

Alderholt Village Hall

1 Station Road
Alderholt
Dorset
SP6 3RB



Control of Substances Hazardous to Health Regulations (COSHH) Policy

Introduction

Alderholt Village Hall (AVH) has a legal and moral duty to create and maintain the safest possible environment for all hall users. AVH has taken the required steps to identify the risks and any required action to control the risks to health.

This risk assessment will be reviewed annually to ensure that it is kept up to date and takes into account any changes in the village hall.

Identification of the Hazards

The only substances used in the village hall are cleaning products. These include

- Floor cleaner
- Toilet cleaner
- Washing up liquid
- Surface cleaner
- Bathroom cleaner
- Kitchen cleaner
- Bleach
- Hand gel
- Dishwasher solution
- Rinse aid
- Dishwasher salt
- Limescale remover
- Appliance descaler

All the substances are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

Industrial cleaning solutions have manufacturer or distributor data sheets that have been obtained for each substance and providing the substances are used in accordance with the manufacturer's instruction, risks are minimal. These data sheets are available in the appropriate folder in the kitchen.

Who Might be Harmed and How?

The regular use of all these substances is limited to the contract cleaner, who has access to all the required data sheets and personal protective equipment, such as barrier gloves and goggles. Any updates to this regime are conveyed when they become available. Cleaning solutions for hall hirers are common solutions found in domestic settings.

Substances could splash onto skin, into eyes or mouth. Liquids could be consumed orally. 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 or into eyes will have no lasting detrimental effect on the users if washed or irrigated immediately. **An eye wash station is available in the cleaners cupboard should this be required.**

Wilful misuse could lead to much more serious harm resulting in hospitalisation.

What are the Risks and Precautions Taken?

If used in accordance with the manufacturer's instruction, users will not be exposed to risk because all solutions available to hirers are commonly found in domestic settings, their risk will be familiar to anyone using them. All solutions remain in the manufacturer's packaging with clear instructions on use and potential hazards.

Other substances are kept in the cleaner's cupboard with access for hall users only. Any chemicals or substances which are purchased in bulk should not be transferred or decanted into small containers unless the solution is concentrated and the data sheet identifies this action. All these containers should be labelled and stored in the cleaner's cupboard.

No solutions should be stored in the boiler cupboard.

All products are used and only packaging is disposed of in the appropriate bin in accordance with local authority recycling requirements.

COSHH Product Data Sheet Summary

Only approved cleaning products should be used in this village hall. If used in accordance with the manufacturer's instructions, approved cleaning products will be safe and not hazardous to health.

Procedure in Case of Accidents

In the first instance

If cleaning products get onto the skin, the affected area should be washed with soap and water as soon as possible.

If cleaning products are splashed into the eyes, they should be irrigated with water as soon as possible. **An eye wash station is available in the cleaners cupboard should this be required.**

If cleaning products are ingested, they should be diluted by drinking copious volumes of water as soon as possible.

Anyone concerned about any misuse of a cleaning product or suffering symptoms after a misuse should seek urgent medical attention.

Following actions

The accident book, in the first aid box, must be completed.

The AVH committee should be contacted using the bookings email address or phone number. If the eye wash station is used the committee member must be informed for replacement.

Next Review date: October 2026