UNIVERSITY OF SUSSEX

Guidance on Completing Low Hazard COSHH Assessments

1. Introduction

Faculties and Divisions use a variety of substances in work and research. Some of these substances have harmful or hazardous properties and can present a risk to the health of staff, students and others who may be exposed to them. Some substances can also be harmful to the environment.

This guidance document aims to provide those working with hazardous substances and products with advice and support in carrying out a low hazard chemical COSHH risk assessment, so that the hazards presented by these substances are managed effectively to eliminate or reduce the impact on health, and to ensure that requirements of the Control of Substances Hazardous to Health (COSHH) 2002 Regulations are met.

The main objectives of this guidance are to support those with a responsibility for carrying out low hazard chemical COSHH risk assessments to:

- Reduce to as low as reasonably practicable the extent to which staff, students and others are exposed to hazardous substances.
- Ensure compliance with legislation in the use and disposal of hazardous substances.
- Ensure that suitable and sufficient low hazard chemical COSHH risk assessments are carried out.

2. Scope

This guidance applies to all substances hazardous to health, including preparations:

- Substances classified as being very toxic, toxic, harmful, corrosive or irritant i.e. substances that display the Globally Harmonised Systems (GHS) hazard pictograms (Figure 1).
- Substances with workplace exposure limits detailed in the Health and Safety Executive document EH40.
- Dusts of any kind in substantial concentrations (this may also present a DSEAR risk for dusts that can become airborne).
- Gases and vapours which act as asphyxiants if present in high concentrations.
- Any other substance that presents a risk to health due to its chemical or toxicological properties and the way it is to be used or will be present in the workplace e.g. fumes, dust.

This guidance does not cover:

- Biological agents.
- Genetically modified cells or organisms.

Although this guidance refers to Dangerous Substances and Explosive Atmospheres (DSEAR), this is not this document's key focus, and you should refer to the DSEAR Safety Code of Practice and guidance. More information about DSEAR, Biological agents and genetically modified cells or organisms can be found on the Health and Safety A-Z.

Figure 1: From left to right – Serious health hazard, Health hazard/hazardous to the ozone layer, acute toxicity, corrosive, hazardous to the environment, gas under pressure, oxidising, flammable, explosive

3. Definitions

Carcinogen – a substance that is known (Category 1) or assumed (Category 2) to cause cancer in humans.

Exposure route – a way for a hazardous substance to enter the body.

Mutagen – a substance which can cause alterations to DNA, which may lead to health problems.

Workplace Exposure Limit (WEL) – the maximum amount of a hazardous substance that someone can be subjected to in relation to work. The value has been approved by the Health and Safety Executive (HSE) in relation to a specified reference period. A WEL is not a target value, and controls should aim to reduce exposure to as low as reasonably practicable.

4. Low Hazard Chemical COSHH Risk Assessments

The Low Hazard COSHH Risk Assessment Template is intended to be used by those who will be carrying out activities involving one single hazardous substance, for example, using a bottle of disinfectant to clean a sink. The low hazard template can also be used to assess activities involving the use of a single off the shelf kit. A kit may contain more than one substance but is sold as one unit. In most cases the template is suitable for non-laboratory based activities that involve the use of hazardous substances.

If you find that you need to list more than one substance/kit in the product details section of this template, you need to use the High Hazard template instead.

Section 1: Approval

Section 1.1 – Assessed by

This section should not be filled in until the rest of the risk assessment has been completed. Once you have completed the risk assessment, return to this section to add your details as the person assessing the activity.

Section 1.2 – Approved by

It should then be shared with the responsible person for the activity to sign off as the approver. This could be a line manager, Health and Safety Coordinator (where appropriate for them to do so), or another person who holds responsibility for the activity you have assessed.

Section 2: Review of COSHH assessment

This section details the dates that the assessment has been reviewed, by whom and who approved the review at the time. This section only needs to be completed when the assessment is reviewed. For example, following an accident or if your Faculty or Division has agreed a reasonable timeframe in which assessments should be reviewed e.g. annually, every three years etc.

Section 3: General Details

This section should be completed first. Include a brief title for your activity, who the responsible person is, where the activity will take place, the date the risk assessment is being carried out and when it should next be reviewed. The date at which the assessment needs to be reviewed will depend on arrangements within the Faculty or Division and could be annually, every three years etc.

