in, make a list of any *substances* which could be hazardous to your health:



Put the steps to manage substances hazardous to health in order, the first one has been done for you:

Step	Management action
1	Ask the chemical suppliers for the data sheet of the chemicals they have supplied to you
2	Using your risk assessment forms, risk assess the chemical and non-chemical substances
3	Make a list of all the substances you're likely to come into contact with
4	Take appropriate action to manage possible risks

The law is asking you to identify genuine potential problems – it's about making a judgement. Where your judgement really matters is to do with the realistic *likelihood* and realistic *implications* of something going wrong.

If you decide something is a genuinely likely problem – *manage it, prevent it* from happening.



The method or process for making assessments starts by identifying *what* could go wrong and *how* it might go wrong.

Use the words below, to generate questions to support the assessment process. An example has been provided to get you started:

Who might be harmed?

What \_\_\_\_\_

When \_\_\_\_\_

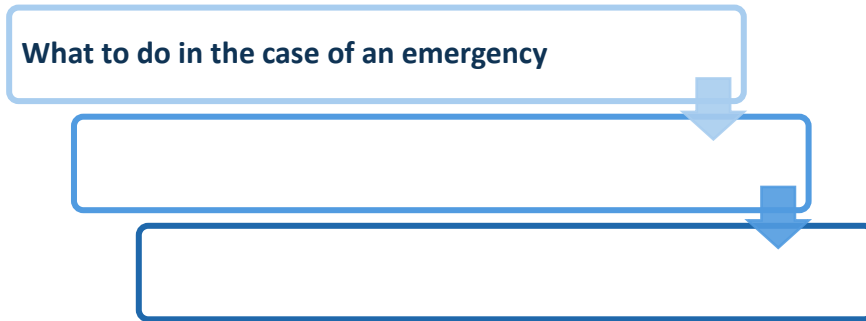
How \_\_\_\_\_








...yet sadly something still may go wrong.

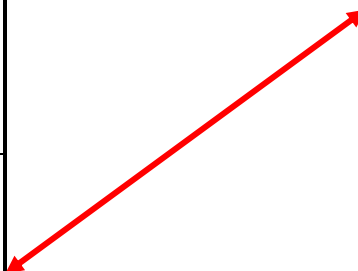
Explain what you should do if an emergency relating to *hazardous substances* should occur:

Understandably, prevention is better than cure. Identify the key information that should be found on the label of any chemical product you use:



Match the hazard symbol to the chemical property:

Hazard symbol	The chemical is...
	toxic
	explosive
	flammable
	corrosive
	irritant



Data (safety data) sheets contain a lot of information, not all of it is useful to you. List the useful and important information to extract from data sheets, an example has been given to get you started:

<b>Data Sheets</b>	<b>How the chemical should be used</b>

Used and stored properly, most chemicals you come into contact with in caring environments should not pose a problem.

Outline the guidelines to be used when there is a legitimate need to dilute or decant chemicals:

Sequence the instructions for diluting and decanting chemicals, an example has been given to get you started:

Order	Instruction
1	Should a spill happen, clear it up immediately according to the manufacturer's instructions
2	Put the diluting liquid into the container being decanted to
3	Make up only as much solution as you need
4	Decant the concentrate into the container being decanted to

Complete the paragraph below, using the words provided:

**Before using cleaning products...**

- o Remove any heavy deposits of \_\_\_\_\_ first
- o Use only what you need to \_\_\_\_\_ or \_\_\_\_\_ with, don't carry about more than you need
- o Never, under any circumstances, leave any \_\_\_\_\_ unattended for any reason at all
- o Always read the \_\_\_\_\_ and follow the manufacturer's instructions
- o Similarly, make sure you're familiar with the \_\_\_\_\_ and again, follow the manufacturer's instructions
- o Keep the \_\_\_\_\_/\_\_\_\_\_ etc on the containers whenever they're not in actual use
- o Clean up \_\_\_\_\_ immediately – don't ignore them or leave them for someone else
- o Wear \_\_\_\_\_ gloves and a disposable apron, goggles as well if the instructions say to

chemicals	label	clean	dirt	disposable
spillages	lids/caps	data sheet	disinfect	



Flammable chemicals must be stored away from everything else and kept in a secure, locked metal cupboard.

List 3 general storage principles for storing chemicals:

Three empty rounded rectangular boxes for writing, positioned inside a large light blue arrow pointing to the right.

When removing aprons or gloves that might have come into contact with chemicals, your hands could come into contact with those chemicals via the gloves or apron. It's very important to wash your hands immediately.

