

Completing a COSHH Assessment Form

(To be read with BWF COSHH Assessment Form)

You are legally required under the Control Of Substances Hazardous to Health Regulations 2002 (COSHH) to control exposure to materials in the work place that cause ill health. To comply with the regulation, you are required to carry out a COSHH Assessment which means you must:

- identify harmful substances in the workplace.
- assess who is at risk, how they might be exposed to the substance and harmed.
- evaluate what control measures you have implemented to prevent harm and assess whether more could be done.
- provide information, instruction and training.
- where appropriate, provide health surveillance.

Harmful substances can be identified by reading the suppliers product label and the safety data sheet (SDS) - your supplier should provide you with this information. If you are in doubt, contact your supplier. Harmful substances can also be produced by your processes, for example sanding, to which your employees can be exposed to wood dust.

Workplace Exposure Limits (WEL) is a concentration limit of a contaminant such as a gas, vapour, aerosol or dust in the air. The exposure to a substance is the uptake into the body via inhalation, skin contact, injection or swallowing and is averaged over a reference period to which workers can be exposed.

WELs are typically expressed in units of milligrams per cubic metre (mg/m³) or parts per million (ppm) or both. The WEL for wood dust is currently 5mg/m³ (December 2017). WELs are listed in the HSE publication 'EH40 workplace exposure limits' <http://www.hse.gov.uk/pubns/priced/eh40.pdf>

You must ensure that the level of exposure is below the WEL and this can only be done by measuring the air that the worker breathes while the task is carried out. The HSE publication G409 Exposure Measurement gives guidance on this <http://www.hse.gov.uk/pubns/guidance/g409.pdf>

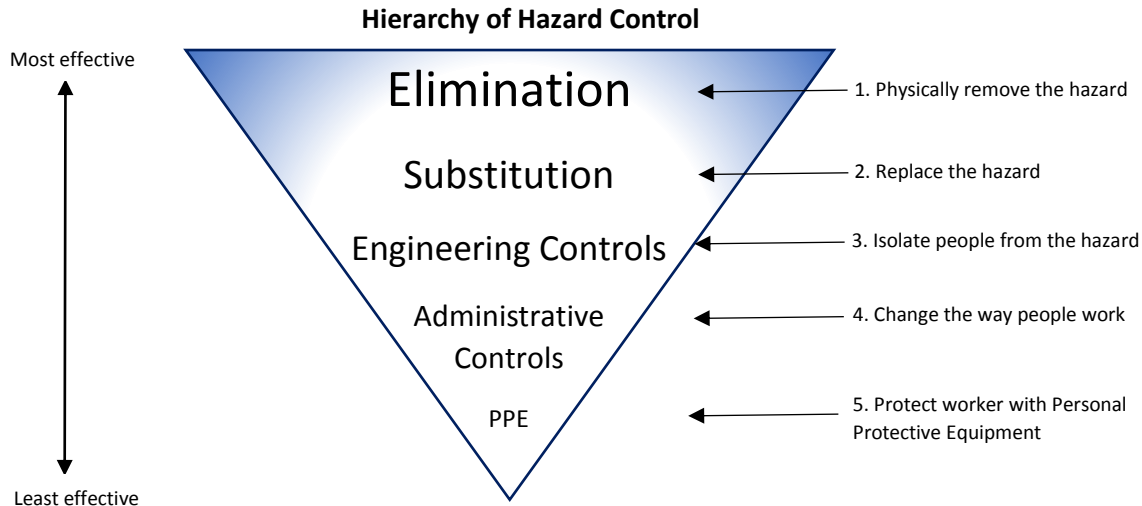
RISK RATING is an assessment of the severity of exposure combined with the likelihood.

$$\text{Risk} = \text{severity} \times \text{likelihood} = \text{low/medium/high}$$

COSHH Regulations state that the first consideration when selecting controls should be prevention of exposure. This is particularly relevant for carcinogens, asthmagens and mutagens where the potential for long term and possibly fatal effects should be taken into account. Wood dust can cause asthma and hardwood dust is a carcinogen. See HSE Guide WIS30 Toxic Woods <http://www.hse.gov.uk/pubns/wis30.pdf>

Assess the substance/process using the above formula before using control measures. Enter the score on the matrix of the COSHH Assessment Form. If the score is in the yellow or red sections of the matrix (score 4 or above) then control measures must be incorporated to reduce the severity/likelihood of the identified hazard. If the score is the blue section of the matrix consideration should still be given as whether the risk could be further reduced using any control measures.

Re-assess the substance/process implementing control measures using the Hierarchy of Hazard Control (see below). If the result is still in the yellow or red sections of the matrix (score 4 or above) then the substance/process should not be used until further investigation has been carried out to reduce the risk to be as low as is reasonably practicable and create a safe system of work.






