**Purpose**

This document explains the methodology used by the Company for the completion of COSHH assessments as required by the Control of Substances Hazardous to Health Regulations 2002 (as amended) - COSHH

**Procedure**

COSHH assessments are completed as necessary; information will be obtained as necessary from the following resources;

* Material Safety Data Sheets (MSDS) obtained from suppliers
* Sypol information / data sheets
* Any information from personal experiences
* External Sources, e.g. HSE Website

For any new substances obtained we shall ensure the COSHH assessment for the product is completed on Sypol; for anything considered trivial or not likely to cause harm, no COSHH assessment maybe documented.

Once we have completed COSHH assessments, we will then implement our control measures as necessary and in accordance with Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002 (as amended).

These are as follows;

* Adapting the design and use of appropriate work processes, systems and engineering controls and the provision and use of suitable work equipment and materials;
* Control of exposure at source, including adequate ventilation systems and appropriate organisational measures – However in addition to this, where adequate control of exposure cannot be achieved by other means, the provision of suitable personal protective equipment will be provided.

The control measures referred above shall include;

* Arrangements for the safe handling, storage and transport of substances hazardous to health, and of waste containing such substances, at the workplace.
* the adoption of suitable maintenance procedures
* Reducing, to the minimum required for the work concerned e.g. the number of employees subject to exposure, the level and duration of exposure, and the quantity of substances hazardous to health present at the workplace.
* the control of the working environment, including appropriate general ventilation
* Appropriate hygiene measures including adequate washing facilities.

An appropriate risk score will be then be allocated based on the information obtained on the COSHH assessment for the following;

* + Its Health Hazard and risk to overall health and property
	+ It’s Environmental Hazard and its potential to damage our environment.

The risk score follows the following classification;

**Health**;

HIGH Where it is certain or near certain that harm will occur – Defined control exposure limit in EH40.

MEDIUM Where harm will occur frequently

LOW Where harm will seldom occur

**Environment;**

HIGH Where it is certain or near certain that damage will occur – classification by supplier as dangerous for the environment

MEDIUM Where harm will occur frequently

LOW Where harm will seldom occur