



CSS 13v

Annex (v) Control of Materials

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STANDARD: ANNEX (v) CONTROL OF MATERIALS

APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) must ensure and have auditable systems in place for the control and use of materials.

- An accountable system is in place within the Facilities Function for the issue, use, control and storage.
- All FM Staff must ensure all cleaning substances, solvents, adhesives, chemicals, petrol or other products used both internal/external of the establishment are stored securely when not in use.
- All materials must be stored in line with the COSHH.
- Assurance checks in accordance with Control of Substance Hazardous to Health (COSHH) are in place.
- Instructions can be found in the Health and Safety folder located on the shared drive (local procedures may differ for individual establishments)
- All losses must be reported to the security department using the Security Information Report (IR).

Incident Report

FM Staff without access to the **Incident Reporting system (IR)** must report the incident to the Security/Orderly Officer verbally or in writing who will then ensure the information is recorded on to the **IR** system word-for-word.