

The Steps in Making an Assessment Checklist - COSHH

1	Have you a complete inventory of substances used/generated in the workplace?	Yes/No
2	Have you identified any substances hazardous to health?	Yes/No
3	Have you gathered information about the substances, the work and working processes? - i.e. what hazards are involved? - i.e. what hazards are involved?	Yes/No Yes/No
4	Have you evaluated the risks to health (either on an individual or group basis)? - i.e. the chance of exposure occurring? - what level of exposure could happen? - the duration of the exposure - the frequency of the exposure?	Yes/No Yes/No Yes/No Yes/No Yes/No
5	Have you decided what needs to be done in terms of: - preventing or controlling exposure? - maintaining control measures? - using control measures? - any monitoring/surveillance? - information, instruction and training?	Yes/No Yes/No Yes/No Yes/No Yes/No
6	Have you decided to record the assessment?	Yes/No
7	If "yes" to (6), have you decided on the extent, presentation and format of record?	Yes/No
8	Have you decided when each assessment should be reviewed?	Yes/No
9	Have you established a system or procedure to manage and record the above elements?	Yes/No