**Appendix**

**Safe use of chlorine-based cleaning chemicals checklist**

|  |  |  |
| --- | --- | --- |
|   | **Strike through as appropriate\***  | **Comments / actions**  |
| Could a less hazardous substance be used?  | Yes / No / N/A  |   |
| Are procedures designed and operated to minimise emissions, releases and spread of substances hazardous to health (SHH)?  | Yes / No / N/A  |   |
| Have all relevant routes of exposure to SHH been considered?  | Yes / No / N/A  |   |
| Are all workers who could be exposed identified (including agency staff, maintenance staff, etc)?  | Yes / No / N/A  |   |
| Are procedures in place for assessing risks to pregnant workers and those who could be more vulnerable to exposures e.g., workers with lung conditions?  | Yes / No / N/A  |   |
| Where contracted staff use chlorine-based cleaning products, is there communication and co-operation between the employer and contractor?  | Yes / No / N/A  |   |
| Are local first aiders aware of any special treatment required by hazardous materials?  | Yes / No / N/A  |   |
| Are control measures checked and reviewed regularly - for example, is local exhaust ventilation (fume extraction) tested as required by law; are control procedures being followed correctly; is personal protective equipment (PPE) being used correctly?  | Yes / No / N/A  |   |
| Is general ventilation adequate in the area the chemicals are being prepared and used?  | Yes / No / N/A  |   |
| Are hazardous materials kept in suitable containers, properly labelled and properly stored?  | Yes / No / N/A  |   |
| Where adequate control of exposure cannot be achieved by other means, is suitable PPE provided - in conjunction with other control measures - is it suitable, and are users fully aware of its proper use and limitations? Is face fit testing required?  | Yes / No / N/A  |   |
| Are all personnel working with SHH informed and trained on the hazards and risks involved and the control measures used to minimise risk?  | Yes / No / N/A  |   |
| Does training and information include support for workers where English isn’t their first language?  | Yes / No / N/A  |   |
| Are periodic checks made by supervisors/managers to ensure products are being used correctly?   | Yes / No / N/A  |   |
| Are staff given adequate time to perform their activity in a safe way?  | Yes / No / N/A  |   |
| Is there confidence that control measures used will not cause an increased overall risk to health and safety (e.g., use of gloves as PPE could create a greater risk due to loss of dexterity)?  | Yes / No / N/A  |   |
| Have hazardous by-products or end-products been considered and, where appropriate, included in this assessment or dealt with in a separate assessment?  | Yes / No / N/A  |   |
| Are hazardous materials properly transported, using carriers where necessary?  | Yes / No / N/A  |   |
| Will hazardous waste materials be generated?  \*Please list any materials that cannot be disposed to sink/drain or as non-hazardous waste.  | Yes / No / N/A  |   |
| Are there suitable arrangements for the temporary storage of hazardous waste materials? \*Identify storage arrangements and labelling information.  | Yes / No / N/A  |   |
| Are there safe transportation and disposal routes for hazardous waste materials?  | Yes / No / N/A  |   |
| Are adequate safety signs in place?  | Yes / No / N/A  |   |
| Has possible exposure to hazardous substances during maintenance activities been included in the assessment or dealt with in a separate assessment?  | Yes / No / N/A  |   |
| What might go wrong? Have the possible consequences of incidents(s) that might occur with these substances been considered, e.g., volumes likely to be spilled and likely location of affected area? | Yes / No / N/A  |   |
| Are health and safety representatives consulted on the introduction of new chemicals or cleaning processes?  | Yes / No / N/A  |   |
| Are health and safety representatives consulted on risk assessments?  | Yes / No / N/A  |   |
| Is health surveillance in place for staff working with irritants and allergens?  | Yes / No / N/A  |   |
| Do staff know how to report exposure incidents or any health problems they feel are associated with cleaning chemicals?  | Yes / No / N/A  |   |
| Do staff know how to access occupational health advice if suffering from problems they feel are associated with cleaning chemicals?  | Yes / No / N/A  |   |
| Is data on exposure incidents and anonymised health surveillance presented to the health and safety committee to review?  | Yes / No / N/A  |   |
| Are regular joint inspections carried out with health and safety representatives to review working practices and the safety of workers using chemicals?   | Yes / No / N/A  |   |
| Are there systems in place for capturing and reporting cases of occupational dermatitis and asthma caused by cleaning chemicals reported under RIDDOR?  | Yes / No / N/A  |   |