COSHH ASSESSMENT

One row per hazardous substance or process (including dust and fume the work creates). Score = likelihood (1–5) × severity (1–5). Record the significant findings with 5 or more employees (COSHH 2002 reg 6(4)).

Business and site:	Example Joinery Ltd, Unit 7, Leeds	**Assessed by:**	J. Smith	**Date:**	23/11/2026
Area or activity:	Workshop, finishing room and cleaning	**Employees:**	9	**Planned review:**	23/11/2027

Substance or process (supplier)	SDS dated	Hazards (SDS section 2) and any WEL	Task, amount, how used	Route of exposure	Who is exposed, how long, how often	Controls in place	L	S	Score	Rating	Further action needed	Who, by when	Health surveil-lance	Done (Y)
Hardwood dust from sanding (process)		Can cause asthma and cancer; WEL in EH40	Orbital sanding of oak, about 3 h a day	Inhalation	2 joiners, daily	Sander with on-tool extraction	4	4	16	High	Connect sanders to the dust extractor; vacuum, no dry sweeping; FFP3 masks for cleaning	Workshop lead, 07/12/2026	Y	
Solvent-based wood lacquer (A. Coatings)	02/03/2026	Flammable; vapour may cause drowsiness; skin irritant	Spraying in booth, 10 litres a week	Inhalation, skin	1 finisher, 2 days a week	Spray booth with extraction; nitrile gloves	3	3	9	Medium	Thorough examination of booth extraction; check gloves against SDS section 8	Finisher, 31/01/2027	N	
Bleach, 5% sodium hypochlorite (B. Supplies)	15/09/2025	Causes skin and eye irritation; releases gas mixed with acids	Toilet and floor cleaning, diluted	Skin, eyes	Cleaner, daily, 20 min	Ready-diluted dispenser; gloves	2	3	6	Medium	Store away from acid cleaners; goggles at the dispenser	Office manager, 15/12/2026	N	Y
Epoxy adhesive, two-part (C. Bond)	20/06/2026	May cause an allergic skin reaction	Bonding inserts, small tubes	Skin	2 joiners, weekly	Nitrile gloves	3	3	9	Medium	Switch to cartridge applicator; skin checks by the workshop lead	Workshop lead, 28/02/2027	N	

Substances and processes assessed	**4**
Rated High or Very high (score 10+)	**1**
Open actions (written, not marked done)	**3**
Rows flagged for health surveillance (Y)	**1**

Steps (HSE): find the hazardous substances, including those the work creates; assess who could be harmed and how; decide the controls (eliminate or substitute, change the process, enclose or extract, safe systems of work, PPE last); record; review regularly and at once if the work changes. Northern Ireland: same duty under SR 2003/34 reg 6. Sources: SI 2002/2677 regs 6, 7 and 9; hse.gov.uk/coshh.

LEV EXAMINATION AND CONTROL CHECKS

Local exhaust ventilation needs a thorough examination and test at least every 14 months, or the shorter interval in COSHH Schedule 4 for the processes it lists (reg 9(2)). Yellow cells are inputs; next due and status are formulas.

Equipment	Location	Last examination	Interval (months)	Next due	Status	Examined by, report no.
Dust extractor, sanding bench	Workshop	12/01/2026	14	12/03/2027	In date	Airtest Ltd, R-2207
Spray booth extraction	Finishing room	04/08/2025	14	04/10/2026	Overdue	Airtest Ltd, R-1954
Saw dust extraction	Workshop	30/09/2026	14	30/11/2027	In date	Airtest Ltd, R-2391

Overdue on the assessment date	1

Status is measured against the assessment date on the first sheet. Keep each examination record for at least 5 years (COSHH reg 9(4)). Add respirator checks, face-fit tests and health surveillance dates on further rows if you use them.