

COSHH Assessment Template

Task / activity: []

Document ref: []

Date issued: [DD/MM/YYYY]

Prepared by: []

Approved by: []

Location: []

Revision / version no.: []

Review date: [DD/MM/YYYY]

Reviewed by: []

Section 1 — Substances in use

List each hazardous substance or product. Take hazard classifications from the safety data sheet (SDS) and workplace exposure limits from HSE guidance EH40/2005.

No.	Substance / product	Hazard classification	Exposure route	WEL (EH40)	Persons at risk
1					
2					
3					
4					
5					
6					
7					
8					

Section 2 — Control measures

Apply the hierarchy of control: eliminate, substitute, enclose, extract (LEV), then RPE / PPE as a last resort.

Substance	Control measures (hierarchy of control)	RPE / PPE	Health surveillance?

Section 3 — Storage, spillage & disposal

How substances are stored, spill response arrangements, and disposal as hazardous waste where applicable.

Section 4 — Emergency / first aid

First aid measures from the SDS, eye-wash provision, and emergency contacts.

Section 5 — Applicable legislation

Tick the legislation and guidance that applies to this assessment.

- ☐ Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- ☐ Health and Safety at Work etc. Act 1974 (HASAWA)
- ☐ Management of Health and Safety at Work Regulations 1999 (MHSWR)
- ☐ EH40/2005 Workplace Exposure Limits (HSE guidance)
- ☐ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Section 6 — Briefing record

Everyone carrying out this work must be briefed before it starts. By signing below each person confirms: "I confirm I have been briefed on this COSHH assessment, understand the hazards and control measures, and will work in accordance with it."

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			

Section 7 — Sign-off

Assessed by

Name

Signature

Date

Reviewed / approved by

Name

Signature

Date