Section 4: Product details

Section 4.1 – Details of substance that will be used

Section 4: Product details – Can this be eliminated or substituted for a less hazardous alternative?									
4.1 Details of substance that will be used									
Name of product used	Globally Harmonised System (GHS) Hazard Classification								
	☐	☐	☐	☐	☐	☐	☐	☐	☐

Add the name of the substance, or off the shelf kit, that will be used during the activity. You should refer to the substance safety data sheets (SDS) to select the hazards it presents. Where a hazard is presented by the substance or kit, tick the check box underneath the relevant hazard. Keep in mind that some products, particularly raw materials such as certain woods, metals, stone etc. will not include all hazard information on the SDS, or may not even come with a SDS, as they may only become a hazard during processing e.g. wood or stone dust. If you find you need to list more than one substance or product in this section, you need to switch to using the High Hazard Template.

Section 4.2 – Special hazards

4.2 Special hazards (A separate risk assessment may be required)		
Under normal operations is the activity likely to create dust?	Yes ☐	No ☐
Under normal operations is the activity likely to create fumes?	Yes ☐	No ☐
Are any substances classified as dangerous?	Yes ☐	No ☐
Are any substances classed as carcinogenic?	Yes ☐	No ☐
If 'yes' is answered to any questions in section 4.2, speak with the Health & Safety Team.		

In this section you should consider any hazards that may be presented by the product you are using that may require stricter controls due to it causing **occupational ill health such as dermatitis, asthma and cancer**. You should also consider if the substance is classed as dangerous under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) by checking the SDS. Depending on your activity, you may need to consider the following:

- The production of fumes, such as those produced during soldering activities.
- Dusts, for example if the product is in powder form.
- Working with a solid that when manipulated, produces dust, such as cutting, sanding and grinding.

If the substance is classed as dangerous, for example, it is marked as flammable, explosive, compressed gas or can cause corrosion to metal, you should discuss this with the University Health, Safety and Wellbeing Team. Following this discussion, depending on the level of risk presented by the activity, you may be able to include DSEAR controls within your COSHH risk assessment, as long as they are clearly marked as such. Alternatively, you may be required to carry out an additional DSEAR risk assessment covering your proposed work activity. For more information on managing DSEAR risks, please see the Health and Safety A-Z.

If the substance presents other hazards, **such as hazards to fertility or pregnancy or it is carcinogenic**, you should contact the University Health, Safety and Wellbeing Team to discuss further. If a member of staff informs you that they are pregnant and/or breast feeding, and they are likely to be exposed to the hazardous substance, a new and expectant mother risk assessment will need to be carried out. Where it is deemed that the existing controls won't provide enough protection for the member of staff, further controls will need to be put in place to reduce exposure to as low as reasonably practicable. Health surveillance may also need to be arranged.

As the risk assessor for the activity, you have the agency to decide whether to note the hazard statements (found in the SDS) for the substance to be used.

Section 5: Activity Description

Section 5.1 – Describe the activity

The activity can be described in more detail in this section. Keep in mind the person reviewing the assessment and consider how much detail is required in the description. If it is not practical to include full instructions on carrying out the work, provide a summary and direct the reader to where detailed step by step instructions can be found e.g. Standard Operating Procedure. The description could be written in bullet points, paragraphs or any other format that is clear.

Section 5.2 – How could you be exposed to the substance in the product that you will be using for this activity?

5.2 How could you be exposed to the substance in the product that you will be using for this activity?					
Product	Possible Exposure Routes (Please Tick)				
	Inhalation	Ingestion	Skin/Eye Absorption	Injection	Other (state)

The routes of exposure need to be identified for the substance that is to be used. Possible routes of exposure are detailed with examples in Table 1. To find out the common routes of exposure for the substance, you will need to consult its SDS. You only need to record the routes that are identified on the SDS, remember that the first aid section can also provide advice on routes of exposure. The controls you consider later in the risk assessment should seek to prevent or reduce the likelihood of these routes of exposure.

Table 1: Routes of exposure	
Exposure route	**Example**
Inhalation	Breathing in a vapour, mist, gas or dust.
Ingestion	A hazardous substance at high risk of getting on someone's hands and them not washing their hands prior to eating lunch.
Absorption (Skin/Eye)	A hazardous substance getting in someone's eye or on their skin.
Injection	A hazardous substance entering the body through something penetrating the skin, such as a needle.

