If there are hazardous substances used in the workplace or you are undertaking work activities that may create hazardous substances, you are required to carry out COSHH risk assessment. Consideration of the materials that are used in your work activites such as cleaning products or any activities which may give off hazardous substances such as sawdust which is created by woodworking must all be assessed.

Follow the sequence of steps in the numbered order outlined below to know what is required when assessing your COSHH workplace risks.

1. **Complete a COSHH risk assessment**

Gather information from the product label and COSHH data sheets to complete your risk assessment for chemicals being used. If an activity produces a hazardous substances then refer to the appropriate relevant approved code of practice (ACoP) guidance on how to reduce the risks from the hazard. Use the KCC COSHH risk assessment template available on KNET/KELSI.

1. **Evaluate the risks to health**

Using the COSHH risk assessment form, consider the substance, process, use of the substance, exposure, people at risk and decide it there could be a potential exposure of significant risk or whether existing controls are sufficient.

1. **Implement control measures**

Control measures can be anything from local exhaust ventilation systems to issuing gloves to employees.

1. **Monitor and maintain control measures**

All control measures must be consistently monitored and maintained to ensure that they are suffiently controlling the identified hazards.

1. **Establish and maintain records**

COSHH risk assessments must be kept at the workplace and shared with those carrying out the tasks.

1. **Review the assessment**

It is necessary to review the assessment of each product or process if any of the conditions affecting it’s use change.