Assessment details

Task or process:

Use one copy for each task or process. An employer with 5 or more employees must record the significant findings of the assessment and the steps taken to meet regulation 7. Fill in the details here, then complete the pages that follow.

Company	
Site address	
Area or department	
Task or process being assessed	
Assessed by	
Assessed by (signature)	
Date of assessment	
People consulted (for example the workers who do the task)	
Approved by (name and signature)	
Date approved	
Next review date	

Source: COSHH Regulations 2002, regulation 6.

Substances

Task or process:

List the products you use and the substances the work makes, such as dust, fume, mist, vapour or gas. Read the label and the safety data sheet for each product. Check EH40 for a workplace exposure limit, and write none if there is not one.

Used or made by the work	Name of product or substance	Supplier	Form	Hazard information from the safety data sheet	Workplace exposure limit (EH40)	Safety data sheet date
Product used						
Product used						
Product used						
Made by the work						
Made by the work						
Made by the work						

Substances used together (regulation 6(2)(j))
If the work exposes people to more than one hazardous substance, list them here and describe the risk from exposure to them in combination.

Biological agents (regulation 6(2)(k))
Write the approved classification of any biological agent. Write none if there is not one.

Source: HSE, How to carry out a COSHH risk assessment, and EH40/2005.

Who could be exposed, and how

Task or process:

Decide who might be harmed and how. Think about breathing the substance in, skin contact, contact with the eyes and swallowing. Include maintenance workers, contractors and other visitors or members of the public who could be exposed. Think about maintenance, cleaning and breakdown work as well as the task itself.

Task or activity	Who could be exposed	Route (breathing in, skin, eyes, swallowing)	How much	How long and how often
The task itself				
Maintenance				
Cleaning				
Breakdowns and spills				

Source: HSE, How to carry out a COSHH risk assessment, and COSHH regulation 6(2).

Controls in place

Task or process:

The first four rows follow regulation 7: prevention first, then the order of priority in 7(3). The next five are the measures regulation 7(4) says the controls must include. The last two cover carcinogens and mutagens (7(5)) and making sure controls are properly used (8(1)).

Control	What is in place	Is it working? (Yes or No)	How do you know?
Prevention: can the substance or process be avoided or replaced with something safer?			
Work processes, systems, engineering controls, suitable equipment and materials			
Control at source, including ventilation. For local exhaust ventilation (LEV), give the date of the last thorough examination and test:			
Personal protective equipment, in addition to the measures above. Note the RPE type and protection factor, the face fit test date and the glove type:			
Safe handling, storage and transport of substances and waste			
Maintenance procedures			
Fewest people exposed, lowest level and duration, smallest quantity present			
Working environment, including general ventilation			
Hygiene measures, including washing facilities			
If exposure to a carcinogen or mutagen cannot be prevented, regulation 7(5) adds: totally enclose the process unless not reasonably practicable; no eating, drinking or smoking where contaminated; regular cleaning; marked areas and warning signs; safe storage in closed, labelled containers. Write n/a if none:			
Reasonable steps taken to make sure each control is properly used (regulation 8(1)):			

Source: COSHH Regulations 2002, regulations 7 and 8.

Is exposure adequately controlled?

Task or process:

Regulation 7(7) treats control as adequate only if all of these apply: the Schedule 2A principles are applied; no workplace exposure limit is exceeded; and, for carcinogens, mutagens and substances that can cause occupational asthma, exposure is reduced as low as is reasonably practicable. Give the evidence. If the answer is No, the actions on the next page must put it right.

The eight principles of good practice in Schedule 2A, in plain words

(a) Design and run the work so that as little hazardous substance as possible is given off, released or spread.
(b) When choosing controls, think about every route of exposure: breathing in, skin absorption and swallowing.
(c) Make the controls match the size of the health risk.
(d) Choose the most effective and reliable controls, those that best stop the substance escaping and spreading.
(e) If exposure cannot be adequately controlled any other way, also provide suitable personal protective equipment.
(f) Check and review all the controls regularly to make sure they keep working.
(g) Tell and train all employees about the hazards and risks of the substances they work with, and how to use the controls.
(h) Make sure a new control does not increase the overall risk to health and safety.