Section 5.3 – Frequency and duration of use

In this section you can record how frequently the process will be followed, for example, will this be carried out every hour, daily, weekly etc. You should also record the duration of the activity, for example, will it be carried out once a day for an hour. The more frequently the activity is carried out, and the longer the duration, will potentially increase the risk of exposure to those involved and those nearby, therefore frequency and duration should be reduced wherever practicable.

Section 5.4 – Who might be at risk and how many?

5.4 Who might be at risk at how many?									
University Staff	Facilities Staff	Students	Visitors	Public	Contractors	Research Participants	Young People (<18yrs)	New & Expectant Mothers	Other
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Here you need to consider everyone who may be affected by the activity you are risk assessing. Consider everyone who may be exposed to the substance you are using, keeping in mind this may not only be those directly involved in carrying out the work. You should check the boxes under the relevant category and add other groups who could be affected but aren't included on the template. Where you have checked a category, in the box below, identify how many people in that category may be affected.

People to consider will be those directly involved in the task, people who may need to service bespoke equipment and therefore may be at risk of exposure, other people in the vicinity of the work and people who have access to the work area out of hours etc.

Section 6: Control measures

This section of the COSHH risk assessment follows the hierarchy of control i.e. elimination, reduction, engineering controls, administrative controls and personal protective equipment. You should refer to the sections you have already completed when considering what control measures will be most effective. Where exposure to a substance cannot be eliminated, you should follow the eight principles of good control practice (Table 2). You should consider each

of the eight principles when developing your control measures. You don't need to consider the principles in the order in which they are listed, though there is a logical flow to how they are laid out.

Section 6.1 – Elimination and Substitution

Section 6: Control Measures		
6.1 Elimination and Substitution		
Can you eliminate the use of, or substitute, the listed substance?	Yes ☐	No ☐
If NO, state why:		
Can you reduce the concentration, or volumes, of the listed substance?	Yes ☐	No ☐
If NO, state why:		

Here you need to confirm if you can eliminate or substitute your listed substances for safer options, if these are available. You should tick either 'yes' or 'no' and if you have not been able to eliminate or substitute the substances, you should state why. You should do the same when looking to reduce the concentration and volumes of the substances to be used and produced. This is particularly important if any of the substances you propose to use or produce present any of the special hazards you have identified in Section 4.2 of the risk assessment template.

Table 2 – Eight principles of good control practice
Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
Take into account all relevant routes of exposure i.e. inhalation, absorption, ingestion and injection.
Control exposure by measures that are proportionate to the health risk. For example, by ranking health risks in order of severity and addressing higher severity ones first, such as those substances that are carcinogenic.
Choose the most effective and reliable control options which minimise the escape and spread of hazardous substances.
Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
Regularly review the effectiveness of control measures.
Inform and train all employees on the hazards and risks from substances with which they work, the use of control measures developed to minimise risks.
Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Section 6.2 – Physical Engineering Controls

6.2 What physical control measures need to be put in place? (Select all that apply)			
Does the activity need to be isolated or segragated from other areas?		Yes ☐	No ☐
Separate room from others ☐	Access controlled area ☐	Isolation of worker from process ☐	Enclosure of process ☐
Other ☐	Please state:		
Does the activity require suitable ventilation?		Yes ☐	No ☐
Natural ventilation ☐	Mechanical ventilation ☐		
Add details of ventilation requirements here.			

In this section you need to decide whether the activity you are assessing will need to be isolated or segregated from other areas of the workplace. If this is the case, you should select those that apply from the options provided or add any additional solutions underneath these.

If the activity will require a ventilated space, you should select whether this needs to be natural ventilation by means of opening windows or carrying out the work outside, or if forced mechanical ventilation will be used. If there are specific ventilation requirements for the activity, you should state these here too, for example the minimum number of air changes required. Guidance from the HSE in relation to COSHH states that 'good' ventilation means 5-10 air changes per hour, however the actual number of air changes you need for your activity may be more depending on what you are planning.

Section 6.3 – What normal operating procedures need to be put in place to control the activity?

In this section you should detail any relevant procedures that need to be written or followed to ensure the health and safety of those affected by the activity. You don't need to write the procedure out within the risk assessment template, but if it is a separate document, you should note the document number and ensure those involved have access to it.

