



The Control of Substances Hazardous to Health Regulations 2002

COSHH assessment

One substance, the work it is used in, who it could harm and how, and how exposure is prevented or adequately controlled, briefed to everyone who uses it.

PRODUCT OR SUBSTANCE, AS NAMED ON THE LABEL

ASSESSMENT REFERENCE	SUPPLIER OR MANUFACTURER		
SAFETY DATA SHEET DATE	DATA SHEET VERSION OR REVISION	SITE, PREMISES OR DEPARTMENT	
ASSESSED BY	APPROVED BY	REVISION	DATE

Revision record

Review it regularly, and at once if there is reason to suspect it is no longer valid, the work changes significantly, or monitoring shows a review is needed (regulation 6(3)). A revised data sheet is a good reason to check it.

REV	DATE	WHAT CHANGED	BY

FROM THE SAFETY DATA SHEET

The substance and its hazards

From the label and the supplier's safety data sheet, mainly sections 2, 3, 8 and 11. A data sheet is not a risk assessment: it is the starting point for this one.

The product

What it is used for and the form it is in when used. Dust, fume or gas the work makes, such as wood or stone dust, welding fume or diesel exhaust, has no data sheet: record where the hazard information came from.

REGULATION 6(2)(A) AND (B), L5 PARA 69

USED FOR

FORM WHEN USED, SUCH AS DUST OR MIST

HAZARDOUS INGREDIENTS AND CAS NUMBERS, FROM SECTION 3

HAZARD INFORMATION TAKEN FROM

☐ Made by the work, so no data sheet

Hazard pictograms

Tick every pictogram on the label or in section 2 of the data sheet, and the signal word.

GB CLP, ANNEX V

☐ Explosive (exploding bomb) ☐ Flammable (flame) ☐ Oxidising (flame over circle)

☐ Gas under pressure (gas cylinder) ☐ Corrosive (corrosion)

☐ Acute toxicity (skull and crossbones)

☐ Health hazard or hazardous to the ozone layer (exclamation mark)

☐ Serious health hazard (health hazard) ☐ Hazardous to the environment (environment)

SIGNAL WORD ☐ Danger ☐ Warning ☐ None

Hazard statements

Each H statement in section 2, as written.

REGULATION 6(2)(A)

CODE

HAZARD STATEMENT, AS WRITTEN

Workplace exposure limits

From EH40/2005 or section 8. No limit does not mean safe: control exposure to a level nearly all workers could breathe day after day without harm.

REGULATION 6(2)(F), EH40 PARAS 3 TO 6

SUBSTANCE

LONG-TERM, 8 HR TWA

SHORT-TERM, 15 MIN

NOTATION: SK, SEN, CARC

Stricter control needed

Tick any that apply. Exposure to a carcinogen, mutagen or asthmagen must be as low as is reasonably practicable, not just below the limit. The last two flag skin exposure to control.

REGULATION 7(5) AND 7(7)(C)

☐ Carcinogen or mutagen: H340, H350, H350i, or listed in Schedule 1

☐ Can cause asthma: H334, or another asthmagen ☐ Skin sensitiser: H317

☐ Absorbed through the skin: Sk in EH40

Schedule 1 includes hardwood dusts and used engine oils.

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 2 of 10
---------	------------------------------	----------	------	-----------------

EXPOSURE

The task, and who could be exposed

The level, type and duration of exposure in the circumstances of this work, including maintenance, cleaning and spills, where exposure can be higher.

The task

What is done with the substance, where, and how: brushing, spraying, mixing, cutting, decanting, cleaning down.

REGULATION 6(2)(C) TO (E) AND (J)

HIGHER EXPOSURE TASKS

OTHER SUBSTANCES USED ALONGSIDE

How much, how often, how long

REGULATION 6(2)(C) AND (D)

QUANTITY USED

HOW OFTEN

HOW LONG

PEOPLE EXPOSED

Routes of exposure

Every route, not only breathing it in.

SCHEDULE 2A(B), L5 PARA 60

ROUTE

LIKELY

HOW IT COULD HAPPEN IN THIS TASK

Breathing in

Dust, fume, vapour, mist or gas

☐

Skin

Contact, splashes, absorption through the skin

☐

Eyes

Splashes, vapour or dust

☐

Swallowing

Hand to mouth, eating or smoking without washing

☐

Who could be exposed

Not only the person doing the task.

L5 PARA 59

☐ Operatives doing the task ☐ Others working nearby

☐ Maintenance or cleaning staff ☐ Other contractors

☐ Occupants, clients or residents ☐ Members of the public

DETAILS

People at increased risk

Trainees and young people under 18, pregnant workers, disabled workers, and anyone with dermatitis, asthma or another condition the substance could make worse.

