



Control of Substances Hazardous to Health

Sample template & how-to guide

A free guide by HS Direct

CoSHH: Sample template & how-to guide

The CoSHH (Control of Substances Hazardous to Health) regulations require employers to assess the risks posed by hazardous substances in the workplace, and take appropriate measures to prevent or control exposure.

This includes identifying substances, evaluating the risks, implementing control measures, providing information and training to employees, and regularly monitoring and reviewing the effectiveness of the controls.

The regulations aim to protect the health and safety of workers by ensuring the proper management of hazardous substances and promoting a safe working environment.

Checklist: What you need to do:

- Conduct Risk Assessments:** Employers must assess the risks associated with hazardous substances present in the workplace and take appropriate measures to control and minimize those risks.
- Implement Control Measures:** Employers are responsible for implementing effective control measures to prevent or reduce exposure to hazardous substances. This includes engineering controls, safe work procedures, and the provision of personal protective equipment (PPE).
- Provide Information and Training:** Employers must provide employees with clear and comprehensive information about the hazards posed by hazardous substances, as well as appropriate training on their safe handling, use, and storage.
- Establish Emergency Procedures:** Employers are required to have emergency procedures in place to handle accidents, incidents, and emergencies involving hazardous substances. This includes providing first aid measures and promptly reporting incidents to relevant authorities.
- Conduct Health Surveillance:** Employers must carry out health surveillance for employees who are exposed, or likely to be exposed, to hazardous substances. This involves monitoring their health and providing appropriate medical examinations to detect any early signs of work-related ill health.
- Ensure Compliance With Exposure Limits:** Employers must prevent employees from being exposed to hazardous substances above the workplace exposure limits (WELs) specified for those substances.
- Provide Warning Signs and Labels:** Employers are responsible for ensuring that the workplace is properly labeled with warning signs and labels to indicate the presence of hazardous substances. Safety data sheets (SDS) must also be provided for all hazardous substances.
- Maintain Records:** Employers must keep records of risk assessments, exposure measurements, health surveillance results, accidents, incidents, training, and other relevant information related to hazardous substances.

5 steps to CoSHH assessments:

1. Identify dangerous substances

Make a list of all the substances in your workplace that could harm your health, like chemicals, dust, or gases.

2. Assess the risks

Make a list of all the substances in your workplace that could harm your health, like chemicals, dust, or gases.

3. Control the risks

Take steps to reduce or get rid of the risks you identified. This might mean using things like special equipment or changing how you do your work. Make sure the measures you take are practical and effective.

4. Keep records and share information

Keep detailed notes of your assessment, including the risks you found and the actions you took to control them. Share this information with the people who work with you. Make sure everyone knows how to use the substances safely. Remember your workers should be trained on the correct use of substances.

5. Monitor and review

Keep an eye on the situation and regularly check if your control measures are working well. Measure the levels of exposure, ask people how they're doing, and update your assessment if anything changes.

Need help with your risk assessments?

If you're unsure on how best to communicate your risk assessments with your people, or you need some guidance on how to properly complete a risk assessment, our Health & Safety consultants can help!

If you're interested in working with our expert team, simply call us today on **0114 244 4461** to discuss your business' needs.

Control of Substances Hazardous to Health

Assessment Template

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Part of  Citation

Substance Information:

Name of Substance:			
Supplier & Contact Number:			
Data Sheet Location:	Attached:	In File:	Other (State):
Assessment Reference:			
Process Use or Purpose?			
Location(s) Used?			
How Often Used?			
Quantities Used?			
Quantities in Storage?			
Who Will be Exposed?	Operator:	Other(s) (State):	

Emergency Contact Numbers:

Fire / Emergency Alert (Internal Contact):		Non-Emergency Medical Assistance:	
First Aid (Internal Contact):		Local Environmental Agency / Authority:	

Hazard Symbols And Pictograms

Select Below As Indicated On The Container/Packaging/Safety Data Sheet

								
Hazard Statements:								

Workplace Exposure Limits:

Provide Detail Below, Expand Upon This If More Substances Are Listed With Exposure Limits. Refer To The HSE's EH40 Guide For More Information.

Does The Substance Have Workplace Exposure Limits (WEL)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, What is the Short Term Exposure (STEL):		Substance 1: Substance 2: Substance 3:	
If Yes, What is the Long Term Exposure (LTEL) Limit:		Substance 1: Substance 2: Substance 3:	

Routes of Exposure

Consider How The Substance May Enter The Body:

Inhalation		Ingestion		Skin Contact		Eye Contact	
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PPE Required:

Include The Standard & Grade Below, For Example EN 149 FFP3 Filter Respirator

			
			
			
			

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Workplace Monitoring & Control:

Consider: Air sampling pumps, Local Exhaust Ventilation Airflow Monitoring, Breathing Zone Monitoring Health Surveillance.

Monitoring:	Type & Frequency:
Air:	
LEV:	
Personal:	
Health Surveillance:	

First Aid Treatment:

Outline Treatments From The MSDS Below With Any Company-Specific Precautions:

Inhalation:	
Ingestion:	
Eye Contact:	
Skin Contact:	

Storage, Handling, Spillage And Disposal:

Outline Procedures From The MSDS Below With Any Company-Specific Precautions:

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Fire Precautions And Action:

Outline Procedures From The MSDS Below With Any Company-Specific Precautions:

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Maintenance of Plant, Equipment or PPE:

Outline Procedures From The MSDS Below With Any Company-Specific Precautions:

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Training Requirements:

Outline what training is required by the operator prior to use of substance, chemical or equipment:

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Further Information And Instruction:

Including Precautionary Statements

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General Work Procedures

Outline any safe procedures pertinent to your workplace in order to reduce risk whilst using this substance.

Assessment of Risk:

Overall Risk Rating With Control Measures In Place:

High

Medium

Low

Recommended Actions / Improvements:

By Who?

By When?

Done?

Assessment Completed By:

Name:

Signature:

Date:

Assessment Approved By:

Employee / Worker Acknowledgement:

By signing below, you confirm you have read and understood the contents of this assessment and agree to abide by the safe methods of working contained within it.

Name:	Date:	Signature:	Name:	Date:	Signature:

How can HS Direct help?

Thanks to our many years of working with businesses across the country, we know that making sure you leave no stone unturned is one of the most important steps to creating a positive and proactive culture of Health & Safety in your business.

When you partner with us, our team of experts become an extended part of your team. So we're on hand to make sure that you've got access to all the information, tools and templates you need to keep you compliant.

If you'd like the backing of our experts, simply give us a call on **0114 244 4461** and our team will be happy to discuss your business' needs. Or get in touch with us **online** and we'll call you back at a time that suits you.