Section 6.4 – Storage requirements of the product used in this activity

The information you include here will depend on the product. Therefore, it is important that you consult the product SDS or any directions for use that come with it.

Section 6.5 – Waste management and disposal

6.5 Waste management and disposal				
Liquid ☐	Solid ☐	Compressed Gas ☐	Mixed ☐	Other ☐
Add detail here, drawing information from the Safety Data Sheet (SDS) regarding disposal routes that must be used.				

Using the product SDS, select the state of the substance you will be disposing of. Keep in mind that the state of the substance you will be disposing of may not be the state you received it in from the supplier. You should also detail any specific disposal requirements that are detailed in the SDS. Depending on the type of disposal required, you may need to include instruction here to make an Estates Helpdesk request.

Section 6.6 – Personal Protective Equipment (PPE) Requirements

6.6 PPE Requirements (Include EN numbers and other standards where applicable)			
Respiratory Prot. Equip.		Gloves	
Eye Protection		Footwear	
Face Shield		Protective Clothing	
Other (Please specify)			

Using the substance SDS, you need to identify if PPE is advised. Where this is the case, you should identify on the risk assessment template what PPE or Respiratory Protective Equipment (RPE) is required. You should consider the work activity being assessed. For

example, carrying out the work in a well-ventilated room won't usually require the wearing of RPE. However, dealing with a large spillage in a cleaning stock cupboard may require the use of RPE. Ensure that if a specific European Standard (EN) of PPE/RPE is detailed on the SDS that you include this information in your risk assessment, and that this standard of PPE is provided to those who need to wear it. If the correct standard is not provided, the people wearing it will not be properly protected from the substance they will be using.

Remember that if you are using a product that won't present a hazard until it is worked on, such as sanding wood, producing wood dust, the SDS may not specifically mention PPE for this activity. You may need to consider industry best practice in this case.

Section 7: Monitoring Exposure and Health Surveillance

Section 7.1 Monitoring and Health Surveillance requirements

Section 7: Monitoring Exposure and Health Surveillance		
7.1 Monitoring and Health Surveillance requirements		
Does the product you plan to use require workers to attend health surveillance?	Yes ☐	No ☐
Does the product you plan to use have any workplace exposure limits listed?	Yes ☐	No ☐
Are any listed workplace exposure limits likely to be exceeded under normal working conditions?	Yes ☐	No ☐
Are there any other reasons why you think exposure monitoring needs to be carried out in the workarea?	Yes ☐	No ☐
Are there any other reasons why you think workers require health surveillance?	Yes ☐	No ☐
Add details of the workplace exposure limit values here if you have answered 'yes' to any of the above.		

Answer the questions in section 7.1 and add any further details to this section as required. If you are unsure, you should contact the University Health, Safety and Wellbeing Team to discuss further.

Monitoring is the process of checking the effectiveness of the control measures you are putting in place to protect people from being exposed to the substance you will be using during your activity. This may include general air monitoring to measure the concentration of the substance in the air to make sure you aren't exceeding a Workplace Exposure Limit (WEL). You can check if the substance you plan to work with has a WEL by checking HSE document EH40. Monitoring could also include personal air monitoring where individuals wear an air monitoring device in their breathing zone, usually on their collar. If you work in one of the Science Schools, the Science Schools Health and Safety Team can carry out indicative air monitoring using their MultiGas readers, however if concerns are raised, this should be followed up by a visit from an Occupational Hygienist. If you work elsewhere in the university and there is concern about the effectiveness of controls, you should contact the University Health, Safety and Wellbeing Team to discuss further.

Health surveillance is any activity which involves obtaining information about an employee's health, for example, by measuring lung capacity of staff working in a wood workshop due to exposure to wood dust. If staff may be exposed to substances that could put their health at risk, it is important that base level health surveillance is carried out, for example, at the start of their employment, to see what their health is like before they begin work. This testing should then be carried out periodically to check if there is any deterioration. If there is, this

may indicate a problem with your control measures, and they may need to be reviewed. More information about health surveillance can be found on the HSE website.

You should use the substance SDS to identify if any disease is associated with the substance you will be using. For example, can it cause cancer, asthma or dermatitis. If so, you should consider whether the conditions of the place where you will be carrying out your activity are likely to make the disease appear. If this is felt to be the case and substances can't be eliminated or substituted, additional controls cannot be put in place to manage the risk, the work area cannot be changed, and it is essential the activity goes ahead, then those involved in the activity should be subject to health surveillance. If this is the case, please contact either the Science Schools Health and Safety Team or University Health, Safety and Wellbeing Team to discuss. Health surveillance is undertaken by the university's Occupational Health provider.

