



Registered Charity No: 301914  
**Pamber Heath War Memorial Hall**

**COSHH Policy**  
**(Control of Substances Hazardous to Health)**  
**Policy Adopted Jan 2026**

**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?
- Use 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?
- Use a milder product?
- Use 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?
- Use 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 are eliminated.

## **RISKASSESSMENT**

### **1. IDENTIFICATION OF THE HAZARDS**

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

- Floor cleaners
- Washing up liquid
- Surface cleaners
- Bleach
- Handwash

Providing the products are used in accordance with the manufacturer's instruction, risks are minimal. All the products are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

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

### **2. WHO MIGHT BE HARMED AND HOW?**

Members of the village hall committee, hall users (eg hirers) and other volunteers may occasionally use these products in the Hall's kitchens:

<b>Brand Name</b>	<b>Product Name</b>	<b>Typical Use/Location</b>
General supermarket brand	Washing-up Liquid	Kitchen sink
General supermarket brand	Washing-up Liquid	Kitchen sink
General supermarket brand	Handwash	Handwash dispensers
General supermarket brand	Kitchen Cleaner with Bleach	Kitchen surfaces
General supermarket brand	Advanced Hand Sanitiser	Hand sanitiser stations
General supermarket brand	Oven Cleaner	Oven cleaning
General supermarket brand	Stainless-Steel Cleaner	Kitchen appliances
General supermarket brand	Anti-bacterial Cleaner	General kitchen surfaces

The regular user of all the following products is limited to the contract cleaner and the maintenance contractor, which could be one or more times per week.

<b>Brand Name</b>	<b>Product Name</b>	<b>Typical Use/Location</b>
General supermarket brand	Oven Cleaner	Oven cleaning
Evans	Heavy Duty Oven Cleaner	Oven cleaning
Soudal	PVCu Frame Cleaner	Window and door frames
Kilrock	Descaler	Kettles, taps, appliances
General supermarket brand	Anti-bacterial Surface Cleaner	Kitchen and bathroom surfaces
General supermarket brand	The Pink Stuff Cleaning Paste	General cleaning, tough stains
General supermarket brand	Bleach	Toilet, bathroom, kitchen surfaces
General supermarket brand	Window & Glass Cleaner	Windows, mirrors, glass surfaces
General supermarket brand	Kind washing-up Liquid	Kitchen sink
General supermarket brand	Limescale Remover	Taps, shower heads, kettles
General supermarket brand	High Class Hard Surface Cleaner	Floors, hard surfaces
Westland	Resolva Weed Killer	Outdoor areas, garden paths
General supermarket brand	Pink Pearl Hand Wash	Handwash dispensers
Dulux, Dulux Trade,	Emulsion Paint (vinyl matt) ,	Walls, ceilings, general maintenance

Johnstones,	Undercoat, Diamond Eggshell, Kitchen & Bathroom paint, Satinwood	
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### **SERIOUS HARM**

- If serious harm is suspected, 999 should be 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.
- An accident book can be found in each of the hall's kitchens.
- 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 in the kitchens:

- Washing up liquid, hand soap, surface cleaner spray – usually on the window ledge behind the sink or in the cupboard under the sink.
- Handwash dispensers are kept in the kitchen, WCs, including the accessible and outside cubicles.

All other products are kept in a locked cleaner's cupboard. Only committee members, the Booking Clerk, the maintenance contractor and the cleaning contractor have access to this cupboard via a push button control pad.

- All products used are domestic in nature, purchased from the local supermarket or Hampshire County Supplies (except paint). 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. Only products included in this policy should be used in the village hall.
- Floor surfaces are vacuumed then mopped with a minimum of water or a floor cleaner (Numatic TT 1840G Graphite Tanks V17 machine) with Evans High Class Neutral Hard Surface Cleaner
- The village hall committee will check that products in use conform to this policy annually as part of a review of the materials in the cleaning cupboard. This will take place in January each year.
- This policy is available on our website and in the health and safety file for all users to review.

### **4. CONTRACTORS**

Contractors (including self-employed persons) who provide on-site services to the 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.

To be reviewed biennially

*Date adopted by the Management Committee: Feb 2026*

*Date last reviewed:*