SUBSTANCE PROPERTIES AND HAZARD LABELLING

Chemical producers are required to give information on the hazardous properties of the chemicals they supply and to package them safely. The information they must give is supplied on the label and on Material Safety Data Sheets (MSDS). The Classification, Labelling and Packaging (CLP) Regulation requires manufacturers, importers or downstream users of substances or mixtures to classify, label and package their hazardous chemicals appropriately before placing them on the market to help users identify hazardous chemicals and explain what the hazards are and how to avoid them.

Hazard pictograms are used as a visual indication to the presence of hazardous material or substances which may cause harm. They are intended to indicate the type of hazard and potential risk associated with it in a clear and visual form. There are 9 pictograms all with a white background, a red diamond frame and have a black hazard symbol inside.

Use the guide below to mark the COSHH Assessment form with the substance properties, the route of exposure and who will be at risk.

Symbol	What does it mean?	Examples of where to find it	Examples of precautionary statements
	Extremely flammable gas Flammable gas Extremely flammable aerosol Flammable aerosol Highly flammable liquid and vapour Flammable liquid and vapour Flammable solid	Lamp oil, petrol, nail polish remover	Do not spray on an open flame or other ignition source. Keep away from heat/sparks/open flames/hot surfaces – No smoking Keep container tightly closed Keep cool Protect from sunlight
	May cause or intensify fire; oxidiser. May cause fire or explosion; strong oxidiser.	Bleach, oxygen for medical purposes	Keep away from heat/sparks/open flames/hot surfaces. – No smoking Wear protective gloves/protective clothing/eye protection/face protection. Rinse immediately contaminated clothing and skin with plenty of water before removing clothes.
	Unstable explosive Explosive; mass explosion hazard Explosive; severe projection hazard Explosive; fire, blast or projection hazard May mass explode in fire	Fireworks, ammunition	Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from heat/sparks/open flames/hot surfaces. No smoking. Wear protective gloves/protective clothing/eye protection/face protection. Use personal protective equipment as required. Explosion risk in case of fire

<p>Health Hazard</p> 	<p>May be fatal if swallowed and enters airways Causes damage to organs May cause damage to organs May damage fertility or the unborn child Suspected of damaging fertility or the unborn child May cause cancer Suspected of causing cancer Suspected of causing genetic defects Suspected of causing genetic defects May cause allergy or asthma symptoms or breathing difficulties if inhaled</p>	<p>Turpentine, petrol, lamp oil</p>	<p>If swallowed: immediately call a POISON CENTER or a doctor/physician Do NOT induce vomiting Store locked up Do not breathe dust/fume/gas/mist/vapours/spray. Wash thoroughly after handling. Do not eat, drink or smoke when using this product. Get medical advice/attention if you feel unwell If exposed: Call a POISON CENTER or doctor/physician Obtain special instructions before use Do not handle until all safety precautions have been read and understood Use personal protective equipment as required If exposed or concerned: Get medical advice/attention Avoid breathing dust/fume/gas/mist/vapours/spray In case of inadequate ventilation wear respiratory protection If inhaled: If breathing is difficult, remove victim to fresh air and keep at rest in a position comfortable for breathing</p>
<p>Skulls & Crossbones</p> 	<p>Fatal if swallowed Fatal in contact with skin Fatal if inhaled Toxic: if swallowed Toxic in contact with skin Toxic if inhaled</p>	<p>Pesticide, biocide, methanol</p>	<p>Wash... thoroughly after handling. Do not eat, drink or smoke when using this product. If swallowed: immediately call a POISON CENTER or a doctor/physician. Rinse mouth Store in a closed container Do not get in eyes, on skin, or on clothing. Wear protective gloves/protective clothing/eye protection/face protection. If on skin: gently wash with plenty of soap and water Remove/take off immediately all contaminated clothing. Wash contaminated clothing before reuse. Do not breathe dust/fume/gas/mist/vapours/spray. Use only outdoors or in a well-ventilated area Wear respiratory protection If inhaled: Remove victim to fresh air and keep at rest in a position comfortable for breathing Store locked up</p>
<p>Exclamation Mark</p> 	<p>May cause respiratory irritation. May cause drowsiness or dizziness May cause an allergic skin reaction Causes serious eye irritation Causes skin irritation Harmful if swallowed Harmful in contact with skin Harmful if inhaled Harms public health and the environment by destroying ozone in the upper atmosphere</p>	<p>Washing detergents, toilet cleaner, coolant fluid</p>	<p>Avoid breathing dust/fume/gas/mist/vapours/spray Use only outdoors or in a well-ventilated area If inhaled: remove victim to fresh air and keep at rest in a position comfortable for breathing If swallowed: call a POISON CENTER or a doctor/physician if you feel unwell Wear protective gloves/protective clothing/eye protection/face protection. If on skin: wash with plenty of soap and water If in eyes: rinse cautiously with water for several minutes. Remove contact lens, if present and easy to do. Continue rinsing. Do not eat, drink or smoke when using this product.</p>
<p>Environment</p> 	<p>Very toxic to aquatic life with long lasting effects Toxic to aquatic life with long lasting effects</p>	<p>Pesticides, biocides, petrol, turpentine</p>	<p>Avoid release to the environment Collect spillage</p>
<p>Corrosion</p> 	<p>May be corrosive to metals Causes severe skin burns and eye damage</p>	<p>Drain cleaners, acetic acid, hydrochloric acid, ammoniac</p>	<p>Do not breathe dust/fume/gas/mist/vapours/spray Wash...thoroughly after handling Wear protective gloves/protective clothing/eye protection/face protection Store locked up Keep only in original container</p>
<p>Gas Cylinder</p> 	<p>Gas under pressure. May explode if heated. Contains refrigerant gas; may cause cryogenic burns or injury</p>	<p>Gas containers</p>	<p>Protect from sunlight. Wear cold insulating gloves/face shield/eye protection. Get immediate medical advice/attention.</p>

