

1. Introduction

- 1.1 This policy sets out Warsash Sailing Club's (the Club's) approach to dealing with all substances which carry with them a risk to health and safety to achieve conformance to the C.O.S.H.H. Regulations. This includes the storage of cleaning materials and building materials used at the Club

2. Responsibility

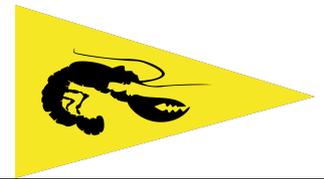
- 2.1 The Executive Committee is responsible for ensuring that all reasonable steps are taken to prevent, or at least control to within statutory limits, exposure of staff, members, contractors and visitors to substances hazardous to health.
- 2.2 Flag officers and the Bar Committee Chairman are responsible for:
- 2.2.1 Ensuring the implementation of this policy within their areas of responsibility.
 - 2.2.2 Providing staff and member volunteers with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health, including flammable liquids.
 - 2.2.3 Ensuring that staff and member/volunteers are provided with appropriate training and protective clothing where necessary.
- 2.3 The Rear Commodore House is responsible for ensuring that COSHH data sheets for cleaning and other hazardous materials used at the Club are available.
- 2.4 The implementation of this policy requires the full cooperation of all staff and Club members.

3. Hazardous substances

- 3.1 The substances falling within this policy include:
- 3.1.1 Detergents, floor polishes, bleaches and disinfectant concentrates;
 - 3.1.2 Dishwasher powders and salts;
 - 3.1.3 Toiletries, such as air fresheners, spray polishes and toilet bleach blocks;
 - 3.1.4 Garden pesticides, fungicides and herbicides;
 - 3.1.5 Rodenticides and other pest control products;
 - 3.1.6 Preservatives (creosote, etc);
 - 3.1.7 Oils and fuels;
 - 3.1.8 Paints;
 - 3.1.9 Solvents.

4. Policy

- 4.1 Information and Training:
- 4.1.1 Appropriate information and training is to be given to staff and to members to enable their understanding of:
 - a) The hazards to health and other dangers (e.g. fire from flammable liquids) posed by the above substances when used and/or stored at the Club.
 - b) The importance of adhering to specified control measures.
 - 4.1.2 Appropriate advice is also to be given to others who may be affected, such as contractors, temporary staff and visitors.
- 4.2 Storage and use of detergents, floor polishes, disinfectants, bleaches and toiletries:
- 4.2.1 These are to be kept in designated cleaning stores which are to be locked when not in use.
 - 4.2.2 Large containers are to be stored on the floor, oldest stock at the front and newest stock at the back.



Materials are selected from the front as required to facilitate stock rotation.

4.2.3 Any dilutions of detergents or disinfectants made from concentrates must be discarded at the end of the day of use. If dilutions need to be stored during the day they are to be labelled with description of contents and date of dilution. Disposal will be through an outside drain.

4.2.4 Smaller items, such as toiletries and aerosols, will be stored on shelves or racks and stock rotation adopted.

4.3 Dishwasher powders and salts:

4.3.1 Those kept in the kitchen are to be stored away from food stores.

4.4 Storage of external use products:

4.4.1 All hazardous garden products are to be stored in a secure bin or cabinet which is itself kept in a locked out-building.

4.4.2 Fuels are to be stored in locked containers specially constructed and approved for that purpose.

4.4.3 Other inflammable products (e.g. paints, solvents) are to be stored outside in purpose provided secure outbuildings.

4.4.4 All large containers should be stored on the floor, smaller containers may be stored on shelves.

4.4.5 Appropriate warning/danger notices are to be provided.

4.5 Data Sheets

4.5.1 Copies of relevant C.O.S.H.H. Data Sheets are to be kept in each location where these materials are stored. C.O.S.H.H. Data Sheets are 'Published Standards' and master copies are retained by the Club Administrator.

4.6 Flammable liquids

4.6.1 The following steps are to be followed to reduce the risk of accidents involving flammable liquids:

- a) Staff and members are to be trained in the use of flammable liquids, including emergency procedures, as appropriate to their roles.
- b) A particular attention is to be paid to the handling of petrol in Club boats (i.e. Rear Commodore Sailing area of responsibility) and its storage ashore (i.e. Rear Commodore House area of responsibility). Further policy guidance on this is in HS104 Section A1.2 (Risk Assessments).
- c) Equipment used for conveying or storing flammable liquids is to be adequate for purpose.
- d) Suitable fire extinguishers are to be kept accessible in the areas of storage/working.
- e) Equipment defects, spillages or incidents are to be reported immediately to the Senior Bosun (working hours) Club Event Co-ordinator (out of working hours) who are to then to brief the Administrator (working hours) or responsible Flag Officer (out of working hours). Necessary investigations are to be carried out in accordance with HS106.
- f) The Club is not to hold unnecessarily large quantities of flammable liquids.

4.7 Oils and fuels are hazardous waste. Used oil is to be disposed of in Fareham household waste recycling centres. Contaminated fuel is not to be disposed of other than by specialist fuel disposal contractors.

5. References

HS102 – Policy for Risk Assessments.

HS106 – Policy for the management of Incidents, Accidents and Near Misses.

6. Change history

V1.0 dated 5 December 2016 - Initial Issue.

V2.0 dated 1 April 2019 – updated with feedback from initial use.