Section 8: Emergency Contacts

Section 8.1 – Contact Information

In this section you should detail the people who need to be contacted should something go wrong, for example, if there is a significant spillage, someone falls ill as a result of an exposure or any other type of foreseeable emergency relating to your activity occurs.

The people who would usually be contacts for this would be the responsible person for the work, a line manager or potentially a Health and Safety Coordinator (depending on Faculty/Division arrangements). There may also be other suitable contacts depending on arrangements in your Faculty/Division. Ensure that contact details remain accurate.

Section 8.2 – Emergency procedures (Foreseeable emergencies)

8.2 Emergency Procedures (Forseeable emergencies)		
Specify the procedure, or state the SOP/EOP document number, that must be followed.		
Spills/Leaks		
	(Add additional forseeable emergencies as applicable)	
Other actions (if required)		
Are there any other emergency actions that need to be taken following the products instructions?	Yes ☐	No ☐
Add detail here		

Some examples of foreseeable emergencies are included in this section. You should ensure there is a procedure in place to address these where applicable. You don't need to include the procedure in the risk assessment, unless it isn't written down elsewhere. Where a written procedure already exists, you can note the procedure document control number on the template, ensuring people involved in the activity have opportunity to read it and understand what to do.

If there are other foreseeable emergencies not included on the template, you can add additional rows and include them here too. In addition, consider if there are any specific emergency actions that need to be taken following the product's directions for use. If this is the case, document them in this section.

Section 8.3 – Action to take in the event of a failure of service

A failure of service could include water supply issues affecting hand wash basins, power cuts affecting engineering controls such as mechanical ventilation, and heating/cooling failures which could make the general work area unpleasant to work in, potentially affecting those carrying out the activity to do so safely.

In this section you should consider what to do for each of these, alongside any other service failures that may cause disruption and therefore affect the safety of the activity.

Section 8.4 – First Aid

Use the substance SDS to identify and detail in your risk assessment any first aid measures that need to be implemented. You could split these arrangements up to mirror the exposure routes that could be affected. For example, listing what first aid is required if the substance gets in someone's eyes, gets on their skin, is inhaled or is injected into them. SDS can be quite generic in the information they provide. Ensure the first aid requirements you record are specific to your activity and fit in with university first aid arrangements. If this is not the case, you may need to purchase additional first aid supplies and make sure arrangements are established before going ahead with your work.

Section 8.5 – Training, information, instruction and supervision

8.5 Training, information, instruction and supervision		
Does the use of this product require specialist or additional training?	Yes ☐	No ☐
Does use of this product require supervision?	Yes ☐	No ☐
Other than the line manager or responsible person, is approval required from any other party before this activity can begin?	Yes ☐	No ☐
If 'yes', provide details of the training required and how this is delivered.		

In this section you need to consider what training and supervision is required for people who will be involved in the activity. If specific training and/or supervision is required, you should detail what this is in this section. For example, will a toolbox talk be provided by the responsible person on carrying out the work, or does formal training with an external supplier need to be arranged. The university provides general COSHH e-learning on Learn Upon, however, this is not specific to activities that may be undertaken in your Faculty or Division.

You should also detail in this section if anyone other than the responsible person for the work, needs to approve the activity such as a line manager, or potentially a Health and Safety Coordinator (depending on Faculty/Division arrangements). For example, if an activity is particularly hazardous or falls outside of the normal operations of your Faculty/Division it may be that the Executive Dean or Executive Director needs to be aware and approve the activity before it goes ahead. This will depend on arrangements within your Faculty/Division.

Section 9: Residual Risk

Section 9.1 – Current residual risk before actions from this assessment are implemented

Section 9: Residual Risk		
9.1 Current residual risk		
Likelihood	Severity	Residual Risk Rating
Select Likelihood Value	Select Severity Rating	Select Residual Risk Rating

The current residual risk presented by the activity needs to be determined in this section. To do so, you should consider the control measures you have identified throughout your risk assessment and assume that they are all working effectively. You should select a value of 1-5 for the likelihood of the activity causing harm, and a value of 1-5 for the severity of harm caused. The severity value you select should match the highest severity level you selected earlier in Section 4.1 (Details of substance that will be used). You may find it useful to engage others in this process such as those who will be involved in the activity.

