

# **FILLONGLEY VILLAGE HALL TRUST**

**Coventry Road, Fillongley, Coventry.CV7 8EQ**

**REGISTERED CHARITY NO: 228210**

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

### **Policy Statement**

Fillongley Village Hall Committee (FVHC) is committed to maintaining the Health and Safety of its service users by providing guidance to users through the production of Fillongley Village Hall Health and Safety policies and procedures. These policies can be found on the Village Hall website and also in the Manual in the Village Hall.

FVHC follows the guidance issued by the Health and Safety Executive (HSE) on the Control of Substances Hazardous to Health. This COSHH policy supports the Health and Safety policies and is intended to be an important guidance in the area of the Control of Substances Hazardous to Health.

In this endeavour FVHC will as far as is reasonably practicable:-

- 1. Identify substances in use by the official cleaners which are hazardous to health by considering:-**
  - What they use that involves hazardous substances
  - How these can cause harm
  - How they can reduce the risk of harm occurring
- 2. Provide advice on ways to prevent exposure at source. For example where practicable:-**
  - Avoid using a hazardous substance or use a safer process e.g. using water-based rather than solvent based products
  - Substitute it for something safer - e.g. swap an irritant cleaning product for something milder, or using a vacuum cleaner rather than a brush?
  - Use a safer form e.g. use a solid rather than a liquid to avoid splashes or a waxy solid instead of a dry powder to avoid dust?
- 3. Minimise the risk by:-**
  - Using control equipment e.g. total enclosure, partial enclosure, adequate storage systems
  - Controlling procedures e.g. ways of working, supervision and training if necessary, maintenance
  - Providing guidance on good work behaviour. Ensuring the official cleaners are aware of the control measures.

In order to fulfil the above, Safety Data Sheets have been provided by the Manufacturers concerning substances used by official cleaners in Fillongley Village Hall. The COSHH folder containing this policy and the Safety Data Sheets can be found with the Manual in the Village Hall.

Other Users/Contractors of the Hall who use any of these products should make themselves familiar with the information these Data Sheets provide.

Other Users/Contractors of the Hall who bring their own cleaning materials or any other Substances that could be Hazardous to Health are responsible for completing their own COSHH assessments for the substances and for ensuring their safe usage.