

COSHH Risk Assessment – Cleaning Chemicals

Cirk Hes Ltd.

www.cirkhes.co.uk

Cirk Hes, F8 Helston Business Park, Clodgey Lane, Helston, TR13 8FZ

Email: info.cirkhes@gmail.com - Charity No. 01106043 - Company No. 0484997

Website <https://www.cirkhes.co.uk>

Policy Owner: Ross Wheeler (SEND Lead)

Approved By: Naomi Lewis (Charity Manager) on behalf of the Cirk Hes Ltd Board of Trustees

Date Approved: 15-07-26

Next review date for the Board : Latest 14 July 2028

Version: 1.0



1. Activity

Storage and use of low-hazard domestic and commercial cleaning products used for the routine cleaning and maintenance of charity premises used by community groups, young people, volunteers, staff and vulnerable adults.

2. Persons at Risk

- Employees
- Volunteers
- Trustees
- Contractors
- Young people
- Children
- Vulnerable adults
- Visitors
- Members of the public

3. Hazardous Substances

Typical substances stored may include:

Product	Main Hazard
Multi-purpose cleaner	Eye irritation
Toilet cleaner	Skin and eye irritation
Disinfectant	Skin irritation
Bleach (small quantities)	Corrosive if concentrated, harmful if mixed with acids
Glass cleaner	Eye irritation
Floor cleaner	Skin irritation
Washing-up liquid	Mild skin irritation
Hand sanitiser	Flammable, eye irritation

Safety Data Sheets (SDS) should be retained where available.

4. Hazards Identified

Potential hazards include:

- Skin irritation.
- Eye irritation.
- Inhalation of spray mist.
- Accidental ingestion.
- Chemical burns (where concentrated products are used).
- Mixing incompatible chemicals.
- Spillages creating slip hazards.
- Unauthorised access by children or vulnerable adults.
- Fire risk from alcohol-based products.

5. Existing Control Measures

Storage

- Cleaning products are stored in on high shelves at the back of the office and not publicly accessible. In the event that higher-risk or toxic chemicals have to be temporarily stored on site, then an individual risk assessment must be made and these chemicals must be stored inside a designated locked metal cabinet.
- Chemicals remain in their original labelled containers.
- Products are kept upright with lids secured.
- Incompatible products are stored separately where appropriate.
- Minimal quantities are kept on site.
- Cleaning cupboard is inaccessible to service users.

Purchasing

- Only low-hazard domestic or commercial cleaning products are purchased where suitable.
- Hazardous products are avoided where safer alternatives are available.
- Safety Data Sheets are obtained where applicable.

Use

- Cleaning products are used only by authorised staff or volunteers.
- Manufacturer's instructions are followed at all times.
- Products are diluted only where instructed.
- Chemicals are never mixed, particularly bleach with acidic or ammonia-based cleaners.
- Areas are ventilated where necessary.
- Appropriate warning signs ("Wet Floor") are displayed during cleaning.

Personal Protective Equipment (PPE)

Where appropriate:

- Disposable or reusable protective gloves.
- Eye protection when handling concentrated products or risk of splashing.
- Protective apron if using larger quantities.

PPE will be maintained in good condition and replaced when necessary.

Training

Staff and volunteers responsible for cleaning receive instruction covering:

- Safe storage.
- Safe handling.
- Reading product labels.
- COSHH awareness.
- Spill response.
- Emergency procedures.
- Reporting incidents.

6. Exposure Routes

Possible exposure includes:

- Skin contact.

- Eye contact.
 - Inhalation of spray or vapour.
 - Accidental swallowing.
 - Contact through contaminated surfaces.
-

7. Emergency Procedures

Eye Contact

- Rinse immediately with clean running water for at least 10–15 minutes.
 - Seek medical advice if irritation persists.
 - Follow product safety instructions.
-

Skin Contact

- Wash thoroughly with soap and water.
 - Remove contaminated clothing if necessary.
 - Seek medical advice if symptoms continue.
-

Inhalation

- Move to fresh air.
 - Seek medical advice if breathing difficulties occur.
-

Ingestion

- Do not induce vomiting unless instructed by medical professionals.
 - Rinse mouth.
 - Contact NHS 111 or emergency services if necessary.
 - Refer to product instructions.
-

Spillages

- Wear gloves.
 - Ventilate the area if required.
 - Absorb spill using suitable cleaning materials.
 - Dispose of waste safely.
 - Wash hands after cleaning.
-

8. Fire Safety

Some products (for example alcohol-based hand sanitiser) may be flammable.

Controls include:

- Store away from ignition sources.
 - Keep containers sealed.
 - Maintain good housekeeping.
 - Follow normal building fire procedures.
-

9. Waste Disposal

- Empty containers disposed of in accordance with local authority guidance.
 - Unused chemicals disposed of safely.
 - Chemicals never poured into drains unless permitted by manufacturer instructions.
 - Contaminated cleaning materials disposed of appropriately.
-

10. Additional Safeguarding Controls

As the premises are used by children, young people and vulnerable adults:

- Cleaning products are never left unattended during activities.
 - Cleaning is completed outside programme times where possible.
 - Buckets and chemicals are removed immediately after use.
 - Cleaning cupboards remain locked at all times.
 - Young people are not permitted access to chemical storage areas.
 - Volunteers supervising activities are aware of COSHH arrangements.
-

11. Residual Risk Assessment

Hazard	Initial Risk	Control Measures	Residual Risk
Chemical exposure	Medium	Locked storage, PPE, training	Low
Eye irritation	Medium	PPE, safe handling	Low
Skin irritation	Medium	Gloves, hand washing	Low
Ingestion	Medium	Secure storage, supervision	Low
Slips from spillages	Medium	Immediate clean-up, signage	Low
Fire (hand sanitiser)	Low	Safe storage	Low

12. Monitoring

The organisation will:

- Inspect chemical storage monthly.
 - Check expiry dates where applicable.
 - Review Safety Data Sheets when new products are introduced.
 - Record accidents and near misses.
 - Replace damaged containers immediately.
-

13. Further Actions Required

Action	Responsible Person	Target Date
Maintain COSHH inventory	Manager	Ongoing
Review cleaning products annually	Manager	Annual
Ensure Safety Data Sheets are available	Manager	Ongoing
Provide refresher COSHH awareness	Manager	Every 2–3 years
Inspect locked chemical storage	Facilities Lead	Monthly

14. Review

This assessment should be reviewed:

- Annually.
- If new chemicals are introduced.
- Following an accident or near miss.
- Following changes in legislation or guidance.
- Following significant changes to the building or activities.