

1. Overview

This policy has been created because we are an employer. It deals with the Control of Substances Harmful to Health [COSHH].

2. Hazardous Materials

The use / exposure to hazardous materials will be eliminated or reduced so far as reasonably practicable. Where hazardous materials are brought into the workplace, the Parish Manager / PCC Secretary will ensure that they obtain a Safety Data Sheet [SDS] and the relevant information from the SDS are identified and entered in the Hazardous Materials Register.

Significant risks and subsequent control measures can then be brought to the attention of anyone on the church premises by displaying the Hazardous Materials Register.

3. Planning, design and tender

Prior to the purchase of any new hazardous materials, the health and safety risks associated with the storage, use or disposal of the material, will be considered and where reasonably practicable alternative solutions, e.g. elimination, substitution, will be introduced.

Where hazardous materials cannot be eliminated, costings will include for reasonably practicable controls measures. The use of personal protective equipment (PPE) is the last resort and other reasonable controls will be considered first before relying on PPE as a control method. The risks and control measures from any hazardous material will be entered in the Hazardous Materials Register.

4. Planning of activities

Hazardous substances will be subject to a written risk assessment, by the Parish Manager / PCC Secretary, to identify significant risks and subsequent control measures. Where further technical knowledge is required to complete the assessment, they will contact an appropriate Health and Safety Advisor for support and advice.

The possibility of harmful emissions being generated due to processes that are carried out in the church, must also be assessed and controls incorporated in safe systems of work e.g. dust suppressants, Local Exhaust Ventilation (LEV) systems, limiting the numbers of people in a work area – the controls will be discussed with the Parish Manager / PCC Secretary prior to work commencing.

Anyone in the church who may be exposed to substances hazardous to health, will be provided with information on ill health symptoms, instruction and training as necessary, this includes the use of engineering controls, water suppressants and the wearing of PPE, if the hazard cannot be

5. Contractor s and suppliers

The Parish Manager / PCC Secretary will request that any contractor bringing hazardous materials into the church, or who will be carrying out a process that may emit harmful material i.e. fume and dust or hazardous waste materials, will provide appropriate Hazardous Materials assessments, safety data sheets (SDS) and a Safe System of Work (SSoW).

The Parish Manager / PCC Secretary will review the SDS and SSoW.

Evidence is also required that all contractor’s personnel have received training in the safe use of the substance[s] and have been briefed in the SSoW, they will follow when carrying out the activity.

6. Work practices

The Parish Manager / PCC Secretary will:

- Keep the hazardous materials register up to date
- Ensure hazardous materials are clearly labelled and review assessments of all hazardous materials before they are used in the church
- Ensure employees using hazardous materials are briefed on the risks to their health and the environment and instruct them in the safe systems of work to be followed
- Provide clear signage of what the hazardous materials are and any special precautions necessary. Inspections of storage areas will take place regularly
- Ensure hazardous materials are stored in an appropriate manner to prevent environmental contamination. Provide suitable, adequate and effective spill response equipment and procedures to mitigate the consequence from any spillage
- Monitor the maintenance, test and inspection regimes for equipment in the workplace
- Ensure risk assessments are completed, reviewed and updated as necessary
- Ensure the correct type of PPE is selected, provided and is kept clean
- Ensure the safe disposal of hazardous materials from the church
- Record any ill health that may occur and report such cases to the necessary authorities if required

7. Issuer

This policy has been issued and approved by the Parochial Church Council of Holy Trinity Church, Twickenham. It is reviewed every two years.

Version control				
Version number	Date	Author	Status	Review
I	10 Jul 2023	Tim Little	Issued	Jul 2025