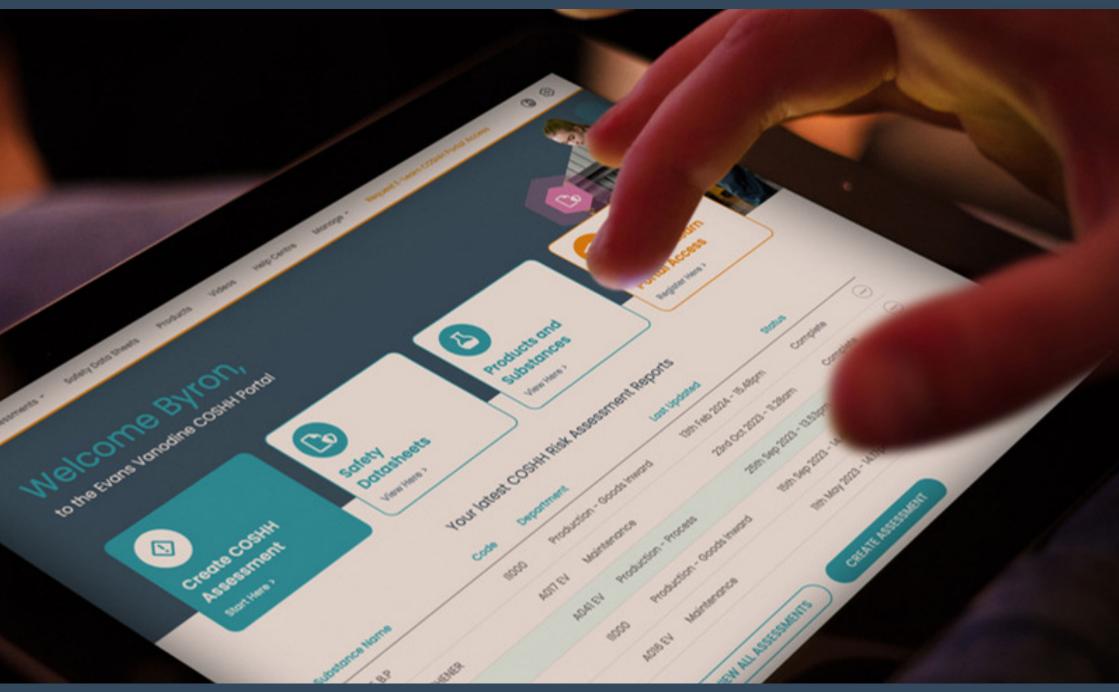
User Guide





User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

This guide has been developed to introduce and help walk you through the steps to using and creating COSHH Risk Assessment Reports within the portal.

The reports created and information given in this risk assessment portal are for guidance use only. You are responsible for COSHH compliance within your organisation.

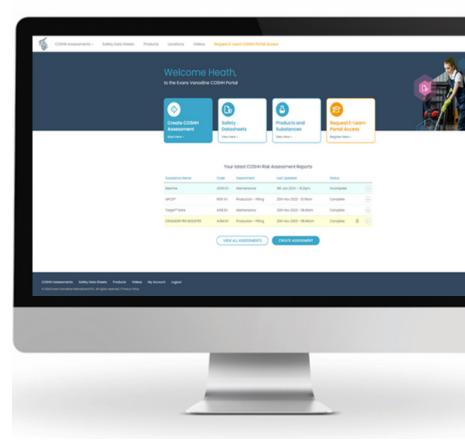
What is a COSHH risk assessment?

COSHH stands for Control of Substances Hazardous to Health, and a COSHH risk assessment is a process of evaluating the risks associated with exposure to hazardous substances in the workplace. This assessment is an essential part of health and safety management and helps employers identify the necessary precautions to protect their employees from potentially harmful substances.

A COSHH risk assessment involves identifying the hazardous substances present in the workplace, evaluating the risks associated with them, and implementing control measures to minimize the risks. The assessment should include factors such as the nature of the substance, the likelihood of exposure, the duration of exposure, and the potential health effects. Control measures may include measures such as replacing hazardous substances with less harmful alternatives, providing personal protective equipment to employees, or ensuring that the workplace is properly ventilated. Regular reviews of the assessment should be conducted to ensure that the control measures are effective and up to date. In conclusion, a COSHH risk assessment is a crucial process in maintaining a safe and healthy workplace by identifying, evaluating, and controlling the risks associated with hazardous substances.

A competent person from your organisation is required to conduct COSHH risk assessments. A competent person is someone who has the necessary skills, knowledge and experience to carry out a particular task safely and effectively.

To assist our customers, Evans Vanodine offer a free COSHH E-Learn Portal Access (ROSPA approved) which can be found on the Dashboard Screen.



