

## Church Policy on Control of Substances Harmful to Health (COSHH)

### Part One: COSHH Policy Statement of Intent

1. The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of those who use the church premises. This responsibility includes ensuring the appropriate control of substances harmful to health on its premises and found during the conduct of its business.
2. As such, the Church shall ensure, so far as is reasonably practicable, safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances that are used in work, generated by work or which are naturally occurring
3. The Church shall consult, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy;
4. The Church shall ensure that adequate funds and resources are made available for carrying out this policy.

### Part Two: Responsibilities for COSHH

5. Overall responsibility for COSHH within the premises and the operation of the business of Gorse Hill Baptist Church lies with:

**The Church's Health, Safety & Environmental Health Officer (HSEHO)**

**At present, the Responsible Person for COSHH is Jonathan Murphy ACIEH**

6. All employees, leaders, helpers and volunteers will;
  - 6.1 Exercise all due care in the handling, storage and transport of articles and substances that may be deemed as harmful to health
  - 6.2 Cooperate as far as is necessary with the Church in its efforts to meet its responsibilities under this policy and the COSHH Regulations 2002 (as amended)
  - 6.3 Ensure that they shall not intentionally or recklessly either interfere with nor misuse anything provided as a means of control measure by the Church in its efforts to meet its obligations under this policy and the COSHH Regulations 2002 (as amended);
  - 6.4 Fully participate in all of the training provided by the Church in relation to the safe use, handling, storage and transport of substances and articles that may be harmful to health;

- 6.5 Report to the Church's HSEHO, using the established channels, all accidents or hazardous occurrences or dangers as soon as is reasonably practicable;

### Part Three: Arrangements for COSHH

7. The Church shall, using the manufacturer's data sheets, conduct an appropriate risk assessment for all substances harmful to health used on Church premises or in the conduct of its business, and identify appropriate control measures to be implemented to minimise risk to health from such substances
8. No such substance shall be used in the church premises or in the conduct of its business by any person without first conducting an appropriate risk assessment using the manufacturer's data sheet,
9. In addition to the manufacturer's data sheet, in the conduct of such risk assessments, regard shall be given to the following four principle routes of entry that may be come across in the conduct of church business: Inhalation, Ingestion, Absorption and Injection
10. COSHH Risk Assessments shall also give regard to the severity of the effects of exposure to substances harmful to health (Acute/ Intermediate/ Chronic)
11. All COSHH Risk Assessments shall be reviewed every five years or less; or when a significant change in circumstances warrants a review
12. Responsibility for ensuring the conduct of COSHH risk assessments, and the implementation of the appropriate control measures identified lies with:

**The Health, Safety & Environmental Health Officer (HSEHO)**

Who shall conduct such risk assessments for all substances harmful to health or delegate the conduct of individual risk assessments to other competent persons as he/she feels appropriate

13. All employees, leaders, helpers and volunteers shall be trained on the contents of the COSHH risk assessment for all such substances that the employee, leader, helper or volunteer is reasonably likely to come into contact with during the course of their activities or the course of activities of others within the business of the church for which they are responsible

Responsibility for training Team Leaders lies with:

**The Health, Safety & Environmental Health Officer (HSEHO)**

Responsibility for training other relevant team members lies with:

**The Activity Team Leaders**

14. The Church shall ensure appropriate emergency procedures and resources are in place for when accidents or incidents occur involving substances harmful to health.

These procedures and resources are detailed in, and are the responsibility of:

**First Aid Policy (First Aid Co-ordinator)**

**Major Risk Assessment (Administration Team Lead)**

15. All Team Leaders shall be trained on the contents of these emergency plans. Responsibility for training of Team Leaders on Emergency Plans lies with:  
**The Administration Team Leader**
16. The Church recognises that where a Risk Assessment identifies Personal Protective Equipment (PPE) as being an appropriate control measure in regards to a hazard, then it has a duty to provide free of charge such PPE to necessary specifications to all users who require it while participating in Church business
17. The Church shall ensure that all substances harmful to health are stored in an appropriate manner, avoiding use by unauthorised persons and minimising risk of unintentional and hazardous mixing of substances

This Policy should be reviewed annually or where required by significant changes to Church practices or circumstances by the HSEHO

This policy was adopted by a resolution of the Gorse Hill Baptist Church Diaconate at a Meeting held on **Thursday 9<sup>th</sup> July 2020.**