L5 PARA 59

☐ Under 18 or inexperienced ☐ Pregnant workers ☐ Disabled workers

☐ Existing skin or breathing condition

ARRANGEMENTS FOR THEM

The potential harm

How serious the ill health could be, and how likely it is in this work.

L5 PARA 61

SEVERITY

☐ Serious ☐ Significant ☐ Minor

LIKELIHOOD

☐ Probable ☐ Possible ☐ Remote ☐ Nil or negligible

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 3 of 10
---------	------------------------------	----------	------	-----------------

CONTROLS

Prevent exposure first, then control it

In the order regulation 7 sets. Substitution is preferred. Where preventing exposure is not reasonably practicable, apply controls in order of priority, with PPE only in addition to the others.

Eliminate or substitute

Can the task be done without it, or with a less hazardous substance, form or process?
Water-based rather than solvent-based, pellets or paste rather than powder, brush rather than spray. If not, record why.

REGULATION 7(1) AND (2), L5 PARAS 87 TO 89

☐ Eliminated ☐ Substituted ☐ Not reasonably practicable

WHAT WAS CONSIDERED, AND THE OUTCOME

Engineering controls

Enclose the process, extract at the source with on-tool extraction or local exhaust ventilation, use closed transfer, and ventilate the work area. LEV is thoroughly examined and tested at least every 14 months, or sooner where Schedule 4 sets a shorter interval.

REGULATIONS 7(3)(A) AND (B) AND 9(2), L5 PARA 62

EXTRACTION OR LEV, TYPE AND ID LAST EXAMINED NEXT DUE

Organisational controls

Fewer people exposed, for less time, with less of the substance on site. Safe handling and maintenance procedures, supervision, restricted access and permits.

REGULATION 7(3)(B) AND 7(4)

Hygiene and welfare

Washing facilities, somewhere clean to eat and drink, and what happens to contaminated work clothing.

REGULATION 7(4)(E), L5 PARAS 163 AND 164

Carcinogens and mutagens

Only where one is ticked on the hazards page. Each measure applies in addition to those above.

REGULATION 7(5)

☐ Process enclosed, unless not reasonably practicable
☐ No eating, drinking or smoking where contaminated
☐ Areas designated, with warning signs ☐ Surfaces cleaned regularly
☐ Closed, labelled containers for use and waste

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 4 of 10
---------	------------------------------	----------	------	-----------------

PPE AND RPE

Personal protective equipment

Where adequate control cannot be achieved by other means, PPE is provided in addition to them, never instead. It must suit the substance, the task and the wearer, and the employer pays for it.

PPE for this task

Specify the type, material and standard, not just the item. Gloves should resist penetration and permeation by this substance for as long as they are worn.
REGULATION 7(3)(C) AND 7(9), L5 PARAS 155 AND 158

ITEM	NEEDED	TYPE, MATERIAL AND STANDARD
Respiratory protection Type, filter and protection factor	☐	
Gloves Material, and how long it resists the substance	☐	
Eye and face protection Goggles, visor or safety spectacles	☐	
Protective clothing Coveralls, apron, disposable or reusable	☐	
Footwear	☐	
Other	☐	

Face fit testing

Tight-fitting RPE, meaning full and half masks, is face fit tested by a competent person, and retested when the mask or the wearer's face changes. Wearers are clean-shaven where the mask seals.
L5 PARA 160 (ACOP)

WEARER	MASK MAKE AND MODEL	FIT TEST DATE	TESTED BY

Keeping the controls working

Who checks each control, how often, and where the record is kept. Records of examinations and tests of extraction and reusable RPE are kept for at least 5 years.
REGULATIONS 8 AND 9, L5 PARA 172

CONTROL	CHECK AND INTERVAL	BY	RECORD KEPT AT
LEV or extraction Visual check at least weekly. Examined and tested at least every 14 months, or as Schedule 4 sets			
Reusable RPE Thorough examination at suitable intervals			
Other PPE Stored in a set place, checked, replaced when defective			
Ways of working Observed and reviewed at suitable intervals			

HANDLING AND EMERGENCIES

Storage, spills, disposal and first aid

From sections 4 to 7 and 13 of the data sheet, made specific to this site, store or van. Emergency arrangements are needed unless the quantity present means only a slight risk and the controls in place are enough for it.

Storage

Where it is kept, how much, and away from what. Every container identifiable, including anything decanted.

REGULATIONS 7(4)(A) AND 12(5), DATA SHEET SECTION 7

Spills and leaks

The spill kit and where it is, what to use, the PPE for the clean-up, and who deals with it.

REGULATION 13, DATA SHEET SECTION 6

Disposal

Unused product, empty containers, contaminated rags and wash water, and who takes them away.

REGULATION 7(4)(A), DATA SHEET SECTION 13

Fire

Extinguishing media and hazardous combustion products, from section 5. Fire and explosion risk is assessed under DSEAR, and the two assessments can be combined.

