



## COSHH Assessment Form

### The Old Rectory

This assessment **only addresses the risk of harm to health** from the substances listed. Additional risk assessments may be required to control the risk from other hazards associated with this work/the procedures used.

|                                 |  |
|---------------------------------|--|
| Assessor (print) <sup>(1)</sup> | Employer/Supervisor <sup>(2)</sup><br><i>The Old Rectory</i> |
|---------------------------------|--|

|   |                               |
|---|-------------------------------|
| Assessment Date <sup>(3)</sup><br><i>11-11-2019</i> | Dates reviewed <sup>(4)</sup> |
|   |                               |

#### HAZARDS IDENTIFIED

| Substance <sup>(5)</sup>                                     | Hazardous Properties <sup>(6)</sup> | Quantity <sup>(7)</sup> |
|--|-------------------------------------|-------------------------|
| <i>Virucidal Multi Purpose Cleaner concentrate (5 litre)</i> | <i>Corrosive to Skin and Eyes</i>   | <i>100-200ml</i>        |

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|---|
| Additional information <sup>(8)</sup><br><i>If on skin can cause skin irritation</i><br><i>If in eyes can cause serious eye damage</i><br><i>If ingested can cause irritation to linings of mouth, throat, and gastrointestinal tract</i><br><i>If inhaled can cause respiratory irritation</i> |
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| Emergency Procedures <sup>(9)</sup><br><i>If inhaled remove person to fresh air outside</i><br><i>If skin irritation wash with plenty of soap and water</i><br><i>If in eyes rinse cautiously with clean water for several minutes. Remove contact lenses</i><br><i>If ingested give nothing or a little water</i><br><i>If feeling unwell seek medical advice</i> |
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What will the chemical be used for? Who may be exposed? <sup>(10)</sup>

*Used for all general cleaning duties in all rooms except Kitchen*

*All cleaning staff and those in close proximity*

## METHODS OF PREVENTION OR CONTROL OF EXPOSURE

### 1. Engineering controls required<sup>(11)</sup>

*No engineering controls required*

### 2. Access control<sup>(12)</sup>

*Cleaning staff with access to the cleaning store cupboard*

### 3. Special procedures<sup>(13)</sup>

*No eating or drinking whilst using chemical*

*Never mix with any other chemical*

### 4. Approved PPE<sup>(14)</sup>

*Wear disposable gloves at all times.*

*Wear safety glasses when handling concentrated liquid. Not necessary once chemical is diluted.*

*Wear disposable apron to protect clothing*

### Disposal Procedures<sup>(15)</sup>

*No specific requirements*

*Spillage – small amount flush away with clean water. Large amount absorb with absorbent paper/towel, then flush with clean water.*

### TRAINING REQUIREMENTS<sup>(16)</sup>

*MSDS sheets available*

*Staff trained on COSHH Awareness*

*Staff read and sign COSHH Assessment Form*

*Staff read and understand Risk Assessment Form*

*Staff attend Product Usage Training*

**HANDLING AND STORAGE REQUIREMENTS <sup>(17)</sup>**

*When not in use store in locked cupboard.*

**ASSESSMENT OF RISK USING CONTROLS DETAILED ABOVE<sup>(18)</sup>**

Provided chemical is used as detailed in the above assessment the risks in using this chemical can be adequately controlled.

**Authorisation by Employer/Supervisor <sup>19</sup>**

I confirm that I have considered and understand the chemical to be used and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable.

Print name:              Signed:

Date:

**Declaration by Employee <sup>(20)</sup>**

I confirm that I have read this COSHH Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.

**Declaration by Employer/Supervisor <sup>201</sup>**

| Name (please print) | Signed | PI countersignature | date |
|---------------------|--------|---------------------|------|
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**I confirm that the employee who has signed below is competent to undertake the work. My counter-signature indicates that I am happy for the work to proceed**