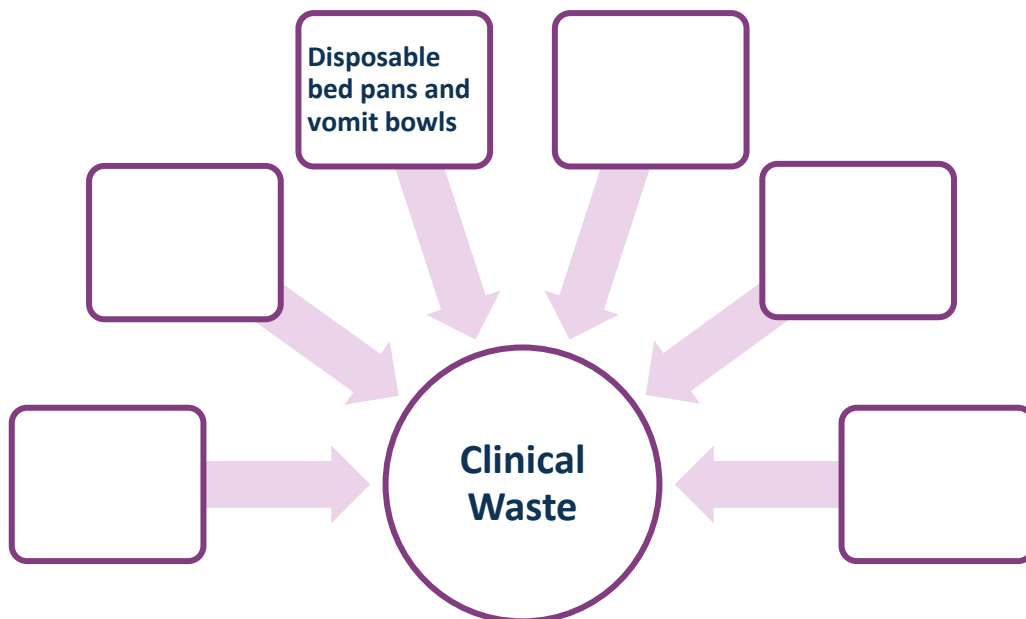
Complete the paragraph below, using the words provided:

Every morning and afternoon, additionally where necessary, all \_\_\_\_\_ bins must be emptied into \_\_\_\_\_ waste bags. Never, allow waste bags to sit on or lie around the waste bin \_\_\_\_\_ since this can attract \_\_\_\_\_ and \_\_\_\_\_. If the outside bins overflow, the manager must arrange for additional waste bins to contain the \_\_\_\_\_ waste.



Care work often involves coming in to contact with clinical waste. There is little doubt *clinical waste* by its very nature can pose a threat to health.

Complete the mind map with examples of *clinical waste*:



Any waste that involves human tissue, human waste products or dressings is *clinical waste* and must be disposed of as such - never in the regular, non-clinical, waste.

Match the waste to the appropriate colour bag:

waste bins

clinical waste

yellow waste bags

black waste bags





The clinical waste contractor must provide you with a transfer note to confirm disposal activities are managed correctly.

Some people carry viruses in their blood which can spread disease to other people...

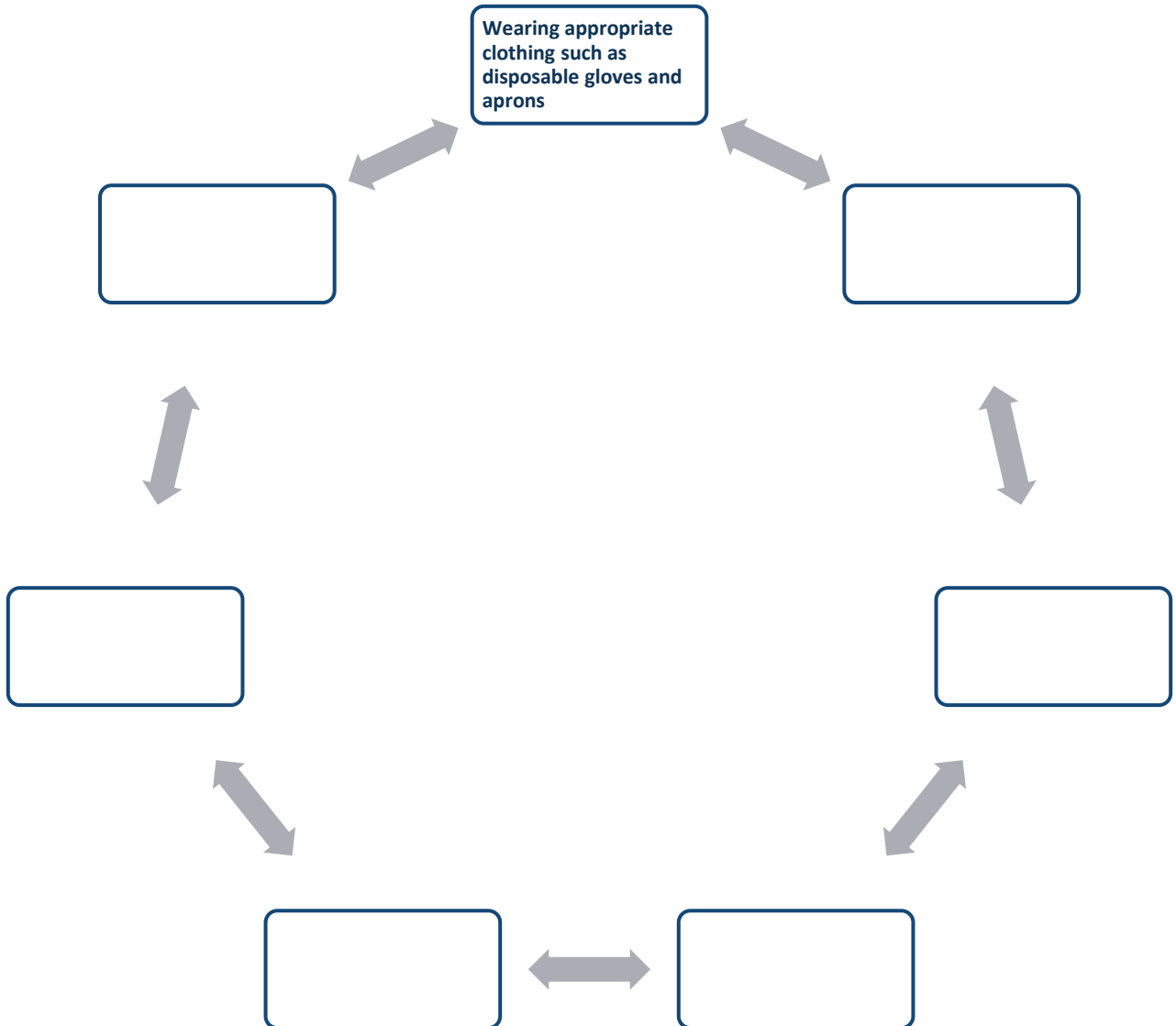
Identify situations where you may have direct exposure to blood or other bodily fluids in your work:

