



Procedure to Access the Chemical Waste store, Solvent Store

St. George's university of London

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1.0 Purpose of this procedure

The purpose of this procedure is to set out the St Georges University of London (SGUL) arrangements for managing the access to the Chemical waste store, Solvent store, and Radiation store. This Procedure forms part of the suite of procedures which contribute to the attainment of the overall objectives of the university Health & Safety Policy.

2.0 Scope

This procedure will be applied to the following stores: Chemical Waste Store, Solvent Store and Radiation Store. It is written with reference to the Control of Access to Restricted Areas Procedure. Several hazards may be created when storing packaged dangerous substances. These hazards may affect people working within the storage site, the emergency services in the event of an incident, the public off site and the environment.

2.1 Common causes of incidents and accidents are:

- a) Lack of awareness of the properties of the dangerous substances.
- b) Operator error, due to lack of training and other human factors.
- c) In appropriate storage conditions with respect to the hazards of the substances.
- d) Inadequate design, installation or maintenance of buildings and equipment.
- e) Exposure to heat from a nearby fire or other heat source.
- f) Poor control of ignition sources, including smoking and smoking materials, hot work, electrical equipment etc
- g) Horseplay, vandalism, and arson.
- h) Unauthorised access

3.0 Case for restricted access

Dangerous substances should be received into a chemical warehouse by a competent person who understands all the risks that they pose and can decide on where to store them and how to segregate them, having regard to their physical and chemical properties, the quantities concerned and the sizes of the packages.

4.0 Definitions

Dangerous chemical or substance

Any chemical, in either gas, liquid or solid form, that has the potential to cause harm is referred to as a hazardous or dangerous chemical.

Ignition source

An ignition source is a process or event which can cause a fire or explosion. Open flames, sparks, static electricity, and hot surfaces are all possible ignition sources

5.0 Responsibilities

All who handles chemical substances in the stores have responsibilities. Access to these stores is only permitted by the SHE Officer. SHE office staff must be present, and are the only persons authorised to sign out the keys to the stores.

5.1 Employer

- a) Shall arrange for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances.
- b) Shall ensure that any conditions necessary pursuant to the relevant laws and regulations for ensuring the elimination or reduction of risk are maintained.
- c) Ensure that risk is either eliminated or reduced so far as is reasonably practicable.

5.2 SHE Officers

- a) Check that the spreadsheet entries tally with the items deposited in or collected from the stores.
- b) Check that containers are correctly labelled.
- c) Check levels of chemical waste in the store are safe.
- d) Undertake a visual cursory check of the containers.
- e) Ensure that the chemicals are placed in the correctly labelled designated areas.
- f) Sign out keys and return them when duties are completed.

5.3 Chemical Waste depositors

- a) Store chemical waste in suitable containers.
- b) Label chemical waste containers appropriately. Labels should include as a minimum:
 - i. Source of waste (lab or department)
 - ii. Person responsible,
 - iii. Date
 - iv. Details of the chemical substance (Chemical names)
 - v. Chemical properties of chemical substances (flammable, toxic, corrosive etc)
- c) Submit completed spreadsheets electronically including budget code.
- d) Decontaminate and make safe objects to be transferred to the chemical waste store.
- e) Transfer chemical waste using appropriate manual handling aids.
- f) Inform the SHE team of the need for access and request any advice required.
- g) Carry all rubbish away e.g., used gloves, cardboard boxes.

5.4 Contractors

- a) Provide all the necessary information regarding the procedure or work to be done to the SHE officers to enable them to understand the hazards related to the Job.
- b) Request any information required to enable them work safely within the stores.
- c) Work only in the areas agreed as per the contract.
- d) Not to engage in activities that may result in harm such as smoking, eating food or drinking in the stores.

5.5 Security Office

- a) Provide keys to the Chemical Waste store, Solvent Store and Radiation store only to SHE officers.
- b) Maintain an up-to-date list of authorised officers.

- c) Maintain a key log reflecting the issue of the keys, as a minimum; identifying the individual officer, date and time of issue and return of key (s).

6.0 Procedure (refer to flow chart in appendix 1)

6.1 Ordering Solvents to be stored in the Solvent store

- a) Contact SHE office to check availability of space and compatibility of substances.
- b) Inform SHE office of the solvents you intend to order including Chemical names and the amounts (Data sheets).
- c) Provide any other relevant information provided by the supplier.

6.2 Depositing chemical substances into the stores

- a) Email a completed chemical substance log spreadsheet to the SHE office.
- b) Arrange a date and time with SHE office (the officer will normally meet you at the stores)

6.3 Chemical disposal by contractors

- a) Email the SHE office a chemical substance log spreadsheet.
- b) Arrange a date and time with the SHE office (the officer will normally meet you at the stores)

Note: Access to the stores is normally available 09:30 – 15:30 hrs Monday to Friday and this must be agreed with the SHE office in advance. Whilst all reasonable action will be taken, no guarantee of times of availability can be given.

The stores will be used on a user agreement for all users besides the University departments.

APPENDIX 1. FLOW CHART: ACCESS TO CHEMICAL WASTE AND SOLVENT STORES PROCEDURE

