

**MESSAGE**

Date: 20.11.....

To: Lealey.....

**WHILE YOU WERE OUT**

Mr. Ray Burt.....

of.....

Telephoned	<input checked="" type="checkbox"/>	Please Phone <u>tomorrow morning</u>	<input checked="" type="checkbox"/>
Called	<input type="checkbox"/>	Will call again	<input type="checkbox"/>
Wants to see you	<input type="checkbox"/>	Urgent	<input type="checkbox"/>

Callers Phone No.....

**MESSAGE:**

update:  
Investigation largely completed.  
Hopes to put file to CPS but  
earliest is likely to be w/c  
11.12.00. Realistically it'll take  
CPS 1/2 months

Signed..... Yonne

Glady's Richards

19/09/00

Paul MackNally  
Fratton CID

writing  
mtt

Dave  
Sackman

92899065

3 loose end

- ① Dr Barton - did she submit time sheets or any evidence of attendance
- ② Transfer from Hayler → GWMH on 17/08/00  
Can he see contract (job description of driver)
- ③ Although Dr Lucas an ALL would still like to interview her, <sup>establish what was</sup> by her cover. Quite happy for her to have a rep - or? written response.

BEU

- ① d/w Pina Cameron.  
No time sheets
- ② d/w Julie Hawker  
Referred back to P/MCN to pursue with Hasler who would presumably have arranged the transport. Have own ambulance. If used Pts & SE Hants Pt Transport Service (which no longer exists) manager was Sally Clark - JH cd. contact P. Mc will ring back if he wants us to pursue.
- ③ F. Cam. was seeing Dr Lord the pm. Wed discuss & ask her to contact P. Mc. herself.

## COSHH TRAINING MODULE

---

and is intended to give the user essential data. Therefore, staff must check containers and follow any advice given.

### ➤ Warnings and safety advice on labels

The risk and safety phrases are standardised throughout Europe so that they can be understood and translated easily.

### Show OHT 3 (Substance Label) again

1. The risk phrase states the hazard of the material, i.e. "harmful by inhalation", "toxic if swallowed".
2. The safety phrase states what precautions should be taken, i.e. "in case of insufficient ventilation, wear suitable respiratory protective equipment".

When using a substance you must read and understand the label.

Labels are designed to warn of the danger and advise on the action to take to protect workers.

However, they should be used to identify the substance and not as a work instruction - you must also follow the Trust's safe systems of work.

### ➤ Possible problems with labels

#### Q - Is a product safe if it has no label ?

No !

The label may be missing, perhaps because the material is old and has never been labelled, or because someone has transferred material to another container, or because the material has simply lost its label.

Lee  
Colvin (1.)

22/09/00

Following up.

- ① If no timesheets how about travel claims?
- ② Wd chase P. McN.
- ③ Dr L. had confirmed Dr Grunstein was her cover, & he wasn't called. Nevertheless cd they have contact no. for Dr G.

BK rang B. Robinson

Not avail.

To discuss Monday am. 25/09/00

Reply from B Robinson relayed to

Dave Sackman by BK

- ① No timesheets  
No travel claims  
- BK wd have seen & signed. Never did for Dr B

③ Locum cover for long absence

Colleague cover for short

Wd. Only came in when called.

Dr G's number : Dr Grunstein was the  
(have) cover  
Now retired. ↘ 01489 878530

(Number not given : not requested)  
will contact us again if required

## COSHH TRAINING MODULE

---

### Q - What might you NOT need to assess?

Some materials have no labels because they are not hazardous in the form they are supplied.

Welding rods, for example, are harmless until used and fumes are produced. Hardwood is not labelled, but the dust created when worked can be very hazardous. Even some chemicals are safe until used, for example they only become dangerous when mixed.

Do not use unknown substances and take care with unlabelled containers - do not assume you know what is in them.

➤ **The use of the product's material Safety Data Sheet as a source of information**

All suppliers of hazardous substances, and some that are not hazardous, are required to supply their customers with a safety data sheet.

This describes the characteristics of the substance in 16 categories most of which are used during risk assessments.

### **Show OHT 5 a & b (Safety Data Sheet)**

Talk through each category.

Use a copy of a safety data sheet for a substance used in the organisation as a reference.

Pass around a copy of the data sheet and discuss the contents with the group.