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Issue:	3
Date:	7 March 2009
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Level 3

Specialist Risk Assessment – COSHH for Infrastructure Maintenance

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	June 2007	New Issue
2	November 2008	Re-formatted into latest NR template. Amended roles and responsibilities in line with 2A re-organisation
3	March 2009	Re issued as a level 3 document in accordance with Standards protocol

Compliance

This Network Rail standard is mandatory and must be complied with by Network Rail Maintenance Staff and its contractors from 6 June 2009.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L2/OHS/00103	Specialist Risk Assessment - COSHH
NR/GN/RSC/00401	Managing Safety Risk
NR/L2/OHS/00102	Work Activity Risk Assessment Procedure
NR/L3/MTC/SE0116	Work Activity Risk Management
L5	The Approved Code of Practice and guidance for the The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)

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1 Purpose

This procedure defines the process for the management of hazardous substances/products within Network Rail Infrastructure Maintenance using the Sypol COSHH Management System. The use of this COSHH compliance software will enable the function to maintain compliance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

2 Scope

This document applies to all substances/products utilised during maintenance works carried out on Network Rail controlled infrastructure by Network Rail staff or contractors under its control.

Procedure applies to:	Infrastructure Maintenance	Operational Property	Overhead Line Condition Renewals	Contractors
	✓	✓	✓	✓

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3 Roles and responsibilities

RACI DETAILS	Resources							
	Head of Occupational Health & Safety	Infrastructure Maintenance Delivery Manager	Other Functional Risk Owner (not IMDM)	IMDM Direct reports	Workforce Health Safety & Environment Advisor (Route or Deliveru Unit)	Line Managers	All Staff	
Process Task								
Identify Users	I	R	A/R	A	C	I	I	
Identify Editors	I	A/R	A/R	C	C	I	I	
Training to be provided for Editors/Users	R/A	C	I	C	C	C/I	C/I	
Populate Maintenance Work Area with all known substances/products	I	A	A	C/I	R	C/I	C/I	
User to check Maintenance Work Area in Sypol for product/substance and if assessment covers activity (Method/Area/Exposure) the use product/substance	I	A	A/R	R	I	R	C/I	
User to notify Editor if assessment not available and complete Request form and obtain MSDS	I	A	A/R	R	C	R	C/I	
Editor to check Sypol database for assessment and paste to Maintenance Work area if available	I	A	A/R	C	R	C/I	C/I	
Editor to complete and send CARQ/MSDS to Sypol database to obtain for assessment	I	A	A/R	C/I	R	C/I	C/I	
Editor to put new assessment on Maintenance Work Area	I	A	A/R	C/I	R	C/I	C/I	
Editor to inform product/substance user of availability of assessment	I	A	A/R	C/I	R	C/I	C/I	
User can utilise product/substances taking account of control measures	I	A	A/R	R	I	R	C	
Staff to be briefed on Control measures	I	A	A/R	R	I	R	C	

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.

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4 Abbreviations and Definitions

4.1 Abbreviations

COSHH	Control of Substances Hazardous to Health
CARQ	COSHH Assessment Request Questionnaire
IMDM	Infrastructure Maintenance Delivery Manager
WHS&EA(DU)	Workforce Health Safety and Environment Advisor (Delivery Unit)

4.2 Definitions

Term	Definition
Hazardous Substance	<p>A substance classified as Hazardous as defined by Classification Hazard Information Packaging for Supply Regulations and includes a:</p> <ul style="list-style-type: none"> • Substances classified as Toxic, Very Toxic, Harmful, Irritant or Corrosive; • Substance assigned a Workplace Exposure Limit; • Dust and • Micro Organism. <p>For the purposes of this specification a hazardous substance will also include any substance classified as</p> <ul style="list-style-type: none"> • Flammable; or • Extremely Flammable.
Sypol	Internet based COSHH management system that contains both general and Network Rail specific COSHH assessments
Facility	The Facility is the area within Sypol allocated to the company; the Network Rail Facility is then broken down into work-areas.
Work Area	.Area of the Network Rail specific section of the Sypol database created by an Editor to group COSHH assessments for a particular function or defined group
Sub Area	Sub-section of a Work Area created by an Editor to separate COSHH risk assessments into relevant groupings
Editor (Delivery Unit or Route)	Network Rail employee who has rights within the Sypol database to create or remove Work Areas and Sub Areas and/or request, move or delete COSHH assessments and access the “national” COSHH database
User	A user has read only access rights to the relevant work-area allocated to him.