CleanOptix
CLEANING OPERATIONS

COSHH assessment form

An assessment of a task, not a copy of a data sheet. One per task, per place it is done.

Copy dilution, contact time and method from the product label and the safety data sheet — none is printed here, because they are product-specific and change between formulations. Record the data sheet version you worked from, so a reformulation makes this assessment visibly out of date.

SITE	TASK ASSESSED	PRODUCT
ASSESSED BY	DATE	REVIEW DUE

THE TASK AND THE PRODUCT

What the task is, and where it is done	
Surfaces or equipment it is used on	
Product name and manufacturer	
Safety data sheet version and date	
Where the data sheet is held	
Is there a less hazardous product that would do this job?	

HAZARDS, FROM THE SAFETY DATA SHEET

Copied from the sheet, not interpreted.

Hazard classification as the label states it	
Hazard statements	
Routes of exposure — skin, eyes, inhalation, ingestion	
Effects of exposure as the data sheet describes them	
Anything the sheet says about incompatible materials	

WHO IS EXPOSED, AND HOW

Who carries out this task	
How often, and for how long in a shift	
Ventilation in the area it is used	
Anybody else present — staff, public, children, vulnerable people	
Anybody with a known sensitivity or health condition	
Is the person working alone?	

CONTROLS, IN THE ORDER COSHH EXPECTS THEM

	IN PLACE	N/A
Eliminate — is this task necessary at all?	☐	☐
Substitute — a less hazardous product or dilution-ready system	☐	☐
Supplied ready-diluted, so nobody mixes anything	☐	☐
Dosing or dispensing equipment used instead of hand measuring	☐	☐

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	IN PLACE	N/A
Ventilation — natural or mechanical, adequate for the space	☐	☐
Restricted to trained staff only	☐	☐
Decanted only into correctly labelled containers	☐	☐
Stored securely and separately as the data sheet requires	☐	☐
PPE provided, correct for this product, and worn	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

DO NOT, UNDER ANY CIRCUMSTANCES

Do not mix this product with any other product. Mixing cleaning chemicals can produce toxic gas.

Do not decant into an unlabelled container, or into a drinks bottle.

Do not use a stronger dilution than the label states to make something work faster.

Do not use this product in an unventilated space unless the assessment above says you may.

If you feel unwell, leave the area, get fresh air and tell your supervisor.

HOW IT IS USED — COPIED FROM THE LABEL

Dilution, as the label states	
Contact time, as the label states	
Application method	
Rinsing or wiping required	
Equipment used	
What to do with the made-up solution afterwards	

SPILLAGE, FIRST AID AND EMERGENCIES

Spill procedure, from the data sheet	
Spill kit location	
First aid for skin, eyes, inhalation and ingestion — from the data sheet	
Where the data sheet is kept for medical staff	
Who to call	

SIGN-OFF AND BRIEFING

ASSESSED BY	DATE
BRIEFED TO STAFF ON	BY WHOM
REVIEW DUE, OR ON DATA SHEET CHANGE	ASSESSMENT REFERENCE

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