

COSHH assessment

One substance, one task, one sheet. Complete every section — an assessment with an empty box is an assessment with an unanswered question.

01 The substance, and the sheet it came from

Copy these from the supplier's safety data sheet. If the sheet is older than the tin on site, get the current one first.

PRODUCT NAME

SUPPLIER

SAFETY DATA SHEET REVISION DATE

SIGNAL WORD (DANGER / WARNING)

HAZARD STATEMENTS (H-CODES AND THEIR WORDING)

02 The job, not the product

The same substance used two ways needs two assessments. Describe the work this assessment covers.

TASK

WHO DOES IT, AND WHO ELSE IS NEARBY

HOW MUCH, HOW OFTEN

WHERE — INDOORS, OUTDOORS, OCCUPIED, CONFINED

03 How people could be exposed, and what covers it

Tick only the routes that apply to this job. Everything ticked must be dealt with by something in section 04.

☐ Breathing it in	COVERED BY	
☐ Skin contact	COVERED BY	
☐ Eye contact	COVERED BY	
☐ Swallowing	COVERED BY	

WORKPLACE EXPOSURE LIMIT, IF ONE APPLIES (HSE EH40)

HEALTH SURVEILLANCE NEEDED?

COSHH assessment — continued

04 The controls, best first

Work down the list. Protective equipment is last because it only protects when it is worn correctly every time.

CAN IT BE REMOVED FROM THE JOB ALTOGETHER?

CAN IT BE SWAPPED FOR SOMETHING LESS HARMFUL?

ENGINEERING CONTROLS — EXTRACTION, ENCLOSURE, VENTILATION

WAY OF WORKING — SEQUENCE, EXCLUSION, TIMING, QUANTITY

PROTECTIVE EQUIPMENT, AND RESPIRATORY PROTECTION WITH ITS TYPE

Tight-fitting respiratory protection needs a face-fit test for each person, on record before the work starts.

05 When it goes wrong

FIRST AID — BY EXPOSURE ROUTE

SPILL PROCEDURE

FIRE — EXTINGUISHING MEDIA

STORAGE AND DISPOSAL

06 Signed, briefed, reviewed

Whoever signs is accountable for the judgement in section 04, and the people doing the work must be briefed before they start.

ASSESSED BY (NAME AND ROLE)

DATE

BRIEFED TO (NAMES OR CREW)

DATE BRIEFED

REVIEW DATE

REFERENCE / ASSESSMENT NUMBER