User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

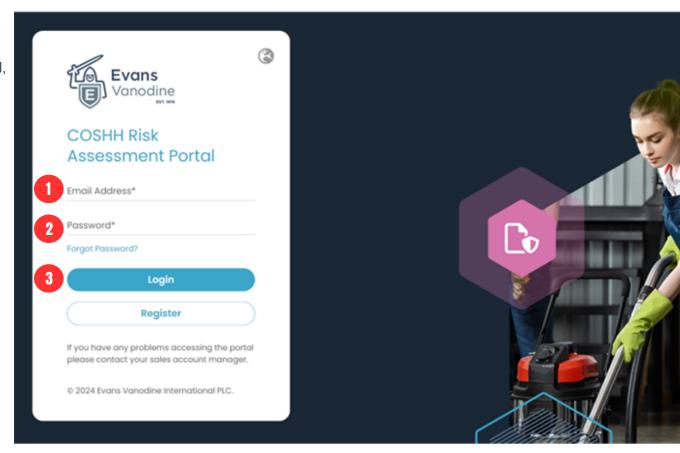
Please note: If you are not an existing user and require registration for a new account please click here or proceed to page 4

Accessing the COSHH Risk Assessment Portal Existing Account Users

To begin using the newly updated COSHH Risk Assessment Portal, you will first need to enter your email address, followed by your password.

- Click inside the Email Address field and type into the box, your email address.
- Click inside the Password field and type your password into the box .
- 3 then click the Login Button to proceed.

You will now be re-directed to your new Dashboard Screen to proceed <u>Click here</u> or go to page 7.



Please note: If you have any problems assessing the portal, please contact your sales account manager



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Accessing the COSHH Risk Assessment Portal

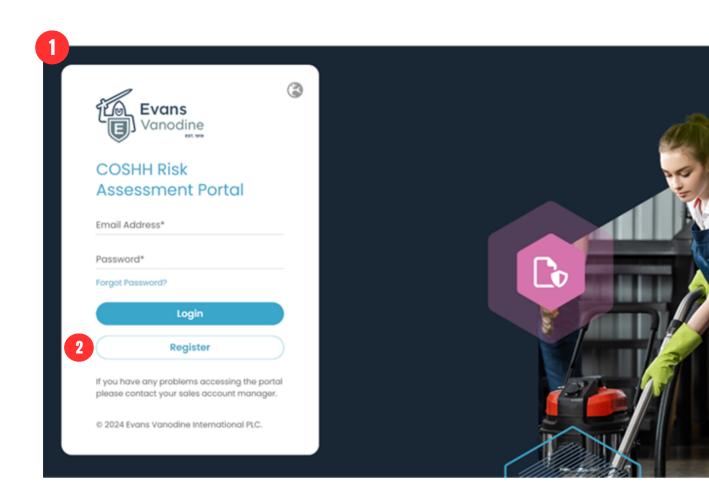
Registering for a new account.

To begin using the portal, you will first need to register for an account.

- Follow the link given to you by your account manager, which will take you to the login screen shown here.
- 2 Click the Register button.

PLEASE NOTE

If you are experiencing difficulties accessing the portal or have not been given authorisation, please contact your account manager.





Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Accessing the COSHH Risk Assessment Portal

Registering for a new account continued.

A pop-up screen will appear. Complete all the blank fields, ie First Name, Last Name, Email Address Telephone number, Name of Your Distributor, Distributor Postcode, Distributor Region, Password and Password Conformation.

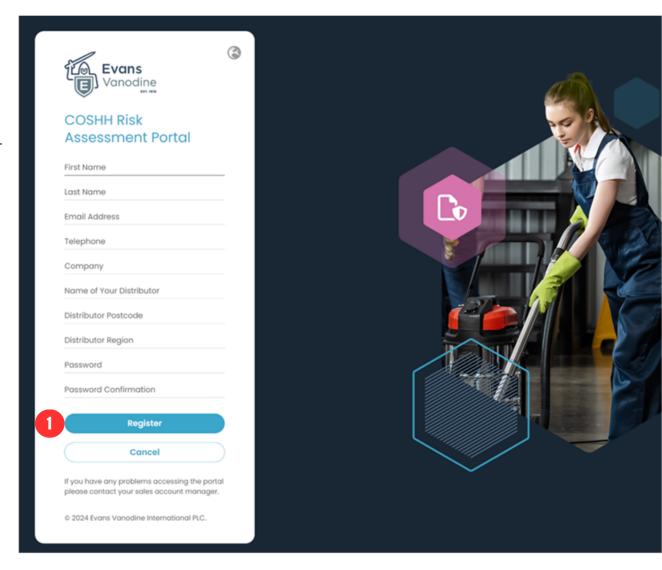
Click the Register button.