Three empty rectangular boxes, each preceded by a small image of a virus particle, for identifying situations of direct exposure to blood or other bodily fluids.

It's a mandatory requirement that care providers train care workers in good infection control practices.

*Micro-organisms* are *substances hazardous to health* and therefore, need managing.

Complete the mind map below, with examples of *good infection control practices*. An example has been provided to get you started:



A client, visitor or colleague may be prone to illness, disease or habits that could transmit harmful substances to another person. Since that could represent transmission of a substance in a work or occupational setting, they could be considered *occupational health substance hazards*.

Explain the meaning of *notifiable* or *infectious* diseases and list 5 examples:

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- 1.
- 2.
- 3.
- 4.
- 5.

Complete the paragraph below, using the words provided:

Cooking \_\_\_\_\_ can create \_\_\_\_\_ substances from the fumes and smoke. \_\_\_\_\_ can be released from \_\_\_\_\_ equipment; this means you must make sure there is good \_\_\_\_\_. Canopies and \_\_\_\_\_ must be powerful enough to extract fumes properly and they must be kept clean in order to do their job efficiently. Furthermore, canopies and extractors must be \_\_\_\_\_ annually to ensure their effectiveness. Substances don't just affect care workers and cooks, what about \_\_\_\_\_, for example? When \_\_\_\_\_ or sanding wood the dust created may be \_\_\_\_\_ to health, this must be risk assessed.

irritating	ventilation	sawing	carbon	hazardous	gas	serviced
dioxide	fumes	extractors	handymen			

### Respiratory hazards ...



... substances causing wheezing, dry cough, and asthma etc.

Give 2 further examples of *respiratory hazards* in a care setting:

Strong urine smell ingrained in a carpet

\_\_\_\_\_

\_\_\_\_\_

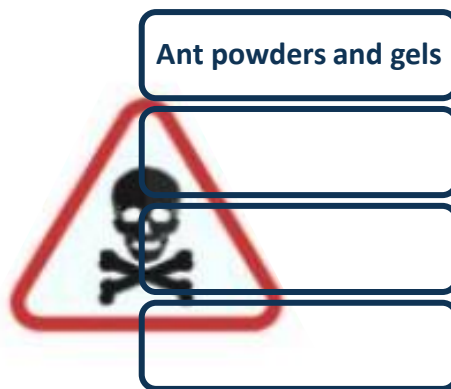
Complete the paragraph below, using the words provided:



Medication is a \_\_\_\_\_ too, and as such, is therefore to be considered under the banner of \_\_\_\_\_ substances. Medication is, after all, both a substance and hazardous. Conduct \_\_\_\_\_ and make appropriate arrangements in partnership with the \_\_\_\_\_. Medications can \_\_\_\_\_.

poison	pharmacist	assessments	risk	hazardous	substance
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Complete the diagram below to identify **3** further types of *poison*:



List appropriate actions to be taken when using *poisons* in a care setting, an example has been given to get you started:

Keep people away from bait traps

Complete the table below to describe **4** substances hazardous to health, why they are hazardous and measures which can be used to reduce the risk of harm:

Hazardous substance	Why is it hazardous?	Measures to reduce the risk of harm

Use the space below to make your own notes: