



COSHH Policy

(Control of Substances Hazardous to Health)

Part of Liberty Church Health & Safety Policy

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Signed on behalf of the

Trustees of Liberty Church

COSHH Policy

1.0. Introduction

Control of Substances Hazardous to Health (COSHH) is a set of regulations used in reference to health and safety procedures. The regulations are put in place to protect staff and volunteers from ill health when working with specific substances and materials. They are devised to control exposure to hazardous substances.

The Control of Substance Hazardous to Work Regulations 1999 was updated in 2002.

2.0. Definitions

“Substances” - include any form of hazardous material, including liquids, solids, fumes, dust, vapours, fibres, nanoparticles, mists, gases, and biological agents such as viruses and bacteria.

“Hazardous” – includes to the lungs, skin, nose, mouth, genes, internal organs, eye or central nervous system, as well as the risk of injury due to combustion or explosion.

The effects of mismanagement, poor safety, and accidents can be fatal.

Many workplace have obvious risks e.g. woodworking, metal finishers. However there are many more that are less obvious e.g. cleaners, construction and food preparation.

3.0. Liberty Church Swansea’s Responsibilities

- **Exposure** – the Church will prevent or control exposure to hazardous substances and will provide appropriate personal protective equipment where necessary (PPE).
- **Control measures** – the Church will implement control measures and ensure these are maintained and kept up to date, in full working order and clean where appropriate.
- **Instruction** – Provide staff/volunteers and congregation with information, instruction and training around working with hazardous substances at a level appropriate to the user.
- **Procedures** – The Church will have procedures in place to deal with accidents and emergencies relating to hazardous substances.
- **Surveillance** – The Church will ensure staff/volunteers exposed to hazardous substances are under adequate surveillance.
- **Risk Assessments** – These will be carried out for COSHH routinely and when new or changing environments are planned e.g. new building or kitchens.
- **Supervision** – We will check that staff/volunteers are carrying out tasks as they are supposed to.
- **Contractors** – the Church will ensure all contractors have carried out risk assessments and fulfil the COSHH regulations.

4.0. Staff/volunteers and members’ responsibilities

All personnel have the responsibility to ensure that tasks are carried out safely to ensure no harm comes to themselves or others. These include:

- **Safety** – assist others in creating a safe environment. This may include giving support to others to abide by the regulations specific to their workplace.
- **Procedures** – follow the procedures put in place to stop accidents or overexposure.
- **PPE** – (personal protective equipment) wear the correct PPE including eye and noise protection. This includes ensuring that all PPE is stored correctly in the appropriate place.
- **Reporting** – report and record all accidents, spillages and breakages.
- **Check-ups** – attend medical check up when required.
- **Cleaning** – use cleaning facilities provided by the Church in line with procedures.
- **Training** – keep up to date with training provided.

5.0. COSHH Symbols

There are 9 primary hazard symbols relating to COSHH and they are to be found on the containers of substances or hazard notices. They are:

- i) **Toxic/danger**
- ii) **Warning**
- iii) **Long term health hazard**
- iv) **Danger to environment**
- v) **Corrosive**
- vi) **Flammable**
- vii) **Oxidiser**
- viii) **Explosive**
- ix) **Compressed gas**

5.1. Dangerous to the Environment. – Chemicals that may present an immediate or delayed danger to aspects of the environment – wildlife, plant life, people, weather systems.

5.2. Toxic – Chemicals that at low levels cause damage to health. When the sign includes a T+ in the top left hand corner, it means chemicals that can cause damage to health at **VERY low levels**.

5.3. Oxidising – Chemicals and preparations that react exothermically with other chemicals – often resulting in combustion e.g. some toilet cleaning substances. Common oxidising agents are oxygen, hydrogen peroxide and the halogens.

5.4. Corrosive – Substances that can damage or destroy other substances with which it comes into contact by means of a chemical reaction. These can exist as any state of matter including liquids, solids, gases, mists and vapours.

5.5. Longer Term Health Hazards – This sign indicates the presence of a cancer-causing agent or substance with respiratory, reproductive or organ toxicity that causes damage over time (a chronic, or long-term health hazard).

5.6. Caution – Caution relates to slightly less hazardous substances that may not pose an immediate or severe threat to health but should be handled carefully.

6.0. Common Hazards in Liberty Church Swansea



These will be found mostly in the kitchen and toilets and most often relate to cleaning materials.

However with building works being carried out the congregation need to be aware of rules of using certain building and decorating materials and their means of appropriate disposal.

Disposable gloves will be available but those with dermatological sensitivity are warned to check the material that they are made of as certain plastics and latex can cause skin irritation.

Those with asthma or other lung problems should not use certain substances in enclosed areas with little ventilation. This can include for example paints and cleaning materials such as bleach.

First Aid – generally the application of water to the exposed body part is a safe and readily available quick treatment.