DATA SHEET SECTION 5, L5 PARA 73

First aid

What to do for each route, from section 4 of the data sheet.

REGULATION 13(1)(A), DATA SHEET SECTION 4

ROUTE	FIRST AID
Breathed in	
On the skin	
In the eyes	
Swallowed	

Emergency arrangements

Information on these arrangements is made available to the emergency services.

REGULATION 13(1) AND (2)

EYEWASH AND FIRST AID KIT AT

FIRST AIDER

DATA SHEET KEPT AT

EMERGENCY CONTACT

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 6 of 10
---------	------------------------------	----------	------	-----------------

MONITORING

Exposure monitoring and health surveillance

Each is needed only where the assessment shows it is. Record the decision and the reason either way, so a reviewer can see it was considered.

Exposure monitoring

Required where the assessment shows it is needed to keep control adequate or to protect health, unless another method shows control is adequate. For example air sampling in the breathing zone, or biological monitoring.

REGULATION 10(1) AND (2), L5 PARAS 202 TO 209

☐ Yes ☐ No

WHY, OR WHY NOT

DATE	METHOD	RESULT	WEL OR LIMIT	BY, AND REPORT REF

Keep monitoring records for at least 40 years where they represent the exposure of identifiable employees, otherwise at least 5 years (regulation 10(5)).

Health surveillance

Appropriate for Schedule 6 work where ill health is reasonably likely, or where an identifiable disease or effect may be related to the exposure, is reasonably likely in this work, and there are valid techniques to detect it that are of low risk to the employee. HSE's code of practice gives reliance on gloves or respirators as one example.

REGULATION 11(2), L5 PARAS 237 AND 240

☐ Yes ☐ No

- ☐ Skin checks by a responsible person
- ☐ Symptom questionnaire
- ☐ Lung function testing
- ☐ Biological monitoring
- ☐ Medical surveillance, Schedule 6

PROVIDERHOW OFTENHEALTH RECORDS KEPT AT

Keep an individual health record for each employee under surveillance for at least 40 years (regulation 11(3)). It holds no confidential clinical data (L5 para 252).

Information for employees

The results of monitoring, and the collective results of health surveillance, are passed on. Employees are told at once if monitoring shows a WEL has been exceeded.

REGULATION 12(2)(D) AND (E)

Consultation

Employees or their safety representatives are consulted on measures that may substantially affect their health and safety.

L5 PARA 76

WHO WAS CONSULTEDDATE

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 7 of 10
---------	------------------------------	----------	------	-----------------

CONCLUSION

Is exposure adequately controlled?

Control is adequate only if the principles in Schedule 2A are applied, any WEL is not exceeded, and exposure to a carcinogen, mutagen or asthmagen is as low as is reasonably practicable.

Conclusion

Where the risk is little or none, the code of practice allows a short record saying no further detailed assessment is necessary.

REGULATIONS 6(4) AND 7(7), L5 PARA 82

- ☐ Adequately controlled with the controls in this assessment
- ☐ Not yet: the actions below are completed before work proceeds
- ☐ Little or no risk: no further detailed assessment necessary

Interim measures

Where work goes ahead before every step is in place, for example while extraction is installed, what is relied on meanwhile and why.

L5 PARA 50

Actions

Each step still to be taken, with an owner and a date.

REGULATION 6(1)(B), L5 PARAS 71 AND 72

ACTION	OWNER	DUE	DONE	CHECKED BY

Assessed and approved

The assessor is competent: knows the work, has the knowledge, skills, training and experience to make sound decisions, and the authority to collect the information needed.

L5 PARAS 51 AND 54

ASSESSED BY	POSITION	SIGNATURE	DATE
APPROVED BY	POSITION	SIGNATURE	DATE

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 8 of 10
---------	------------------------------	----------	------	-----------------

REVIEW

Review date, triggers and record

The law requires a regular review, and an immediate one if there is reason to suspect the assessment is no longer valid, the work changes significantly, or monitoring results show it is needed. It sets no fixed interval.

Next review

Set by the risk: sooner for serious health effects or controls that could fail.

NEXT REVIEW DUE

REVIEW OWNER

REGULATION 6(3)

What prompts an earlier review

Tick each that applies, and note it in the record below.

REGULATION 6(3), L5 PARA 85

- ☐ New information on health effects, such as a revised data sheet
- ☐ Change of product, quantity or physical form
- ☐ Change of task, method, plant or controls
- ☐ Defects in controls reported or found
- ☐ Monitoring, test or health surveillance results
- ☐ A new employee with no experience of the work

Review record

DATE	REASON	WHAT CHANGED	REV	REVIEWED BY

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 9 of 10
---------	------------------------------	----------	------	-----------------

Briefed to everyone who uses it

[illegible]

PRODUCT	DOCUMENT COSHH assessment	REVISION	DATE	PAGE 10 of 10
---------	------------------------------	----------	------	------------------