

COSHH Assessment

Assessment for a task that uses or creates hazardous substances: products and hazard symbols, who is exposed and how, controls, PPE, emergencies and review.

1. The task

Assess the task, not just the product.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date of assessment *

Assessor

What is the task or process? *

Where is it done?

How often? (choose one)

☐ Several times a day ☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally

How long each time?

Who could be exposed? (tick all that apply)

- ☐ The people doing the task
- ☐ Others working nearby
- ☐ Cleaners and maintenance staff
- ☐ Contractors
- ☐ Visitors or the public
- ☐ Young, pregnant or sensitised workers

COSHH regulation 6. An employer must not carry out work liable to expose employees to a substance hazardous to health unless a suitable and sufficient assessment of the risk has been made and the steps it identifies have been put in place.

2. Substances

One entry for each product used. Read the label and the safety data sheet.

HSE says to identify which substances are harmful by reading the product labels and safety data sheets. Ask the supplier for the data sheet if you do not have it.

Substances (copy this block for each one)

Product name *

Supplier

Have you read the safety data sheet?

☐ Yes ☐ No

Form (choose one)

- ☐ Liquid
☐ Powder or dust
☐ Gas
☐ Vapour or fume
☐ Mist or spray
☐ Solid or paste

Hazard symbols on the label (tick all that apply)

- ☐ Explosive
☐ Flammable
☐ Oxidising
☐ Gas under pressure
☐ Corrosive
☐ Acute toxicity (skull and crossbones)
☐ Health hazard (exclamation mark)
☐ Serious health hazard
☐ Hazardous to the environment
☐ No symbol

How could it get into or onto the body? (tick all that apply)

- ☐ Breathing it in
☐ Skin contact
☐ Eye contact
☐ Swallowing
☐ Through a cut or puncture

Does the data sheet give a workplace exposure limit?

☐ Yes ☐ No

Limit (if applicable)

Amount used each time

Photo of the label (photos: attach, or note the file names)

Does the task itself create dust, fume, vapour or mist?

For example wood dust, silica dust, welding fume, solder fume. These have no label.

☐ Yes ☐ No

What is created, and how much? (if applicable)

3. Controls

Work down the list: safer substance first, protective equipment last.

Can a safer substance or a different method be used?

☐ Yes ☐ No

What, and when will it change? (if applicable)

Controls in place (tick all that apply)

- ☐ Enclosure or containment
- ☐ Local exhaust ventilation
- ☐ General ventilation
- ☐ Smaller quantities or shorter time
- ☐ Safe storage
- ☐ Cleaning and spill procedures
- ☐ Training and instruction
- ☐ Health surveillance
- ☐ Protective equipment
- ☐ Other: _____

Date local exhaust ventilation was last thoroughly examined and tested

Days since that test (if applicable; worked out automatically in the app)

Protective equipment needed (tick all that apply)

- ☐ Gloves
- ☐ Eye protection
- ☐ Face shield
- ☐ Respirator or mask
- ☐ Overalls or apron
- ☐ Safety footwear
- ☐ Other: _____

Type of glove, from the data sheet

Have the wearers of tight-fitting masks been face fit tested?

☐ Yes ☐ No

How and where is it stored?

First aid, spills and fire

What to do, from section 4 to 6 of the safety data sheet.

Risk with the current controls (choose one)

☐ High ☐ Medium ☐ Low

Is more needed to control the risk?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

Action *

Who

By when

Risk once the actions are done (if applicable; choose one)

☐ High ☐ Medium ☐ Low

4. Record and review

Tell the people doing the task, and set a review.

HSE says that if you have 5 or more employees you must record your assessment, and that it makes sense to write it down even if you have fewer.

Have the people doing the task been told the findings?

☐ Yes ☐ No

Review date

Review it sooner if the product, the process, the equipment or the people change, if someone raises a problem, or after an incident.

Assessor name

Assessor signature

Manager name

Manager signature