

St Michael and All Angels

H&S Policy and Procedure

Hazardous Substances, Broken Glass and Sharp Objects

POLICY

St Michael and All Angels PCC is responsible for ensuring all hazardous substances are stored and used within a controlled environment. Where necessary guidelines are issued.

From time to time, broken glass and other sharp objects are left in the Churchyard at St Michael and All Angels by members of the public. This policy is therefore based on the precautions seen to be prudent for persons in the event that they find glass and or sharp objects (including needles) in the Churchyard.

INFORMATION

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Sharps to be stored in designated clearly identified containers.

PROCEDURE

1. The responsible person shall maintain a list of all hazardous substances used in the Church.
2. Where possible, hazardous substance shall not be used. Where this is not possible, the safety arrangements are as follows:
3. For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers shall be used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
4. If a discarded needle or syringe is discovered, it should be handled with extreme care and using the designated gloves (located in the Choir Vestry).
5. A sharps box shall be stored in Choir Vestry. The needle/syringe shall be disposed of in this box.
6. It is strictly forbidden and under no circumstances should such material be placed in any wastepaper bin or in a refuse bins.
7. The Churchwardens shall be responsible for ensuring that the contents of the sharps box are disposed of in accordance with the Local Authority guidelines.
8. If any person is injured while handling a syringe, guidance must be sought immediately from the Redditch Alexander Hospital casualty department. The needles or syringe should be taken to the hospital for the guidance of medical staff.
9. If broken glass is found, great care must be taken when collecting the debris. Broken glass fragments must be placed in a suitable box, or wrapped in sufficient newspaper so as to reduce the danger of cuts. Broken glass enclosed in this manner should then be placed in the green refuse bin.