

COSHH ASSESSMENT

Ref:

Control of Substances Hazardous to Health Regulations 2002

How to use this form

- Complete one assessment per substance and task (the same product used in two different ways needs two assessments). Use the supplier's current safety data sheet (SDS), sections 1–4, 6–9, 11, 13 and 15, plus EH40 if a workplace exposure limit applies. Process-generated dust, fume, mist or vapour (welding fume, wood dust, silica, diesel exhaust) is in scope even when there is no SDS. Lead and asbestos are not covered by COSHH — use the specific regulations. This form does not replace a competent person's assessment for carcinogens, mutagens, asthmagens or other high-hazard substances.

Prefer it filled in for you? Create your COSHH now, free at easycoshh.co.uk: upload the SDS, answer a few questions, download PDF + Word.

1. Assessment details

Company	
Site / location Building, room, process line or site area	
Activity / process The work, not just the product name	
Assessed by (name and role) Person competent to judge this task	
Date of assessment	
Review date At least annually, and sooner if a trigger below occurs	
SDS attached / location Revision date and where the current copy is kept	
Related assessments Other products in the same task, or DSEAR if flammable	

2. Substance

Product / substance name Trade name, or process name if generated at work	
Supplier Leave blank for process-generated substances	
Hazardous ingredients (SDS 3) Name and concentration of the ingredients that drive the hazard	
Physical form Gas / vapour / liquid / aerosol / dust / fume / paste / solid	
Used neat or diluted State the in-use concentration, not only the concentrate	
Dustiness or volatility Low / medium / high — used by COSHH essentials to pick a control approach	

Amount in use Small (grams/ml) / medium (kg/litres) / large (tonnes) per task or shift	
Emergency telephone (SDS 1.4)	

3. Hazard classification (from label and SDS section 2)

Signal word Danger / Warning / none	
Pictograms (GHS01–09) Explosive, flammable, oxidising, gas under pressure, corrosive, toxic, harmful, health hazard, environment	
Hazard statements H-codes and the wording, not codes alone	
EUH statements Including EUH208 (may produce an allergic reaction)	
COSHH essentials group A–E skin/inhalation, or S for substances needing special advice	
Special flags Carcinogen / mutagen / reprotoxic / respiratory or skin sensitiser / WEL / Sk / BMGV / biological agent	

Note

- If GHS02 (flame) or another physical hazard applies, COSHH does not cover fire or explosion. Record a separate DSEAR assessment and note its reference above.

4. Who is exposed, and how

How it is used Spraying, pouring, wiping, mixing, heating, cutting, sanding, welding, decanting	
Where Open bench, booth, enclosed plant, confined space, outdoors, vehicle	
How often / how long Times per shift or week, and minutes per task	
Ventilation None / general / local exhaust (LEV) / full enclosure. LEV asset number if any	
Who is exposed Job roles and typical number. Include cleaners, maintenance, contractors, visitors, public	
Higher-exposure tasks Decanting, mixing, cleaning, filter change, breakdown, end-of-shift wash-down	
Vulnerable groups New or expectant mothers, young persons, apprentices, asthmatics, sensitised workers	

Routes Inhalation / skin / eyes / ingestion / skin absorption. Mark the ones that actually apply	
Workplace exposure limit EH40 8-hour TWA and 15-minute STEL, and any Sk notation or BMGV	
Combined exposure Other products or process fumes in the same task that add to the risk	

5. Risk rating — before controls, and with the controls below in place

Severity: 1 negligible, 2 minor (reversible irritation), 3 moderate (time off work), 4 major (permanent harm), 5 fatal or life-changing. Likelihood: 1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain. Risk = severity × likelihood. 1–4 low, 5–11 medium, 12–25 high. Score the realistic route of harm, not the worst pictogram in isolation.

