


This is a free example of a Workplace Risk Assessment Template. For further information or guidance on completing Risk Assessments, or for help if you find a problem and don't know what to do about it, please email Ryan, our Safety Specialist: rdavies@orbisenvironmental.com




COSHH Risk Assessment

No.	Hazard	Who might be harmed?	L	S	RR	Control measures to reduce the risk	L	S	RR	Further Acton required (Y / N)
1	Substances used directly in work activities (e.g. adhesives, paints, cleaning agents) Absorption through skin contact Inhalation Ingestion Pollution to the Environment Spillage Misuse and mishandling of hazardous substances to naked flame or other form of ignition Fumes and Vapours 	Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public	4	3	12	<ul style="list-style-type: none"> o Employees are required to make proper use of any control measures provided and report any defects. o If particularly hazardous substances have been used, the protective clothing should be removed prior to leaving site and washed or packaged in a sealable, impervious container. o Follow the advice on the material safety data sheet for storage, spillage procedures and disposal instructions o When disposing of the material waste, ensure it is performed within the legal requirements (i.e. special waste is disposed of as special waste) o Use low hazard substances if possible. Eliminate or substitute, where possible (e.g. water-based adhesives instead of solvent based). 	3	2	6	N




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2	<p>Substances generated during work activities (e.g. fumes from soldering and welding)</p> 	<p>A, D Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public</p>	4	3	12	<ul style="list-style-type: none"> ○ Perform self-assessment of the risks involved before commencing work with hazardous substances. ○ Proper labelling and identification of containers. Labels must be read with care and instructions for use adhered to without deviation. Many manufacturers supply data sheets that give full information about the use of the substance – obtain and read these before proceeding. ○ Use of the appropriate safe lockable storage receptacles to prevent accidental access. ○ Proper training in the use and handling of hazardous substances. ○ Ensure that the area of use is properly ventilated and that there are no sources of heat that may cause ignition of flammable substances. ○ The use of the appropriate protective clothing and equipment. ○ Avoidance of eating, drinking or smoking in the presence of hazardous substances. ○ Removal of protective clothing and correct decontamination procedures before eating, drinking or smoking. Respecting designated areas for use of hazardous materials, for decontamination and for rest. ○ Immediate reporting to management of any circumstance that suggests a potential hazard in the use of substances. 	3	2	6	N
3	<p>Naturally occurring substances (e.g. grain dust)</p> 	<p>Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public</p>	3	3	9	<ul style="list-style-type: none"> ○ Where Personal Protective Equipment (PPE) and/or Respiratory Protective Equipment (RPE) is required, it must be suitable for purpose and the user must be trained in its use. ○ RPE must be correctly fitted to the individual by a competent person and face fit tests to be carried out yearly or when a new employee commences employment. 	3	1	3	N
4	<p>Biological agents such as bacteria and other micro-organisms</p> 	<p>Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public</p>	3	3	9	<ul style="list-style-type: none"> ○ Use low hazard substances, if possible, by elimination or substitution (e.g. water-based adhesives instead of solvent based). ○ COSHH assessments must be explained to the users of hazardous substances. ○ Employees are to make sure that the control measures identified are used. ○ Emergency Procedures in place where required. ○ Disposal arrangements must be in accordance with the local authority regulations (controlled waste / special waste). ○ Employees are to avoid abuse of substances – i.e. Avoiding horseplay in the presence of hazardous substances. ○ Do not drink or expose flesh to hazardous substances. ○ All substances are returned to safe storage immediately after use. ○ Do not leave containers open or exposed. ○ Staff to monitor personal health and report immediately any ill effects whether the action of hazardous substances are suspected or not. 	3	1	3	N

