



# **EVENLEY VILLAGE HALL**

## **Control of Substances Hazardous to Health Regulations (COSHH)**

### **Evenley Village Hall Risk Assessment.**

The law requires a business, which uses substances that might cause harm to health, to control the risk to its employees. Evenley Village Hall has no employees and therefore there is no obligation to record a formal risk assessment but, it makes sense to write down what steps Evenley Village Hall Management Committee (EVHMC) have taken to identify the risks and list any actions they have taken to control the risks to health.

The 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
- Bleach
- Polish
- Dishwasher Tablets
- Rinse Aid
- Dishwasher Salt

Manufacturer or distributor data sheets have been obtained for each substance and providing the substances are used in accordance with the manufacturer's instruction, risks are minimal. All the substances are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

### **Who might be harmed and how?**

The regular user of all these substances is limited to the contract cleaner, which could be several times per week. Hall users might come into contact with some substances on an irregular once per week basis or less.

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.

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. As the substances being used in the village hall are commonly found in domestic settings, their risk will be familiar to anyone using them. However, as all products are different and can have their own specific risks, an exclusive list of products to be used in the village hall has been agreed by EVHMC. These are

- Flash Floor Cleaner
- Duck Toilet Cleaner
- Fairy Liquid
- Dettol Surface Cleaner
- Tesco Bleach
- Mr Sheen Polish
- Fairy All In One Dishwasher Tablets
- Tesco All In One Dishwasher Tablets
- Tesco Rinse Aid
- Finish Dishwasher Salt

### **Systems of work**

Washing up liquid and dishwasher materials are kept in the kitchen. As they could be used, albeit occasionally, by a variety of hall users they need to be accessible.

Other substances are kept in the cleaners cupboard with access for hall users only. As all products are domestic in nature, purchased from the local supermarket, they remain in the manufacturers packaging with clear instructions on use and potential hazards. No chemicals or substances are purchased in bulk and transferred into small containers.

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

Substance COSHH Data Sheets are available on request. A summary is posted on the H&S notice Board in the village hall.

## **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.

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.

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

Any one concerned about any misuse of a cleaning product or suffering symptoms after a misuse, they should seek urgent medical attention.