



## COSHH Policy (Control of Substances Hazardous to Health)

*Policy Adopted October 2022*

### What is COSHH?

COSHH is the law that requires employers to control substances that are hazardous to health. You can prevent or reduce workers/volunteers/users exposure to hazardous substances by:

- finding out what the health hazards are;
- deciding how to prevent harm to health;
- providing control measures to reduce harm to health;
- making sure they are used;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;
- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies.

### What The Trustees Need to Consider:

- What do we do that involves hazardous substances?
- How can these cause harm?
- How can we reduce the risk of harm occurring?
- Always try to prevent exposure at source. For example:
  - Can we avoid using a hazardous substance or use a safer process – preventing exposure, e.g. using water-based rather than solvent-based products, applying by brush rather than spraying?
  - Can we substitute it for something safer – e.g. swap an irritant cleaning product for something milder, or using a vacuum cleaner rather than a brush?
  - Can we use a safer form, e.g. can we use a solid rather than liquid to avoid splashes or a waxy solid instead of a dry powder to avoid dust?

If exposure cannot be prevented, we need to control it adequately by applying the principles of good control practice. Control is adequate when the risk of harm is 'as low as is reasonably practicable'.

This means:

- All control measures are in good working order.
- Exposures are as low as they can practicably be.
- Exposure to substances that cause cancer, asthma or genetic damage is reduced to as low a level as possible.



## Risk Assessment

### 1. Identification of the hazards

The most frequently used substances in the village hall are cleaning and hygiene products. These include

- Floor cleaners
- Washing up liquid
- Surface cleaners
- Bleach
- Dishwasher tablets
- Handwash
- Hand gel

Other products are used less frequently as follows:

- Fire retardant spray (cushion covers, skittle alley bolster)
- Floor polish
- Woodworm treatment (under stage)
- Bostik Idenden barrier coating ET-150

The products used in the village hall are:

- Flash All Purpose Liquid Crisp Lemons Floor Cleaner
  - Usage: toilet, kitchen and entrance floor. Used by: contract cleaner
- Pledge soapy Wood Cleaner
  - Usage: main hall floor. Used buy: contract cleaner
- CIF Cream Cleaner
  - Usage: kitchen surfaces, pot and pans. Used by: hall hirers/users
- Weiman Hardwood Polish & Restorer
  - Usage: polish main hall floor. Used by committee members/volunteers
- Tesco Thick Bleach
  - Usage: toilet bowls. Used buy: contract cleaner
- Flash Cleaning Spray With Bleach
  - Usage: surfaces and toilet cleaning. Used buy: contract cleaner
- Tesco anti bac multi purpose cleaning spray
  - Usage: kitchen and hall surfaces. Used by: hall hirers/users
- Tesco All in one dishwasher tablets
  - Usage: dishwasher. Used by: hall hirers/users
- Fairy Washing up Liquid
  - Usage: Washing up. Used by hall hirers/users
- Ecover WASHING-UP LIQUID Camomile & Clementine
  - Usage: Washing up. Used by hall hirers/users



- Carex Handwash Original
  - Usage: handwash dispensers in kitchen and toilets. Used by hall hirers/users
- Carex Hand Gel
  - Usage: hand sanitiser sited on table in hall. Used by hall visitors/volunteers/users
- Jones H601 Flame-Guard fire retardant spray
  - Usage: Seat cushions, skittle alley bolsters. Used by management committee members
- Safeguard Soluguard woodworm treatment
  - Usage: Woodworm under stage. Used by management committee members
- Bostik Idenden barrier coating paint ET-150
  - Usage: Encapsulant paint to repair damage to textured ceiling coating

Manufacturer safety data sheets have been obtained for each product and providing the products are used in accordance with the manufacturer's instruction, risks are minimal. All the products (except fire retardant spray, Bostik ET-150 and woodworm treatment) are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

**No other products or substances are to be used in the hall unless they are included in this policy**



## 2. Who Might be Harmed and How?

The regular user of all the following products is limited to the contract cleaner, which could be one or more times per week. Members of the village hall committee and other volunteers may also occasionally use these products:

- Flash All Purpose Liquid Crisp Lemons Floor Cleaner
- Pledge Soapy Wood Cleaner
- Tesco Thick Bleach
- Flash Cleaning Spray with Bleach

The following products are used by hall hirers/users and committee members/volunteers on a regular basis:

- CIF Cream Cleaner
- Fairy Washing up Liquid
- Tesco Anti Bac Multi Purpose Cleaning Spray
- Tesco All in One Dishwasher Tablets
- Carex Handwash Original

The following products are used by hall committee members/volunteers once or twice per year:

- Weiman Hardwood Polish and Cleaner
- Woodworm treatment

The following products are used by hall committee members/volunteers every five years or after the item it is being applied to has been washed:

- Fire retardant spray

The following products are used by hall committee members/volunteers when required to repair to damage to the textured ceiling coating:

- Bostik Idenden barrier coating paint ET-150

- Substances could splash onto skin, into eyes or mouth. Liquids could be consumed orally. Spray could enter the eyes/nose/mouth.
- Small splashes onto the skin can be washed off with water without harm being suffered.
- Small splashes into the eye can be irrigated with water and small splashes into the mouth can be washed out with water.
- Small levels of exposure onto the skin, into the mouth/nose or into eyes will have no lasting detrimental effect on the users if washed or irrigated immediately.
- Wilful misuse could lead to much more serious harm resulting in hospitalisation



### *Serious Harm*

- If serious harm is suspected the product's Safety Data Sheet (SDS) should be retrieved from the Health and Safety file and 999 called or the person at risk taken to the nearest A&E hospital (details of which can be found in the Health & Safety policy/file).
- A member of the hall's management committee should be informed and an incident form from the accident book should be completed.
  - The accident book can be found in the health and safety file.
  - Management committee contact numbers can be found in the health and safety policy.

### *3. Systems of work*

The following products are kept in an accessible location as they could be used by a variety of hall users:

- Washing up liquid and CIF cream cleaner are kept in the kitchen on the window ledge behind the sink.
- Dishwasher tablets are kept in the manufacturer's re-sealable pouch in a shoulder height cupboard in the kitchen out of childrens' reach.
- Spare Tesco multi surface cleaner bottles are kept in a kitchen cupboard. The current use bottle is kept on the kitchen worktop.
- Carex Handwash dispensers are kept in the kitchen, female WC, disabled cubicle, male WC.
- Carex Hand Gel is located on a table in the main hall.

All other products are kept in a locked cleaners cupboard which is located in a locked outbuilding. Whilst all hall users have access to the outbuilding, only the cleaner and village hall committee members have access to the cleaner's cupboard key.

- All products used are domestic in nature, purchased from the local supermarket or DIY store (except fire retardant spray, Bostik ET-150 and woodworm treatment). They remain in the manufacturers packaging with clear instructions on use and potential hazards.
- No chemicals, products or substances are purchased in bulk and transferred into other containers.
- Product Safety Data Sheets are available in the health and safety file.
- Only products included in this policy should be used in the village hall.
- The fire retardant spray is applied every five years to the bench cushion covers (or after they have been washed) and to the skittle alley bolster. Application is done by a member of the village hall committee, outside, wearing PPE.
- The woodworm treatment is applied once or twice a year by brush, by a member of the village hall committee, wearing suitable hand protection.
- The Bostik ET-150 is applied as necessary by a member of the village hall committee following HSE guidelines.
- Floor surfaces are vacuumed then mopped with a minimum of water by the contract cleaner.
- The village hall committee will check that products in use conform to this policy on a regular basis.
- This policy is available on our website and in the health and safety file for all users to review.



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#### 4. *Contractors*

Contractors (including self employed persons) who provide on site services to Woodlands Village Hall are responsible for their own COSHH policy and must be able to produce this policy and associated Safety Data Sheets for the products/substances they use on our site.