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					<ul style="list-style-type: none"> o All employees to follow procedures outlined in the documentation provided by the manufacturer o Where practical try to contain the spillage using absorbent materials/granules. The operator must not expose him/herself to unnecessary risk. Summon assistance immediately. o Do not permit any unprotected persons to enter the zone of spillage or any area influenced by fumes from the spillage 					
5	<p>General Cleaning Chemicals</p> <p>(Domestic type cleaning products such as hard surface cleaners, washing up liquid, toilet cleaners, bleach, polish, air fresheners etc.)</p> <p>Short term contact with skin or eyes can cause burns. Some chemicals cause harm when inhaled or ingested and mixing chemicals can produce toxic fumes that are harmful when inhaled.</p> <p>Long term contact can cause skin irritation.</p> <div style="text-align: center;">  </div>	Risk to employees / visitors / contractors.	4	3	12	<ul style="list-style-type: none"> o Limited use / exposure by employees dealing with washing up, spillages etc. o Substances stored in appropriate locations / cabinets / cupboards with restricted access and where possible all are well-ventilated areas. o Substances kept in original containers. Where decanting is required, all appropriate labels are to be applied to secondary container. o Applied direct from container to surface or sprayed. o Washing facilities are readily available. o PPE issued and used by staff appropriate to the hazards. I.E. Gloves for Irritant and corrosive substances. o Spillages are cleaned up immediately. o Ensure employees are made aware of NEVER mixing products containing bleach with other cleaners as it can produce toxic gas. Only mixtures of approved and trained substances such as Graffiti removal is permitted. o Ensure Safety Data Sheets are readily available. Where MSDS Sheets are not readily available, alternatives can be provided by supplier. o Remind employees to report any ill health problems they may experience during their work. o Request employees to regularly check their skin for dryness or other ill health symptoms and ensure they report any issues found. o First aid equipment with eye wash is readily available. 	3	2	6	N
6	<p>Fuels / oils</p> <p>Re-fuelling vehicles / equipment and lubricant oils. Substances in diesel, petrol and oils can irritate skin and cause dermatitis, they are also suspected of causing skin cancer from prolonged contact. Waste oil is known to be carcinogenic with prolonged exposure.</p>	Risk to employees / visitors / contractors.	3	3	9	<ul style="list-style-type: none"> o Only used by experienced and Authorised employees. o Re-fuelling of vehicles / equipment undertaken in well-ventilated areas. o Only approved fuel containers are used for re-fueling. o Washing facilities are readily available. o Fire extinguishers are readily available. o Training provided to raise awareness in employees of potential health issues resulting from fuels and oils. o Remind employees to wash hands before visiting the toilet and not to store oily rags in overall pockets. 	3	1	3	N

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					<ul style="list-style-type: none"> o Ensure gloves are worn when handling fuels and oils. o Request employees to regularly check their skin for dryness or other ill health symptoms and ensure they report any issues found. o Gloves available to staff o First aid equipment with eye wash available 					
7	<p>Maintenance consumables</p> <p>Various products are used such as anti-freeze, lubricant sprays, white spirit, thinners, paints, silicon sealants and contact adhesives, which can result in burns through skin or eye contact, respiratory issues from inhalation, illness or even death when ingested or injected (e.g. hydraulics under pressure).</p> <p>Flammable materials can cause fires and compressed gasses can explode.</p> <p>Oxidising materials can enhance combustion of combustible materials.</p> 	Risk to employees / visitors / contractors.	4	3	12	<ul style="list-style-type: none"> o Used by competent and Authorised employees only. o Stored in secure COSHH Cabinets or at workstations in small quantities. Typically, within a well-ventilated area. o Natural ventilation during use and use in confined areas is avoided. o All products are kept in their original containers and are generally applied direct from the container. o No smoking allowed in buildings. o Washing facilities are readily available. o Suitable fire extinguishers available o Safer alternatives are considered during the substance selection and procurement process where possible. o Gloves, eye protection and respirators are available as required by training. o First aid equipment with eye wash is readily available. o Occupational Health and exposure assessments are available for those identified with exposure limits or if symptoms exist. o Employees to regularly check their skin for dryness or other ill health symptoms and ensure they report any issues found. o Employees to report any breathing problems they may experience during their work. 	3	2	6	N
8	<p>Paints and thinners</p> <p><u>Risk of injury or ill health from:</u></p> <p>Ingestion, inhalation, skin and eye contact, absorption.</p> <p>Flammable materials can cause fires.</p> 	Risk to employees / visitors / contractors.	3	3	9	<ul style="list-style-type: none"> o Stored in secure and well-ventilated areas. o Applied direct from specialized container to surface. o Only small quantities of thinners mixed with paint. o Personal protective equipment is worn as directed by training including Overalls and Gloves as a minimum. o Work to be completed in a well-ventilated area o Lone working should be avoided with use of thinners o Fire extinguishers readily available. o Washing facilities are readily available. o First aid equipment with eye wash is readily available. 	3	1	3	N

