



Horsham  
District  
Council

# COVID-19 Aware Scheme

Control of Substances Hazardous to Health  
(COSHH) Assessment



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## COSHH Assessment

COSHH assessments are a legal requirement under the Control of Substances Hazardous to Health Regulations. This guidance document offers simple steps and a template form to help you carry out a COSHH assessment.

### Stage 1.1

#### Identify substance or mixtures which:

- Display a very toxic, toxic, corrosive, harmful or irritant hazard symbol and the label
- Has an exposure limit given on the label

**Toxic** – poisonous

**Corrosive** – likely to cause burns

**Irritant** – Likely to cause inflammatory reaction such as Dermatitis

**Harmful** – cause harm of some other sort such as asthma

### Stage 1.2

#### Identify hazards and persons at risk

- Customers
- Contractors
- Public
- Employees

**Hazard** – potential to cause harm.

### Stage 1.3

#### Check list of possible risks

- Inhalation
- Skin absorption
- Wounds
- Skin contact
- Eyes
- Swallowing
- Other factors

**Risk** – is the likelihood that someone will be harmed by the hazard.

### Stage 1.4

#### Assess control options:

- Eliminate the need for hazardous substances.
- Substitute harmful substances with less harmful substances.
- Improve housekeeping – keep chemicals in secure place.
- Provide washing facilities
- Provide information and training
- Provide appropriate PPE
- Complete a COSHH assessment form (template on next page)

# COSHH Assessment Form

COSHH Assessment Form		
<b>Department:</b>	<b>Date of assessment:</b>	<b>COSHH assessment ref:</b>
<b>Carried out by:</b>		
<b>Print name:</b>	<b>Signature:</b>	<b>Substance to be used:</b>
<b>Hazards:</b>		
<b>Controls used:</b>		
<b>Elimination</b> - Is the need for hazardous substance required?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<b>Substitution</b> - Can the hazardous substance be substituted for a non-aggressive one.	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<b>Health surveillance required</b> - Refer to product data sheet.	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
<b>PPE</b> - are gloves, mask, overalls required? <a href="#">PPE must be suitable for user and maintained in good condition.</a>		
<b>Controls</b> Washing facilities. Ventilation. Segregation of chemicals. Do not use near guests. Flammable substances stored in flame proof cupboard.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Maintenance of controls/PPE carried out by?</b> Name: Company:		

<b>Information</b> - Copy of product data sheet available?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>Training</b> - have all departmental staff being trained in controls and use of PPE.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>Risk</b>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Date of Next Review</b>	

## Register of substances

### Control of substances hazardous to health regulations

Substance	Supplier	Suppliers data sheet obtained and checked	Hazards	COSHH assessment ref number	Departments where used
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			