Stage	What could happen	Severity 1–5	Likelihood 1–5	Risk	Low / med / high

Suggested stages: uncontrolled or current practice; during non-routine work (maintenance, spill, cleaning); residual with the controls in section 6 in place.

6. Control measures — hierarchy, in this order (COSHH regulation 7)

Do not jump to gloves and masks. For carcinogens, mutagens and respiratory sensitisers, exposure must be prevented where reasonably practicable, and otherwise reduced to as low as reasonably practicable.

1. Eliminate / substitute Stop the task, or use a less hazardous product or form (pellets not powder, ready-mixed not concentrate)	
2. Process change Lower temperature, less product, closed transfer, no spraying, wet cutting instead of dry	
3. Engineering controls Enclosure, LEV, spray booth, interlocks. State the control approach if using COSHH essentials (1–4)	
4. Safe system of work Who may do the task, sequence, restricted area, no eating, labelled containers, no decanting into unmarked bottles	
5. Hygiene and cleaning Washing, clean workwear, vacuum not dry sweeping, spill kit location	
6. PPE / RPE — last resort Only for what engineering controls do not deal with. Specify in section 7	

7. Personal protective equipment and RPE

PPE is provided free of charge, must fit, and must be maintained (regulation 9). Tight-fitting RPE needs a current face-fit test for the named wearer and the named model. Record the assigned protection factor (APF), not just “mask”.

Item	Specification and standard	When worn	Fit test / replacement

Examples: chemical gloves EN ISO 374 (state type and breakthrough), eye protection EN 166, RPE EN 140 + filter ABEK P3, APF 10 or 20, disposable FFP3 only if it is suitable and fit-tested.

8. Controls already in place, and further action

Action	Owner	By when	Done (date)

9. Storage, spillage, first aid, disposal

Storage (SDS 7) Location, bund, max quantity, incompatibles kept apart, locked if required	
Spillage (SDS 6) Who responds, spill kit, ventilation, evacuate or not, who to call	
First aid — inhaled From SDS section 4, adapted to this site	

First aid — skin	
First aid — eyes Eyewash location	
First aid — swallowed Do not induce vomiting unless the SDS says to	
Disposal (SDS 13) EWC code if known, licensed carrier, never pour to drain unless confirmed safe	

10. Health surveillance, monitoring, emergencies, training

Health surveillance needed? Yes / no. Required for some sensitisers, carcinogens and Schedule 6 substances. Name the check (e.g. skin, lung function) and who provides it	
Exposure monitoring Needed if the assessment cannot otherwise show the WEL is not exceeded (regulation 10). Method and last result	
LEV / RPE checks LEV thorough examination at least every 14 months (regulation 9). Last test date and report reference. RPE maintenance record	
Emergency arrangements Named first aider, spill lead, assembly point, when to call emergency services	
Information and training What workers are told (hazards, WEL, controls, PPE, emergencies). Toolbox talk or induction date. SDS available where?	
Employee consultation Workers doing the task were asked how it is actually done: yes / no, and date	

11. Conclusion

Are controls adequate? Yes, work may proceed as described / No, stop or restrict until actions in section 8 are done	
Residual risk Low / medium / high, and a one-line reason	
Review triggers New or revised SDS, new product, process or quantity change, ill health, incident or near miss, monitoring result, LEV failure, at least every 12 months	

12. Sign-off

The person signing confirms they have checked this assessment against the current SDS and the way the work is actually done.

Role	Name	Signature	Date
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Role	Name	Signature	Date

Suggested roles: assessor; supervisor responsible for the task; employee representative or user of the substance (acknowledgement that they have been told the controls).

Scope. Prepared as a practical record following HSE guidance on the COSHH Regulations 2002 (as amended) and the COSHH essentials approach. It is not endorsed by HSE and it is not professional advice. A product label or an SDS is not itself a COSHH assessment. The employer remains responsible for a suitable and sufficient assessment, for keeping exposure below any workplace exposure limit, and for reviewing this record when the work changes.