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						<ul style="list-style-type: none"> ○ Occupational Health and exposure assessments are available for those identified with exposure limits or if symptoms exist. ○ Employees to regularly check their skin for dryness or other ill health symptoms and ensure they report any issues found. ○ Employees to report any breathing problems they may experience during their work. 				
9	<p>Hazardous Substances Ill health, contamination or spillages can occur</p> 	<p>Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public</p>	4	3	12	<ul style="list-style-type: none"> ○ All hazardous materials are stored in locked and leak proof containers ○ Safety Data Sheets are in place and the operatives are made aware of the content. ○ All substances to remain in their original containers. Decanting is avoided unless necessary. ○ Stock records held for all pesticide products ○ Good housekeeping is maintained with respect to storage and ensuring products not left out of store areas. ○ Pesticides only to be handled by holders of relevant NPTC certificates ○ Waste containers, product and absorbed spillages to be disposed of through Authorised contractor 	3	1	3	N
10	<p>Storing Highly Flammable Liquids Fire and explosion can occur when handling highly flammable liquids</p> 	<p>Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public</p>	3	3	9	<ul style="list-style-type: none"> ○ Fuel to be stored in a locked and leak proof container ○ Minimum quantities of fuel held to reduce the risk ○ Stores has suitable signage to warn others of its contents ○ Fire risk assessment is completed and factors in the fuel storage ○ Fuel cans are returned to the store and not left outside of the container when not in use. ○ Petrol must not be store in cans of more than 10 litres in size. Petrol cans must in good condition and free from leaks, including the fuel cap seals ○ Firefighting appliances, (foam or powder) are available in the store area to aid emergency access if required 	3	2	6	N
11	<p>Storing of Bulk Liquids including deliveries Fire, spillage and contamination can occur</p> 	<p>Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public</p>	3	3	9	<ul style="list-style-type: none"> ○ Liquids are stored away from drains or natural water in the event of a spillage where practicable. ○ Bulk liquids in quantities of more than 200lt to be stored in contained bund, pallet bund or self-contained unit with 11% of largest container capacity. ○ Bulk liquids below 200lt in size to be stored in original containers on a suitable sized drip tray that can contain 110% of the volume. ○ Spill kits are made available to clean up spills 	3	1	3	N

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12	Storing and handling of bulk materials Transport and equipment safety relating to bulk products	Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public	3	3	9	<ul style="list-style-type: none"> ○ When storing moving or handling bulk materials, appropriate plant and suitably qualified operatives are used to move materials. ○ Manual handling is avoided whenever possible and use of mechanical loading means is encouraged whenever possible. ○ No overload loading or transport equipment is allowed, and staff are trained to these standards. ○ Consideration to material that increases in weight due to the increase in water content as a result of outdoor storage or weather conditions is included within assessments. 	3	2	6	N
13	Storing and handling of bulk materials Contamination, excessive waste generation including poor preservation of product	Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public	3	3	9	<ul style="list-style-type: none"> ○ Bulk materials are separated where possible to protect the integrity of the product and avoid contamination. ○ Materials are stored in such a way as to avoid contamination of water or drainage systems and pests where practicable. 	3	2	6	N
14	Storing and handling of bagged goods Manual Handling factors related to lifting of materials, stacking and product damage can occur	Employees / Agency Young Persons / Trainees New / Expectant mothers Contractors Members of public	3	3	9	<ul style="list-style-type: none"> ○ Whenever possible, materials are palletized and the use mechanical lifting means over manual handling is encouraged. ○ If manual handling is required, a Manual Handling and Ergonomic risk assessment is completed with the aim to reduce the load and utilize team lifting. 	3	1	3	N

Assessment Date		Assessment carried out by		Review Date	
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