



**ARROW**  
COUNTY SUPPLIES

# Diluting, Using & Storing Chemicals

Your guide from Arrow County Supplies

# 1. Diluting Chemicals

## 2. Cleaning & Disinfecting

### 3. Storing Chemicals

It is imperative that COSHH requirements are met to ensure that staff and customers are safe and protected from the risk of hazardous substances.

Our COSHH Information guide helps ensure that cleaning staff and managers have a strong understanding of the 3 key COSHH topics

# 1. Diluting Chemical Concentrates

When diluting chemicals, always consider:

## Exposure risk profile:

- Skin contact
- Eye contact

## The working environment

- Provide adequate space and good washing facilities for staff use.
- Clean up any spillages or mess immediately, and alert other staff members if necessary.

## Personal Protective Equipment (PPE)

- Wear protective gloves at all times, such as single-use nitrile gloves.
- Wear protective goggles at all times, especially when using corrosive agents.
- Dispose of any PPE after the task is complete.

## Other equipment

- Ensure all equipment is functioning properly and without faults.
- Make sure the room is well ventilated – especially if working with solvents.
- Ensure chemicals are stored in containers which are easy to transport and pour or scoop from.
- Always label containers with the substance name and any appropriate hazard warnings.
- Do not reuse containers – safely dispose of them once used.

## Procedures

- Store products in a cool, dark and dry place.
- Follow all instructions and adhere to any recommendations provided by the safety information associated with a substance.
- If any splashes occur, wash skin immediately and refer to the safety information for that substance.
- Always replace caps on containers as soon as the dilution task is complete.

## Dilution Techniques

- As a general principle, always add the liquid concentrate to the diluting liquid.
- Make a thin paste of powders with a small amount of diluting liquid, then dilute as above.

## 2. Manual Cleaning & Disinfecting

When diluting chemicals, always consider:

### Exposure risk profile:

- Skin contact
- Eye contact

### The working environment

- Mark any floor areas or routes which will become wet and slippery. • Provide good washing facilities for staff use. • Clean up any spills or mess immediately, and alert other staff members if necessary.

### Personal Protective Equipment (PPE)

- Wear protective gloves at all times, such as single-use latex-free gloves.
- Wear waterproof, slip-resistant shoes at all times.
- Dispose of any PPE after the task is completed, as appropriate.

### Procedures

- Store products in a cool, dark and dry place.
- Follow all instructions and adhere to any recommendations provided by the safety information associated with a substance.
- If any splashes occur, wash skin immediately and refer to the safety information for that substance.
- Always replace caps on containers as soon as the cleaning task is complete

### Other equipment

- Ensure all equipment is functioning properly and without faults. • Colour-code cleaning equipment, e.g. buckets, to avoid cross-contamination or use of the wrong substance

## 3. Chemical Storage (Small Scale)

When diluting chemicals, always consider:

### Exposure risk profile:

- Skin contact
- Eye contact

### The working environment

- Mark any floor areas or routes which will become wet and slippery. • Provide good washing facilities for staff use. • Clean up any spills or mess immediately, and alert other staff members if necessary.

### Personal Protective Equipment (PPE)

- Specialised respiratory PPE may be necessary under certain circumstances.
- Wear protective gloves at all times, such as single-use nitrile gloves.
- Dispose of any PPE after the task is completed, as necessary.


### Procedures

- Store products in a cool, dark and dry place.
- Follow all instructions and adhere to any recommendations provided by the safety information associated with a substance.
- Keep specific products separate from one another:
  - Solids & Liquids
  - Flammable & Non-Flammable
  - Acids & Alkalis
  - Waste Products
- Ensure chemicals are stored in containers which are easy to transport and pour or scoop from.
- Store containers with their labelling clearly visible, and store heavier products underneath lighter products.

**On average, 23.3 million working days are lost due to work-related ill health**

## Contact Us

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