Once you have selected a value for both, multiply the values together to calculate the overall residual risk rating for the activity. You can refer to the risk matrix in Appendix 1 of the COSHH risk assessment template to support you with this.

Section 9.2 – Action plan

9.2 Further actions to be completed following assessment		
Action	By Whom?	By When?
1.		
2.		
3.		

Here you need to list any additional control measures and actions that need to be put in place to further reduce the risk presented by the activity. For example, this may be if the residual risk you have calculated in section 9.1 remains high, despite your control measures being in place and working effectively. You should detail who has responsibility for completing the actions/putting the additional control measures in place, and when each needs to be completed by.

Section 9.3 – Residual risk after actions from this assessment have been completed

9.3 Residual risk after further actions completed		
Likelihood	Severity	Residual Risk Rating
Select Likelihood Value	Select Severity Rating	Select Residual Risk Rating

The residual risk then needs to be calculated, assuming that the actions you have listed in Section 9.2 have all been completed and that control measures are in place and working effectively. With this in mind, again you should select a value of 1-5 for the likelihood of the activity causing harm, and a value of 1-5 for the severity of harm caused. The severity value you select should match the highest severity level you selected earlier in Section 4.1 (Details of substance that will be used). You may find it useful to engage others in this process such as those who will be involved in the activity.

Once you have selected a value for both, multiply the values together to calculate the overall residual risk rating for the activity. You can refer to the risk matrix in Appendix 1 of the COSHH

risk assessment template to support you with this. If the residual risk for the activity is showing as either red or black on the risk matrix, you shouldn't start the activity and should revisit your control measures to ensure they are as effective as possible.

Your Faculty or Division may have arrangements in place already for authorising work where the risk presented cannot be reduced from high. For example, there may be a requirement for it to be undertaken within standard working hours (e.g. Mon-Fri 9-5) and only once the Head of School or Director of Division has approved it. You should contact the Science Schools Health and Safety Team or University Health, Safety and Wellbeing Team in this instance.

Section 10: COSHH Assessment Acknowledgement

The assessment acknowledgement should be completed by anyone who is involved in the activity and therefore needs to follow the COSHH risk assessment. They should add their job role, name, signature and the date they read, understood and agreed to follow the details of the risk assessment.

5. Other Considerations

An overview of the steps involved in risk assessing an activity that will involve the use of substances hazardous to health. You need to:

Table 4: A summary of what you need to do	
1	Assess the hazards and the risks that will be presented.
2	Describe what precautions are needed to prevent or adequately control exposure and record these.
3	Implement the control measures to prevent and adequately control exposure.
4	Ensure control measures are followed and maintained.
5	Monitor exposure and carry out health surveillance where required.
6	Prepare plans for accidents, incidents and emergencies.
7	Ensure people are properly informed, trained and supervised.
8	Review assessments periodically.

See also the following webpages for further guidance:

- Asphyxiating Atmospheres from Cryogenics and Compressed Gas Cylinders.
- Biological Safety, Genetically Modified Organisms and Human or Animal Tissue.
- Chemical Safety and the Control of Substances Hazardous to Health (COSHH).
- Controlled and Scheduled Drugs.
- L5: The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice.
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- Decontamination.
- EH40/2005 Workplace Exposure Limits
- Hazardous Waste.
- HSE COSHH Basics
- Ionising Radiation.
- New and Expectant Mothers.
- Occupational Health.
- Personal Protective Equipment (PPE).
- Transport of Dangerous Goods.
- Ventilation: Room and Local Exhaust Ventilation (LEV).
- Artificial Optical Radiation.

Document Control	
Document title:	Guidance on Completing Low Hazard COSHH Assessments
Document ID code:	HS G808
Date approved:	Tuesday 21st October 2025
Approving body:	Hazardous Agents Safety Sub Committee (HASSC)
Last review date:	N/A
Revision history:	v1.0 – November 2025
Retention Period:	5 years after superseded
Next review date:	November 2028
Related documents:	https://www.sussex.ac.uk/hso/hsoatoz/chemicalsafety
Document Owner:	Health, Safety and Wellbeing Team, HR Division
Point of Contact:	Mike Young