Your details will now be sent to the Evans Vanodine Portal Administrator, who will then authorise your account. This may take up to 48 hours, so please be patient and check your spam/junk folders.

PLEASE NOTE

If you are experiencing difficulties accessing the portal or have not been granted authorisation, please contact your account manager.

Proceed to next page



User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

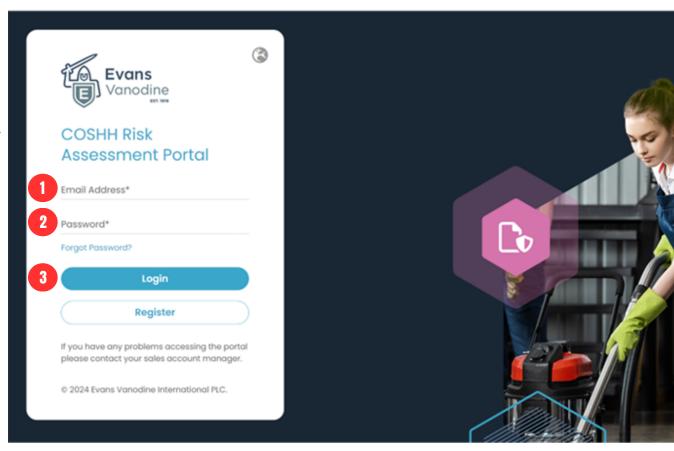
Accessing the COSHH Risk Assessment Portal Newly Registered Users.

To begin using the newly updated COSHH Risk Assessment Portal, you will first need to enter your email address, followed by your password which you entered at the registration phase.

<u>Please note:</u> if you have forgotten you password, please enter your email in the Email Address Field and click the Forgot Password? link. An email will be sent prompting you to change your password.

- Click inside the Email Address field and type your email address into the box.
- Click inside the Password field and type your password into the box.
- Click the Login Button to proceed

You will now be re-directed to your new Dashboard Screen



<u>Please note:</u> If you have any problems assessing the portal, please contact your sales account manager

User Guide

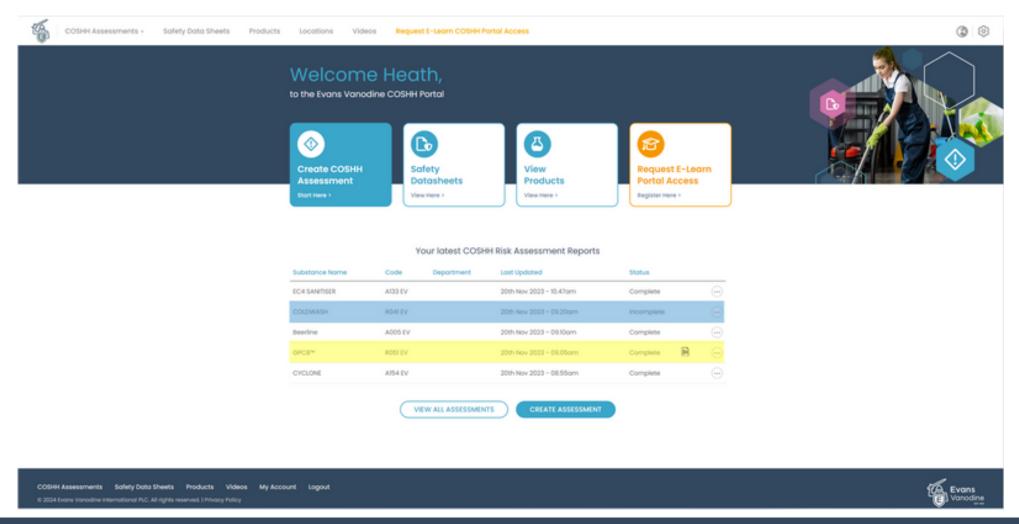


Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

The Dashboard Screen

Welcome to your dashboard screen. You will be presented with this screen on login. The dashboard has been developed to allow you to easily navigate through the portal. You will be greeted with your name and have easy access to all the information required for you to complete your COSHH Risk Assessments. In the next several pages we will be looking at what all the tiles and links provide and give you an understanding how to navigate through the portal.



