

COSHH – simple format
(including where no MSDS is available)

Site: Any operational base or site		Date:		
Main activities: Any NPA activity including work by Contractors and Volunteers using/exposure to harmful substances <u>not covered by a more specific risk assessment</u>				
Maximum number of people exposed: Any				
Category, (skilled, visitor, trainee etc.): All (Permanent, casual, contractors and volunteers)				
Age range: All (young/pregnant persons would not be expected to use or be exposed to harmful substances. <u>If this is not avoidable additional risk assessment is required</u>)				
Frequency and duration of exposure: Daily - up to a full day (8hs)				
Hazards/Risks identified:				
<ol style="list-style-type: none"> 1. Exposure to a harmful substance by the user of that substance 2. Exposure to a harmful substance by any other person 				
Current action taken to reduce the risk (if any):				
<ol style="list-style-type: none"> 1. For any <i>significantly harmful substance</i>¹ a Material Safety Data Sheet (MSDS) is obtained from the supplier/manufacturer whenever available. The MSDS will be consulted to determine how the substance may be harmful and the actions necessary to avoid harm. 2. Any actions to avoid harm as described on the MSDS will be taken including: training and/or supervision of staff using the substance by a suitably qualified/competent person, restriction of the quantity and/or concentration of the harmful substance used, environment in which the substance is used and the use of any respiratory (RPE) and personal protective equipment (PPE). 3. Where no MSDS is necessary/available general precautions may be relevant (see overleaf). 				
Risk assessment (taking account of existing controls):				
<i>Delete as appropriate (see notes overleaf)</i>				
<ol style="list-style-type: none"> 1. A serious risk remains requiring immediate action as detailed below 2. A significant risk remains and will be further dealt with as detailed below 3. This is considered a low/acceptable risk that is currently sufficiently well controlled 				
Agreed new/additional control measures:		When	Who	Done

Completed by: Jon Wayte, Occupational Safety and Health Adviser (OSHA)

Notes: 1 A substance that is likely to cause significant harm if not used properly and in accordance with instructions.

General Guidance

Notes on risk assessment and completion of this form

NB This is a generic risk assessment for guidance only. Further or different controls may be necessary for specific individuals and jobs. This assessment should be modified and personalised accordingly.

1. This form should be used to specify the controls that are in place to deal with any identified hazard where some significant risk of harm/damage or loss is identified.
2. A judgement of significant risk may be made through experience of previous incidents, official guidance on risks associated with certain activities or through individual expertise and advice.
3. A hazard is anything with the potential to cause harm/damage or loss. Examples include: electricity, vehicles, anything very hot or very cold, any sharp or pointed instrument or object, something very heavy/awkward that must be moved, something toxic or caustic, flammable or dangerous substances.
4. The risk calculation is a subjective process to determine whether those with responsibility are satisfied that the controls in place, with respect to a particular hazard, are sufficient to avoid an incident or to make an incident sufficiently unlikely. In certain cases reference to statutory requirements may be necessary.
5. Those carrying out the risk assessment should be competent to do so. Competence is the ability to profile the risks in operational activities and then apply the right measures to control and manage those risks. In case of doubt, advice should be sought from the Field and Office Safety Advisers or others as appropriate.

COSHH – Specific Guidance

1. Regulations specify the actions necessary to protect people using hazardous substances from harm. These are the Control of Substances Hazardous to Health Regulations (COSHH).
2. Under COSHH risk assessments are required that identify the harm that a substance may cause and the measures that must be taken to prevent that harm.
3. Some substances in common use (e.g. detergents) may in normal circumstances not be considered particularly harmful but for extended use or use by a sensitised individual the potential for harm may be significant. The substance and the way in which it is used and the people using it must all be considered in a suitable risk assessment.
4. Suppliers (this may be the Manufacturer) are obliged to provide a Material Safety Data Sheet (MSDS) for any hazardous substance they supply. These can also often be found online at a Manufacturers website.
5. An MSDS describes the potential for a substance to be harmful and by which route (inhalation, ingestion, inoculation) this is hazardous. Protective measures will also usually be suggested. However the MSDS will not address the circumstances in which you use a particular substance and so additional risk assessment is always necessary.

Key actions to take at each location where harmful substances are used and/or stored

- Complete for each site and activity an audit of any harmful substances used
- Consider whether the use/storage of harmful substances should be continued (NB if disposing of harmful substances ensure appropriate methods are used)
- For substances which must be used/kept ensure up-to-date MSDS are held, where available
- For each hazardous substance still in use/stored complete a COSHH summary risk assessment sheet

If in doubt seek further advice from your Line Manager or OSHA