

## BARLING MAGNA PARISH COUNCIL

Report to: Wildlife Reserve Committee  
Report from: Clerk  
Date: 27 February 2018  
Subject: Health & Safety matters, including Care of Substances Hazardous to Health (COSHH) and First-Aid, at the Barling Magna Wildlife Reserve

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### 1. **Background**

1.1 Health and Safety checks, including COSHH, should be carried out as often as necessary and not less often than annually. We have no record of a review being carried out at the Wildlife Reserve in 2016/17. This report is to advise the Wildlife Reserve Committee of the outcome of a review for Council year 2017/18.

1.2 The review was carried out on 19<sup>th</sup> February 2018 by Peter Shaw and Ivan King.

1.3 Full Council will receive a draft Health and Safety policy for the Council as a whole, to discuss at its March meeting. If the Committee agrees, today's report will also be sent to Full Council to note.

### 2. **Care of Substances Hazardous to Health (COSHH)**

2.1 Definition and scope As defined by the Health and Safety Executive (HSE),<sup>i</sup> COSHH covers substances that are hazardous to health. Substances can take many forms and include the following. Broadly speaking, if the packaging carries any of the official hazard symbols, then it is classed as a hazardous substance:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents (germs)
- germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

COSHH does not cover the following, each of which is covered by other regulations:

- lead

- asbestos or
  - radioactive substances
- 2.2 HSE advises on the following steps to be followed in the security and safe use of COSHH substances:
- a. Correctly identifying and recording hazardous substances;
  - b. Knowing how these may cause harm;
  - c. Considering how to reduce the risk of harm occurring;
  - d. Preventing exposure at source;
  - e. If exposure cannot be prevented, it needs to be adequately controlled.
- 2.3 The review on 19<sup>th</sup> February established that the substances shown at Table A below were present at and used by the Reserve volunteers. This is a summary. The hazards are those depicted using the HSE symbols on the containers. The table sets out:
- the substances
  - their purpose
  - identified hazards
  - control measures
  - whether manufacturers safety data is available on-site
  - if the use of the substance indicates that specific training is required
  - if stipulated storage conditions are met
- 2.4 There are no specific recommendations relating to COSHH to bring to committee members' attention at this time and members are invited to note the report.

3. **Wider health and Safety checks at the Wildlife Reserve**

3.1 The following are the scheduled dates of known Health and Safety checks due at the Wildlife Reserve in the next 12 months.

Item	Due date
Fire extinguisher service	15 July 2018
First-Aid kit check	15 July 2018
PAT tests	15 July 2018
COHSS	18 February 2019

- 3.2 There is a current Accident / Incident log book at the Reserve.
- 3.3 There is a current HSE advisory poster in the kitchen at the Reserve.
- 3.4 There is a large file of manuals for the operation of equipment used at the Reserve stored one of the filing cabinets in the barn. No training log has yet been seen by the reviewers.

- 3.5 It is understood that one of our volunteers, Mr Golab, has received formal instruction in the use of power tools and that other volunteers do not use these except under his direction.
- 3.6 The Council's Lone Worker policy remains in force. It would probably be wise to make this available once again to volunteers.
- 3.7 It is understood that the hose from the Propane cylinder to the hob has been replaced in the past 2 or so years.

#### 4. **First-aid provision at the Wildlife Reserve**

- 4.1 The clerk has been asked previously to ascertain the level of first-aid provision that is recommended for the Wildlife Reserve. Circulated with this report is a copy of "First Aid at Work: your questions answered" published by the Health and Safety Executive in 2014. The assessment of risk depends upon circumstances and members are invited to consider the suggestions in the HSE paper before arriving at a conclusion about what level of provision to arrange.
- 4.2 As the HSE paper confirms, the Council has no obligation to provide first-aid cover for members of the public.
- 4.3 HSE propose that, where a trained first-aider is not required or present, there should be what it calls an "appointed person". The role of this appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first-aider is absent due to unforeseen circumstances. An appointed person does not need first-aid training.
- 4.4 The current Parish Clerk is not first-aid trained, nor would it (necessarily) be appropriate for that officer to serve as either first-aider or appointed person, since he is rarely present at the Wildlife Reserve.

#### 5. **Recommendations**

Members are invited to:

- 5.1. Thank Peter Shaw for his assistance to the clerk in carrying out the review. The contents of this paper are the clerk's opinions and do not necessarily reflect Mr Shaw's view.
- 5.2 Note the summary COSHH report at 2 above and at Table A.
- 5.3 Note the schedule of health and safety related checks at 3 above.
- 5.4 Review and re-issue the Council's Lone Worker policy.
- 5.5 Discuss the HSE First-Aid paper and decide what level of first-aid provision is required for the Wildlife Reserve.
- 5.6 Refer this report for the Full Council to note.

<b>Material</b>	<b>Purpose</b>	<b>Potential hazard</b>	<b>Control measures</b>	<b>Manufacture safety data on-site?</b>	<b>Less hazardous substitutes?</b>	<b>Needs specific training</b>	<b>Have storage conditions been met?</b>
Propane x2	Gas for the hob	Flammable	Industry standard metal cylinder, kept under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	N/A	No	?	Yes
Butane x1	Fuel for BBQ	Flammable	Industry standard metal cylinder, kept under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	N/A	No	?	Yes
Diesel	Fuel	Flammable and irritant	Industry standard plastic canisters, kept under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	N/A	No	?	Yes
Unleaded Petrol (4.5 litre plastic containers)	Fuel	Flammable and irritant	Industry standard plastic canisters, kept in a steel cabinet kept under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	N/A	No	?	Yes

<b>Material</b>	<b>Purpose</b>	<b>Potential hazard</b>	<b>Control measures</b>	<b>Manufacture safety data on-site?</b>	<b>Less hazardous substitutes?</b>	<b>Needs specific training</b>	<b>Have storage conditions been met?</b>
Creocote (NB not creosote)	Wood preservative	Pollutant	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Leyland Trade heavy duty floor paint	Floor paint	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Easy Start	Starting aid for engines	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
De-icer	Used for clearing ice on windscreens	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes

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WD40	Lubricant and used for starting damp engines	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
General purpose lubricant and penetrating oils	Lubricants and penetrating oils	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Two-stroke oil / lawn mower oil / chainsaw oil <sup>ii</sup>	Lubricants	Unknown (see endnote ii) but assumed to be flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Anti-freeze	To keep radiator coolant from freezing	Harmful if swallowed	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes

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Roadspray	Used for marking areas for attention	Flammable and harmful	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Eco washing-up liquid	Washing up	Irritant	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Bleach	Cleaning of toilets	Irritant and harmful	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Hammerite paint	Paint	Irritant and harmful	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Hammerite thinners	Thinner	Flammable, irritant and harmful	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes

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Decking oil (various)	Wood preservative	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes
Ronseal Fence-Life	Wood preservative	Flammable	Kept in original can under locked conditions when the Reserve is unattended. Supervised access when volunteers are present.	Yes	No	No	Yes

<sup>i</sup> <http://www.hse.gov.uk/coshh/basics/substance.htm> [ accessed 19.2.18]

<sup>ii</sup> None of these bear a HSE Hazard warning