

How to complete Part 1 of the WCC COSHH risk assessment form

If a task uses more than one chemical product, for example “floor cleaning”, one COSHH risk assessment can be completed to cover the task, as long as all the chemical products have the same hazard class (e.g. irritant) and all the products used are listed on the risk assessment form.

If a task uses more than one chemical product and these products have different hazard classes, then individual risk assessments are required for each product, as the risks will be different for each.

Outline procedure

1. complete Part 1 of the COSHH risk assessment form and email to the Health, Safety and Wellbeing COSHH Officer (“COSHH Officer”)
2. COSHH Officer will check and complete Part 2 of the risk assessment and email it back to you
3. sign Part 2 of the COSHH risk assessment when it is returned to you from the COSHH Officer and store / distribute as appropriate

1. Completing Part 1 of the COSHH risk assessment.

Part 1 of the COSHH risk assessment records the way the chemical product(s) are used in the workplace and other basic information like hazard, first aid, fire and emergency procedures from the SDS.

Risk assessments should be completed using Word, however, if this is not possible, you can print them out, complete by hand and then scan them into a PDF file and email them back to the COSHH Officer.

The following table will guide you through Part 1 of the risk assessment form:

Section Number	Guidance If possible, please complete the forms electronically (using Word)
1	A descriptive name of the task, e.g. “Polishing floor with solvent based polish”
2	The name of the products and suppliers (e.g. “Smiths Floor Polish, Smiths Ltd”) is on the SDS and on the label. If you are using a number of different products for a task, for two or three different solvent floor polishes, and they all have the same hazard class, you can include them all on one risk assessment.
3	How much of the substance is used in one working day? This means how much is used when it is used, not an average over a week. If a task uses about a litre and is done twice a day, the answer is two litres. The aim is to get an

	approximate scale not an exact figure. Are you using a few drops, half a litre, ten litres or hundreds of litres?
4	Stock levels will vary with time, but the question is asking for the maximum amount that could be on site. Again, an approximate amount is required, is it a 5-litre petrol can or a 500 litre storage tank? One bottle of toilet cleaner or a dozen bottles?
5	Tick the box to indicate the exposure time to the product when doing the task during the working day. If the task is performed occasionally, it means the exposure time when it is used, not an average over a week. For example, if floor cleaning is an hour in the morning and evening, then the exposure time is 2 hours. For recent Word versions, just click in the appropriate check box.
6	Tick those that apply. Most offices and indoor workplaces are well ventilated, but basements and cupboards may not be.
7	This should be a short description of the task. The more complex the task, the more information you will need to record. The description should concentrate on the parts of the task that involve the hazardous substance and what you do with it, diluting, spraying, wiping, mixing etc.
8	This section asks how frequently the task takes place, e.g. daily or weekly and who performs the task, cleaners, technicians or caretakers. It is useful to give numbers of people as well. You should not write employee names.
9	<p>Some substances can present an increased risk to certain individuals with specific health conditions. This section is not asking for names of staff, but if the substance could provoke asthma, or an allergic skin reaction in those with sensitive skin, these facts are recorded so those individuals are made aware of potential increased risk and suitable controls put in place to protect them.</p> <p>In a wider sense, this can be applied to visitors to the building who would not be familiar with the substance if it were being used near them. It can be applied to children in schools and nurseries, and those who have learning difficulties.</p> <p>Vulnerable workers include young people and new starters / inexperienced of any age.</p>
10	Tick each box that applies. Information can be found in section 2 of the SDS and the product label.
11	List the hazards of the substance. These may be found in section 2 of the SDS and on the product label.
12	Tick the box if there is a Workplace Exposure Limit (WEL) listed on the SDS and record the value(s) from the SDS.
13	Tick those that could apply when carrying out the task without control measures or PPE like gloves being worn. Absorption means that a substance can pass through healthy, intact skin. Substances that can do this will have this property listed in the SDS.
14	COSHH regulations require us to use the least hazardous substances we can in

	the workplace. Where a hazardous substance is used, the regulations ask us to consider replacing it with a non-hazardous or less hazardous alternative.
15	Control Measures do not include personal protective equipment. They do include training, secure storage of supplies etc. If safe systems of work / operating procedures exist, then these should be mentioned. Many control measures are just basic, but they still need to be recorded. Existing health surveillance or atmospheric monitoring procedures should be listed here.
16	Tick the boxes that apply and then add the type of PPE required. For example: Eye protection – goggles or safety spectacles? What type of glove, Nitrile, PVC, disposable, domestic marigold type? Information can be found on the SDS or contact the COSHH Officer for advice.
17	List here any equipment that is used to protect the environment, like spill kits and containment.

Once Part 1 has been completed, the risk assessment form should be emailed to the COSHH Officer at coshh@warwickshire.gov.uk.

Part 2 of the COSHH risk assessment form is filled in by the COSHH Officer, based upon the information provided in Part 1.

For low risk or straightforward tasks, the information in Part 1 will be sufficient. If the task is complex or uses particularly hazardous chemicals, the COSHH Officer may contact you for further information. For very complex tasks and operations, the COSHH Officer and / or another member of the Health, Safety and Wellbeing team may wish to visit and observe the process to understand it better.

After completing Part 2 of the risk assessment, the COSHH Officer will sign and date it, then return to you. The manager or supervisor of the task, or a delegate, should sign Part 2 of the assessment after checking that they agree with the findings. Any questions or concerns should be taken up with the COSHH Officer.