


















# COSHH Assessment Sheet

Substance				Supplier				Contact Tel				
Contents of Substance												
Hazard Level	<i>High</i>	<i>Medium</i>	<i>Low</i>	Substance State			<i>Solid</i>	<i>Liquid</i>	<i>Gas</i>			
Activity used for					How used							
Areas to be used	<i>Outside</i>			<i>Inside in well ventilated area</i>			<i>Inside in poorly ventilated area</i>			<i>Within a confined space</i>		

Hazards				Health Risks			
 Irritant <input type="checkbox"/>	 Harmful <input type="checkbox"/>	 Flammable <input type="checkbox"/>	 Explosive <input type="checkbox"/>				
 Toxic <input type="checkbox"/>	 Highly Toxic <input type="checkbox"/>	 Corrosive <input type="checkbox"/>	 Danger to Environment <input type="checkbox"/>				

Personal Protective Equipment to be used	 Gloves	 Glasses	 Goggles	 Face Shield	 Footwear	 Protective Clothing	 Dust Mask	 Half face respirator	 Full face respirator
Outside									
Inside well ventilated									
Inside poorly ventilated									
Within confined space									
Other items of comments on use									

# Use of chemical at work policy and procedures



## General statement

It is the organisations policy to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous chemicals wherever possible. If this can't be done then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation will be introduced. Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new chemicals will be assessed prior to use and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.

## The legal position

The use of chemicals in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002** (COSHH). These require the organisation to minimise the risks from using chemicals at work and to introduce control measures to manage those which may remain. COSHH also requires the organisation to train employees in the safe use of chemicals and to monitor the effectiveness of any control measures. In certain circumstances, the organization is also required to conduct health surveillance. This will occur if any employee is exposed to a hazardous substance which is known or is likely to cause a disease or be detrimental to health. COSHH also requires the organization to store chemicals safely in order to avoid the risks of fire, explosion or environmental damage.

## Procedures

It is the organisations policy that this procedure will be followed by all staff with responsibilities for the procurement and safe use of chemicals whilst on our premises.

### **Procuring chemical substances**

Before ordering any substances that could be hazardous adequate information on the substance must be obtained. This information will usually take the form of a material safety