

COSHH Assessment Template

A starter COSHH assessment for cleaning chemicals, covering hazard, control measures and review.

COSHH — the Control of Substances Hazardous to Health Regulations — requires employers to assess the risk from hazardous substances used at work, including ordinary cleaning chemicals, and put controls in place. This template gives you the fields a cleaning-chemical COSHH assessment needs; the specific hazard data must come from the Safety Data Sheet (SDS) for each product you actually use.

Download the template

A fillable per-product COSHH assessment form with every field below.

What a COSHH assessment must cover

- The substance identity and the manufacturer's Safety Data Sheet (SDS) reference
- Where and how it is used (task, area, frequency, quantity)
- The hazard classification (e.g. irritant, corrosive, sensitiser) taken from the SDS
- Who might be exposed and how (inhalation, skin contact, ingestion, splash to eyes)
- The control measures in place (ventilation, dilution control, PPE)
- Storage requirements (segregation of incompatible chemicals, locked storage where required)
- Emergency procedures (spillage, accidental exposure, first aid)
- Waste disposal method
- Review date and reviewer

Assessment fields (per product)

Field	What to record
Product name	As on the label / SDS
Hazard classification	From SDS Section 2 (e.g. irritant, corrosive)
Task/area of use	e.g. washroom disinfection, kitchen degreasing
Who is at risk	Operative; others in vicinity if applicable
Exposure route	Skin, eyes, inhalation, ingestion
Control measures	Dilution rate, ventilation, PPE (gloves, eye protection)
Storage	Segregation, locked/restricted access, temperature
Spillage/emergency action	Reference to spill kit and first-aid procedure
Disposal	Method and any special requirements
Review date	At least annually, or when the product/SDS changes

Common cleaning chemicals to assess

As a minimum, assess every product actually in use — commonly this includes disinfectants, degreasers/kitchen cleaners, descalers, glass cleaners, and any specialist products (carpet cleaners, biocides used in fogging). Never assume a product is low-risk just because it is widely used — check its SDS.

Training and access

Every operative using a product must be trained in its safe use and know where the assessment and SDS are kept. Keep assessments accessible on site (paper folder or digital), not filed away centrally where staff cannot reach them in an emergency.

Linking to method statements

For specialist or higher-risk tasks (biohazard work, fogging, floor stripping), pair the COSHH assessment with a task-specific method statement. See our RAMS template.

Prepared by Optus Glean UK — nationwide commercial cleaning. For a free site survey and a fixed monthly quote, visit optusglean.co.uk/quote or call 0330 027 2159. This template is provided as a practical starting point and is not legal advice.