ROUTE OF EXPOSURE and PERSONS AT RISK

Use the tick boxes to identify these.

PPE REQUIREMENTS

PPE is the last resort and other controls should always be used first to manage risks to health and safety. Where PPE is used then it must be suitable for purpose, properly maintained, used correctly and wearers provided with instruction on how to use it safely. Use the COSHH Assessment form to specify the PPE requirements for the substance/process.

Mandatory signs have a round shape with a white pictogram on a blue background. Examples are shown below

	Eye protection must be worn		Safety helmet must be worn		Ear protection must be worn
	Respiratory equipment must be worn		Safety boots must be worn		Safety gloves must be worn
	Face protection must be worn		Safety overalls must be worn		Safety harness must be worn

ADDITIONAL CONTROL MEASURES should provide information and instruction to users. The supplier's data sheets should have relevant information which you can use here. If in doubt, contact your supplier. You should also consider any:

- general precautions.
- how the substance will be handled.
- first aid and hygiene arrangements.
- Health surveillance (**see below**).
- disposal information.
- storage & spillage procedures.
- emergency arrangements.
- information, instruction and training required

Health surveillance may be required by law if your employees are exposed to substances hazardous to health and there is a risk that, after the implementation of all reasonable precautions, there is an identifiable disease/adverse health effect and evidence of a link with the workplace exposure.

Your Risk Assessment should identify the need to implement health surveillance. You will need to put into place a system that adequately addresses the risks and any possible ill-health effects that your employees may be exposed to.

EMPLOYEE RECORD AND UNDERSTANDING

Employees using a substance and/or carrying out a process should read the COSHH Assessment. They must understand what is expected of them in controlling the risks and hazards and any action they need to take. Use this form to record their acknowledgement.

Whilst every effort has been made to ensure the accuracy of advice given, the federation cannot accept liability for loss or damage arising from the use of the information supplied in this publication.

Further information and additional factsheets are available via the Health & Safety section of the BWF website <http://www.bwf.org.uk/publications/health-and-safety> or via the BWF Technical Team on 0844 209 2610

APPENDIX

RISK AND SAFETY STATEMENTS

Risk (R) and Safety (S) Statements are often referred to on COSHH Assessments. They are also known as R/S Statements, R/S Numbers, R/S Phrases and R/S Sentence. This is a system of codes and hazard phrases for identifying and labelling substances followed by a combination of numbers and each number links to a phrase.

In 2015, the risk and safety statements were replaced by ‘*hazard statements*’ and ‘*precautionary statements*’ in the course of harmonising classification, labelling and packaging of chemicals by introduction of the UN Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

When completing a COSHH Assessment you should be able to recognise code labels on products and understand how they relate to the hazard statements and precautionary phrases. If in doubt, contact your supplier and request clarification.

Further information is also available from:

<http://www.hse.gov.uk/chemical-classification/legal/background-directives-ghs.htm> and
http://www.unece.org/trans/danger/publi/ghs/ghs_rev07/07files_e0.html

ABBREVIATIONS, frequently used

APF	Assigned Protection Factor
CLP Regulation	Classification Labelling and Packaging of Substances and Mixtures
COSHH	Control Of Substances Hazardous to Health
FFP	Filtering Face Piece
GHS	Globally Harmonized System of Classification and Labelling of Chemicals
IOELV	Indicative Occupational Exposure Limit Value
LEV	Local Exhaust Ventilation
Mg/m ³	Milligram per metre cubed
OEL	Occupational Exposure Limit
OELV	Occupational Exposure Limit Value
PPE	Personal Protective Equipment
PPM	Parts Per Million
RPE	Respiratory Protect Equipment
SDS	Safety Data Sheet
STEL	Short Term Exposure Limit
TWA	Time Weighted Average
WEL	Work Place Exposure Limit