

# COSHH risk assessment



Company:

Assessor:

Date:

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our advice line free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS Board area. The contact details for each team are available at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

Talk to the Healthy Working Lives experts FREE on:

**0800 019 2211**

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# COSHH risk assessment guidance

## Activity/task

Give a brief description of the process or activity. You should assess the whole process not the individual substances used. Start by using the checklist to help identify the hazards.

## Hazards from activity

List all of the hazards from the process and hazardous substances associated with the task, and remember to assess the risks from mixing substances and any dust or fumes produced as part of the process.

## Those at risk of exposure

All those exposed to the risks should be listed here. It is important to list everyone who could be harmed as it may influence how you control the risk. A common control measure is to reduce the numbers exposed so an indication of how many people could be exposed is important.

## Current control measures

List the control measures currently in place to reduce exposure to the hazardous substances listed. The controls might not all be physical, such as extract ventilation or Personal Protective Equipment (PPE). Others, such as the provision of information, instruction and training, safe working procedures or safe systems of work can also be considered. You need to be satisfied that they adequately control exposure. The controls may need to meet certain standards laid down by legislation or a recognised British or industry standard. Consider emergency procedures for large spills or accidental releases and first aid requirements.

## Assessment of risk

A judgement should be made taking all factors into account and deciding on whether the remaining risk is **Unacceptable**, **Further Controls Required** or **Adequately Controlled**. If the risk is unacceptable then immediate

remedial actions should be put in place. If you do not have sufficient information available to make a judgement then circle the 'Need more information' box and review the assessment at the earliest opportunity when you have obtained the required information.

## Further control measures required

If additional controls can be introduced to eliminate or reduce exposure still further the details should be listed here and the risk assessment process should be repeated once these measures are in place.

## Hazardous substances

It is important to have the Safety Data Sheet (SDS) from your supplier. This should contain the information you need to allow you to complete this section. Complete the information for each box in this section from the information contained in the data sheet or the label. Hazard warning labels will tell you if and how the substance is toxic, corrosive, harmful, irritant, etc. It should also include the risk and safety phrases to help with the assessment. Routes of exposure can include inhalation, skin contact, ingestion, and injection. What type of effect does exposure have? Could it cause chemical burns, skin irritation, headaches, nausea, dizziness? Can it cause asthma or dermatitis? Is the substance a carcinogen (cancer causing substance)? Does the substance have a Workplace Exposure Limit (WEL)? Is it an 8-hour or 15-minute limit? Highlight what applies – some substances may have both.

## Summary of measures

This section allows you to summarise your findings and include details of any special circumstances in relation to storage, safe disposal and any emergency procedures that may be required. You can also include details of any monitoring required for physical controls, such as Local Exhaust Ventilation (LEV) or what your arrangements are for health surveillance.

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This list is intended to assist you in identifying the hazardous substances involved in the activity. Any other hazards identified may need to be included in a separate risk assessment.

Substances		
Solvents		Pesticides
Dusts		Gases
Fumes		Legionella
Mists		Biological
Flammables		Body fluids
Solids (e.g. particulate)		Liquids (e.g. oils)
other (please specify)		

Hazard		
Carcinogen - very toxic		Harmful or irritant
Toxic		Sensitising
Corrosive		Harmful to environment
other (please specify)		

Amount used		
Less than 1g (1g - 100g)		Less than 1cm <sup>3</sup> (1cm <sup>3</sup> - 100cm <sup>3</sup> )
100g - 1kg		100cm <sup>3</sup> - 1L
1kg - 10kg		1L - 10L
Over 10kg		Over 10L
other (please specify)		

Route Entry		
Inhalation		Eyes
Ingestion		Skin contact
Injection		
other (please specify)		

Health effects		
Burns		Infection
Skin disorders		Poisoning
Respiratory		Reproductive problems
Allergies		Cancer
other (please specify)		

Other factors to consider		
Special storage		Emergency procedures
Housekeeping		Engineering controls
Personal protective equipment		Monitoring if required (health, workplace, etc.)
First aid		Health surveillance if required
Flammable		Incompatible with other
other (please specify)		

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**Activity/task** Complete the relevant details of the task being assessed

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**Hazards from activity** All hazards associated with the task should be entered here. Refer to instructions

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**Those at risk of exposure** Staff, public and others

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**Current control measures** List current control measures and observations on their use

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**Adjustment of risk** With these controls the risk of exposure is (please tick)

Unacceptable

Further controls required

Adequately controlled

Need more information

**Further control measures required** List further action needed to adequately control exposure

**Hazardous substances** Information on all hazardous substances associated with the task should be entered here. Refer to instructions

Name, strength, form	Data sheet		Hazard category e.g. toxic, risk phrase(s)	Route(s) of exposure	Effects of exposure	WEL ppm or mg/m <sup>3</sup> 8hrs or 15mins
	Yes	No				

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**Note: 8 hours or 15 minutes exposure limit – highlight what applies – some substances have both**

**Summary of measures** List measures relating to storage, handling, disposal and emergency measures here. Also list any monitoring of controls, e.g. LEVs and health surveillance requirements.

**Assessment review date and initials:**

Use a new box each time assessment is reviewed.