Source: The Control of Substances Hazardous to Health Regulations 2002, Schedule 2A.

Is exposure adequately controlled? (Yes or No)	
Are the Schedule 2A principles applied? (Yes or No)	
Is any workplace exposure limit exceeded? (Yes or No)	
Is a carcinogen, mutagen or asthmagen (a substance that can cause asthma from work) present? If so, is exposure as low as is reasonably practicable?	
Evidence: monitoring results (date, result, limit)	
Evidence: LEV thorough examination and test results (date, report reference)	
Evidence: health surveillance results (a summary)	

Source: COSHH Regulations 2002, regulation 7(7) and Schedule 2A, and HSE, Workplace exposure limits.

Actions

Task or process:

List what further action is needed to control the risks, who will do it and when. The list of actions is the most useful part of the record.

Action	Who	By when	Date done

Significant findings (regulation 6(4)(a))

Summarise the significant findings of this assessment. An employer with 5 or more employees must record them. Employees must be given information on the significant findings (regulation 12(2)(b)).

Source: HSE, How to carry out a COSHH risk assessment, INDG136, and COSHH regulations 6(4) and 12(2).

Examination, monitoring and health surveillance

Task or process:

Monitoring means measuring exposure to show that control is adequate. Health surveillance means obtaining information about employees' health. Say whether each is needed. Monitoring records are kept for at least 5 years, or at least 40 years if they show the exposure of identifiable employees. Health records are kept for at least 40 years. Records of examinations and tests are kept for at least 5 years.

Check	Needed? (Yes or No)	What will be done	How often	Where the records are kept
Monitoring of exposure (regulation 10)				
Health surveillance (regulation 11)				
LEV thorough examination and test (regulation 9). Say which system and hoods control this task, and give the target values from the user manual or commissioning report, such as static pressure and hood face velocity (HSG258, paragraph 317):				
Reusable respiratory protective equipment: thorough examination and, where appropriate, testing (regulation 9(3)). Not needed for disposable RPE:				

Source: COSHH Regulations 2002, regulations 9, 10 and 11, HSG258, and HSE monitoring and health surveillance guidance.

Information, instruction and training

Task or process:

Regulation 12(2) says that, among other things, the information, instruction and training must include the items below. Record who was given each item, who gave it and when.

What must be covered	Given to (names or groups)	Given by	Date
Names of the substances and the risks they present to health			
Any workplace exposure limit, and access to the safety data sheet			
The significant findings of this assessment			
The precautions and actions to take to protect themselves and others			
The results of monitoring, and straight away if a workplace exposure limit is exceeded			
The collective results of health surveillance, in a form that does not identify anyone			

Source: COSHH Regulations 2002, regulation 12.

Accidents, incidents and emergencies

Task or process:

Regulation 13 asks for arrangements to deal with an accident, incident or emergency involving a hazardous substance. It lets paragraphs (1) and (3) fall away where the assessment shows only a slight risk because of the small quantity present and the controls are enough. Paragraph (3) still applies to carcinogens, mutagens and biological agents.

Arrangement	What is in place	Who is responsible	Last tested or checked
Procedures, including first-aid facilities and safety drills			
Information on emergency arrangements, including work hazards and the hazards likely in an accident			
Warning and communication systems for an immediate response			
Information given to the emergency services, and displayed at the workplace if appropriate			

Source: COSHH Regulations 2002, regulation 13.

Review

Task or process:

Review the assessment regularly, and straight away if there is reason to suspect it is no longer valid, there has been a significant change in the work, or monitoring results show it is needed. HSE also suggests a review after an accident or near miss, or if a worker spots a problem. Record each review.

Review date	Reviewed by	What prompted the review	Changes made to the assessment	Next review date	Signature

Source: COSHH Regulations 2002, regulation 6(3), and HSE, How to carry out a COSHH risk assessment.

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