COSHH Assessment

Template: fill in every section for this job

1. Assessment details

Where the substance is used, who made the assessment and when it will be looked at again. One assessment covers one substance or product.

Company	*Your business name and address, as they appear on your quotes and invoices.*
Job or work area	*Where the substance is used: the site address with postcode, or the part of your premises.*
Assessed by	*Name and role of the person who made this assessment. They should know the work and have read the safety data sheet.*
Date and review date	*The date of this assessment, and when it will be reviewed: whenever the product, the task or the safety data sheet changes, if anyone shows signs of ill health, and at a set date, for example yearly.*

2. The substance

What the product is, from its label and safety data sheet (SDS). Keep the current SDS with this assessment.

Product name and supplier	*The name on the label, the manufacturer or supplier, and the date of the safety data sheet you used.*
Form	*Liquid, paste, powder, dust, fume, vapour, mist or gas, as it is when people are exposed. A liquid can become a mist when it is sprayed.*
Hazard pictograms and statements	*From section 2 of the SDS: the pictograms, the signal word and each hazard statement with its H code, for example "H318 Causes serious eye damage".*
Workplace exposure limit (WEL)	*From section 8 of the SDS or HSE's EH40/2005, with the time it is averaged over. Write "None set" if there is none: the substance must still be adequately controlled.*

3. How it is used

The real task, because how the substance is used decides how people are exposed.

Task	*What is done with the substance, for example mixing, spraying, cutting, applying or cleaning up.*
Amount, frequency and duration	*How much is used, how often and for how long each time, for example "two 25 kg bags a day, mixed for about an hour".*
Who might be exposed	*Who uses it, and anyone else nearby. Note anyone at particular risk, such as new or expectant mothers, young workers, or anyone with asthma or a skin condition.*
Routes of exposure	*How it could get into or onto the body: breathing it in, contact with the skin or eyes, swallowing it, or through a cut. List each one that applies.*

4. Controls and PPE

The controls in the order regulation 7 of COSHH sets: avoid or substitute, control at the source, then personal protective equipment as well.

Avoiding or substituting it	*Whether the substance can be avoided or swapped for a less hazardous product or form, for example a paste instead of a powder, and why not if it cannot.*
Controls at the source	*Water suppression, on-tool extraction, local exhaust ventilation (LEV), or working outdoors or with good general ventilation. LEV must be thoroughly examined and tested at least every 14 months.*
Ways of working and hygiene	*How the substance is handled, how others are kept away, the washing facilities, and no eating, drinking or smoking while it is in use.*
Personal protective equipment	*Gloves (type and standard), eye protection, clothing and respiratory protective equipment (RPE), as section 8 of the SDS directs. Anyone wearing a tight-fitting mask must have been face-fit tested for it.*

5. Storage, spills and disposal

How the substance is kept and dealt with outside the task itself.

Storage and handling	*Where and how it is stored (section 7 of the SDS): the container, the conditions, what it is kept away from, and how much is kept on site.*
Spills and leaks	*What to do if it is spilt (section 6 of the SDS), and the spill kit kept with it.*
Waste and disposal	*How empty containers, unused product and waste are disposed of (section 13 of the SDS). Nothing goes into a drain unless the SDS allows it.*

6. First aid and emergencies

What to do if someone is exposed. Everyone who uses the substance should know this before they start.

First aid	*From section 4 of the SDS: what to do for each route of exposure (eyes, skin, breathing in, swallowing), and the eyewash or first aid kit kept with the work.*
Fire and other emergencies	*Whether it is flammable or reacts dangerously with anything (sections 5 and 10 of the SDS), the extinguisher to use, who to call, and the nearest A&E.*

7. Monitoring, health surveillance and training

How you check that the controls work and that nobody is being harmed.

Exposure monitoring	*Whether air monitoring is needed to show exposure stays below the WEL or that the controls work, and the results if it has been done. If not needed, say why.*
Health surveillance	*Whether health checks are needed under regulation 11, for example skin checks for dermatitis or lung function tests for asthma, who carries them out and how often. If not needed, say why.*
Information, instruction and training	*What people are told and taught about the substance, its hazards, the controls and the first aid, and when.*

8. Exposure risks and controls

List each way the substance could harm someone on this job: the task and the route of exposure, such as breathing in dust when tipping out bags. Score it before controls: likelihood (1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain) times severity (1 negligible, 2 minor, 3 moderate, 4 major, 5 catastrophic, meaning death or permanent disability). Write the controls you will actually use, then score it again. 1 to 4 is low, 5 to 9 medium, 10 to 16 high, 17 to 25 critical. If a risk is still high or critical after controls, change the task or the product before work starts.

#	Task and route of exposure	Who might be exposed	Initial risk (L x S = score)	Control measures	Residual risk	Responsible
1						
2						
3						
4						
5						
6						
7						

#	Task and route of exposure	Who might be exposed	Initial risk (L x S = score)	Control measures	Residual risk	Responsible
8						

9. Sign-off

	Name	Signature	Date
Prepared by			
Approved by			

Briefing register

Signing below confirms you have been briefed on this COSHH assessment and understand the hazards, the controls and the first aid.

Name	Company	Signature	Date

Risk scoring key

Find the cell where Likelihood meets Severity to get the risk score and level.

		SEVERITY				
LIKELIHOOD		1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
5	Almost Certain	5	10	15	20	25
4	Likely	4	8	12	16	20
3	Possible	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Rare	1	2	3	4	5

Low (1 to 4)

Medium (5 to 9)

High (10 to 16)

Critical (17 to 25)

Risk Score = Likelihood (1 to 5) x Severity (1 to 5)