SITE survey. APP

SITE SURVEY REPORT

COSHH Assessment

Prepared for	Larkspur Court Management Ltd
Date	18 Sep 2026
Site	Larkspur Court, Norwich
Prepared by	F. Osei

FORM

COSHH Assessment

1. The task

Project	Larkspur Court, Norwich: cleaning products COSHH assessment (completed example)
Customer	Larkspur Court Management Ltd
Site	Larkspur Court
Site address	Larkspur Court, 3 Weavers Yard, Norwich
Date of assessment	18 Sep 2026
Assessor	F. Osei, cleaning operations manager, Elmfield Facilities Ltd
What is the task or process?	Evening cleaning of washrooms, kitchens and hard floors. Toilet cleaner and sanitiser spray used as supplied; floor cleaner diluted from a 5 litre concentrate in the cleaner's cupboard.
Where is it done?	Cleaner's cupboard on the ground floor (dilution), and washrooms and kitchens on floors G to 3
How often?	Daily
How long each time?	About 2 hours each evening, dilution about 10 minutes
Who could be exposed?	The people doing the task, Others working nearby, Visitors or the public

> The Control of Substances Hazardous to Health Regulations 2002 (COSHH), regulation 6. An employer must not carry out work liable to expose employees to a substance hazardous to health unless a suitable and sufficient assessment of the risk has been made and the steps it identifies have been put in place.

2. Substances

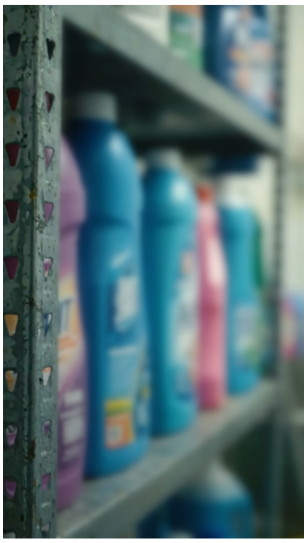
> Identify which substances are harmful by reading the product labels and safety data sheets. Suppliers must provide a safety data sheet under the REACH Regulation, Article 31. Ask the supplier for the data sheet if you do not have it.

Substances 1: Acid toilet cleaner and descaler

Product name	Acid toilet cleaner and descaler
Supplier	Elmfield Hygiene Supplies
Have you read the safety data sheet?	Yes
Form	Liquid

Hazard symbols on the label	Corrosive
How could it get into or onto the body?	Skin contact, Eye contact
Does the data sheet give a workplace exposure limit?	No
Amount used each time	About 50 ml per toilet

Photo of the label



Substances 2: Multi-surface sanitiser spray, ready to use

Product name	Multi-surface sanitiser spray, ready to use
Supplier	Elmfield Hygiene Supplies
Have you read the safety data sheet?	Yes
Form	Mist or spray
Hazard symbols on the label	Health hazard (exclamation mark)
How could it get into or onto the body?	Breathing it in, Skin contact, Eye contact
Does the data sheet give a workplace exposure limit?	No
Amount used each time	One 750 ml trigger bottle per shift

Substances 3: Neutral floor cleaner concentrate

Product name	Neutral floor cleaner concentrate
Supplier	Elmfield Hygiene Supplies
Have you read the safety data sheet?	Yes

Form	Liquid
Hazard symbols on the label	Health hazard (exclamation mark)
How could it get into or onto the body?	Skin contact, Eye contact
Does the data sheet give a workplace exposure limit?	No
Amount used each time	50 ml in 5 litres of water, two buckets a shift
Does the task itself create dust, fume, vapour or mist?	No
Could substances react together or be used together?	Yes. The acid toilet cleaner gives off chlorine gas if mixed with bleach, which is kept in the same cupboard for other tasks. Products are used one at a time, never mixed, and surfaces rinsed between them.
Substances assessed	3
With a workplace exposure limit	0

3. Controls

Can a safer substance or a different method be used?	Yes
What, and when will it change?	Use a non-corrosive toilet cleaner for daily cleaning and keep the acid product for the weekly descale. From November, once current stock is used.
Controls in place	General ventilation, Smaller quantities or shorter time, Safe storage, Cleaning and spill procedures, Training and instruction, Health surveillance, Protective equipment
Is air monitoring needed?	No
What monitoring and the results, or why it is not needed	Not needed. None of the data sheets gives a workplace exposure limit, the products are used in small amounts, and the spray is used in ventilated washrooms and kitchens.
Is health surveillance needed?	Yes
What, and who arranges it	Skin checks of hands every three months for dermatitis from wet work, by D. Ward. Referral to occupational health if a problem is found.
Protective equipment needed	Gloves, Eye protection
Type of glove, from the data sheet	Nitrile, as section 8 of each data sheet advises
How and where is it stored?	Locked cleaner's cupboard on the ground floor. Acid and chlorine products on separate shelves, nothing on the floor, lids closed.

First aid, spills and fire	Eyewash bottle and first aid kit in the cupboard. Splashes to skin or eyes: rinse with plenty of water and follow section 4 of the data sheet. Spills: absorbent granules in the cupboard. None of the products is flammable.
Risk with the current controls	Medium
Is more needed to control the risk?	Yes

Further actions 1: Fit a wall-mounted dosing unit for the floor cleaner so staff stop pouring from the 5 litre drum

Action	Fit a wall-mounted dosing unit for the floor cleaner so staff stop pouring from the 5 litre drum
Who	F. Osei
By when	31 Oct 2026

Further actions 2: Replace the eyewash bottle (cracked cap) and add it to the monthly cupboard check

Action	Replace the eyewash bottle (cracked cap) and add it to the monthly cupboard check
Who	D. Ward, site supervisor
By when	25 Sep 2026

Further actions 3: Toolbox talk: never mix acid and chlorine products

Action	Toolbox talk: never mix acid and chlorine products
Who	D. Ward, site supervisor
By when	9 Oct 2026
Risk once the actions are done	Low

4. Record and review

> The Management of Health and Safety at Work Regulations 1999, regulation 3(6): if you employ 5 or more people you must record the significant findings of the assessment. It makes sense to write it down even if you have fewer.

Have the people doing the task been told the findings?	Yes
Review date	18 Sep 2027

> Review it sooner if the product, the process, the equipment or the people change, if someone raises a problem, or after an incident.

Assessor name	F. Osei, cleaning operations manager, Elmfield Facilities Ltd
Assessor signature	
Manager name	S. Ellis
Manager signature	