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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Hazardous Substances | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk****Level** **(L x C)** | **Control measures** | **Residual Risk Level** **(L x C)** | **Action by** | **Date to be completed** |
| Use of and cleaning of printing equipment/ photocopier. | Breathing in and skin contact with cleaning solvents / vapours, toner dust. | Flammable, irritating to eyes, skin (sensitisation) throat, nose. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Carry out operation in a well-ventilated room. Provide good washing facilities.
* Use disposable/vinyl gloves.
* Document instructions and procedures.
* Only authorised persons to operate.
 | 2 x 3 = 6 | Church Elders to prepare list of authorised persons | Immediately |
| Cutting and sawing wood or MDF. | Breathing in and skin contact with dust. | Asthma and dermatitis | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Skin checks.
* Vacuum up after use.
* Water spray to suppress dust.
* Use of protective goggles.
* Use of face/mouth masks.
 | 2 x 3 = 8 | Church Elders to prepare list of authorised persons | Immediately  |
| Clearing buildings of old furniture, wall-coverings, floor- coverings, fixtures and fittings. | Breathing in and skin contact with dusty, dirty, damp debris. | Irritation to eyes, skin (sensitisation) throat, nose. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Skin checks.
* Vacuum up after use.
* Water spray to suppress dust.
* Use of protective goggles.
* Use of face/mouth masks.
 | 2 x 3 = 6 | Church Elders to prepare list of authorised persons | Prior to activity being started |
| Unpacking and installation of furniture, fittings, wall-coverings, floor-coverings. | Breathing in and skin contact with new products and their transportation coverings. | Irritation to eyes, skin (sensitisation) throat, nose. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Skin checks.
* Vacuum up after use.
* Water spray to suppress dust.
* Use of protective goggles.
* Use of face/mouth masks.
 | 1 x 3 = 3 | Church Elders to prepare list of authorised persons | Prior to activity being started |
| Use of paints – gloss, emulsion, specialist paints. | Skin and eye contact with paint, inhalation of paint fumes, ingestion of paint.  | Skin sensitisation, dermatitis, asthma. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Use of non- or low-hazardous paints where possible.
* Use of PPE and barrier creams.
* Follow manufacturers’ and suppliers’ recommendations.
* Use of protective goggles.
* Use of face/mouth masks.
* Activity to be carried out in a well-ventilated area.
 | 1 x 3 = 3 | Church Elders to authorise the activity | Prior to the activity being started |
| Cleaning brass and silver. | Skin and eye contact with cleaning material. | Skin sensitisation, dermatitis, asthma. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Ensure room is well ventilated.
* Read manufacturer’s instructions and Safety Data Sheets.
* Wear protective gloves.
* Stop activity if feeling unwell.
 | 1 x 3 = 3 | Church Elders to ensure persons are competent to carry out the task | Prior to the activity being started |
| Cleaning toilets. | Skin and eye contact with cleaning material, inhalation of fumes. | Skin sensitisation, dermatitis, asthma. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Ensure room is well ventilated.
* Read manufacturer’s instructions and Safety Data Sheets.
* Wear protective gloves.
* Stop activity if feeling unwell.
 | 1 x 3 = 3 | Church Elders to ensure persons are competent to carry out the task | Prior to the activity being started |
| Floor surface stripping. | Skin and eye contact with cleaning material, inhalation of fumes. | Skin sensitisation, dermatitis, asthma. | Staff, volunteers, visitors, contractors. | 4 x 3 = 12 | * Ensure room is well ventilated.
* Read manufacturer’s instructions and Safety Data Sheets.
* Wear protective gloves.
* Stop activity if feeling unwell.
 | 1 x 3 = 3 | Church Elders to ensure persons are competent to carry out the task | Prior to the activity being started |

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| Name and position |  | Signature |  | Date completed |  |