



Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

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12. BCVS COSHH REGISTER AND RISK ASSESSMENT

BCVS generally avoids purchasing any substances which are labelled as being hazardous to health. All new products purchased are checked by the Finance Officer and if necessary, added to this list. Instruction is provided to staff on their safe handling, storage and use.

Employees are instructed not to use any such products brought onto BCVS premises by other people. Where staff become aware of any potentially hazardous substances they will report this to the Finance Officer in order that arrangements can be made with the owner of the product to ensure that it is handled, stored and used in such a way as not to cause a significant hazard to BCVS employees, volunteers or visitors.

Product	Hazards	Additional controls	Risk
Universal Shredder Oil	Extremely flammable	Substance kept in locked cupboard. Only trained staff to have access. Not to be used in presence of ignition source. Users to be made aware of instructions for safe use.	Low

Risk assessment reviewed by P.Turner, Jan 2013

To be reviewed by Jan 2015.