User Guide

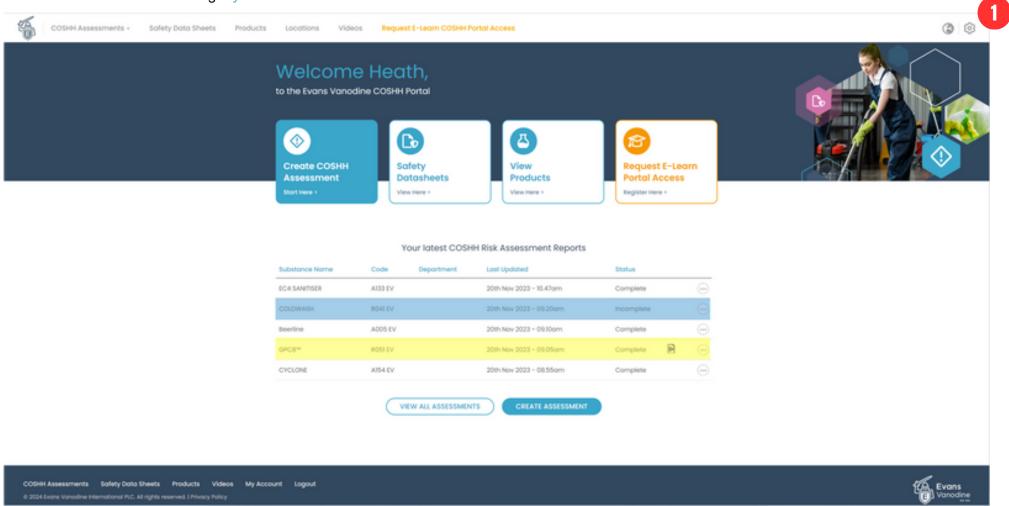


Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

The Dashboard Screen

Firstly will will walk you through the account settings, this can be accessed by clicking the cog icon located at the top right of the Dashboard Screen and selecting My account.



User Guide



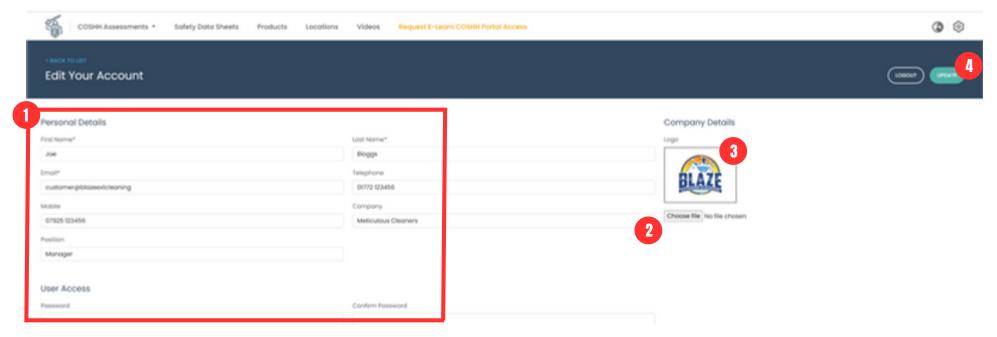
Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

The Dashboard Screen (My Account Settings)

Logo and Personal Details.

- Your Personal Details fields, including Password can be updated at anytime.
- Adding your Company Logo will personalise all downloadble content of your completed COSHH Assessment Reports. To add your own logo please click the Choose file button.
- Once you have added your logo it will show here.



Once you have made any changes to your account settings, you must click the UPDATE button in the top right for changes to take effect.

User Guide

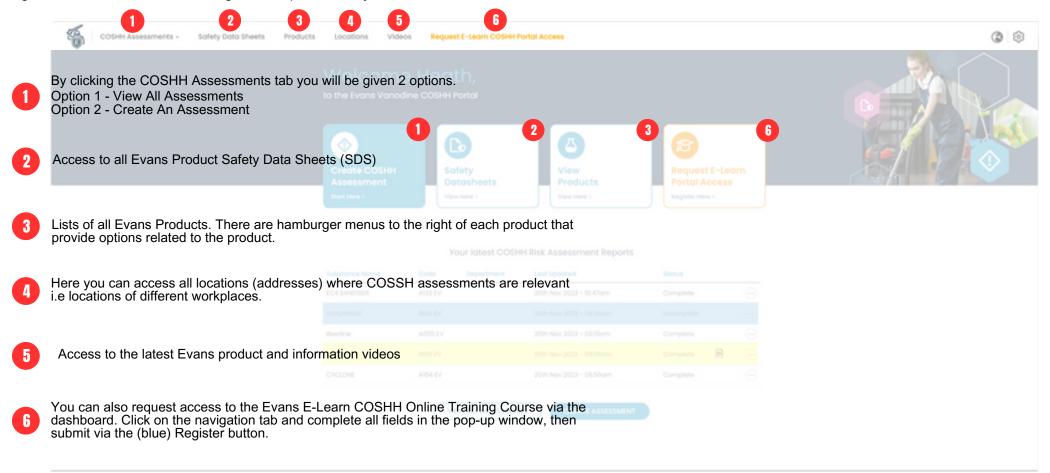


Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

The Dashboard Screen (Navigation bar)

Next we will walk you through the top navigation bar, these quick links can be accessed by clicking on the appropriate navigation tabs and accessed throughout the portal at anytime.



User Guide

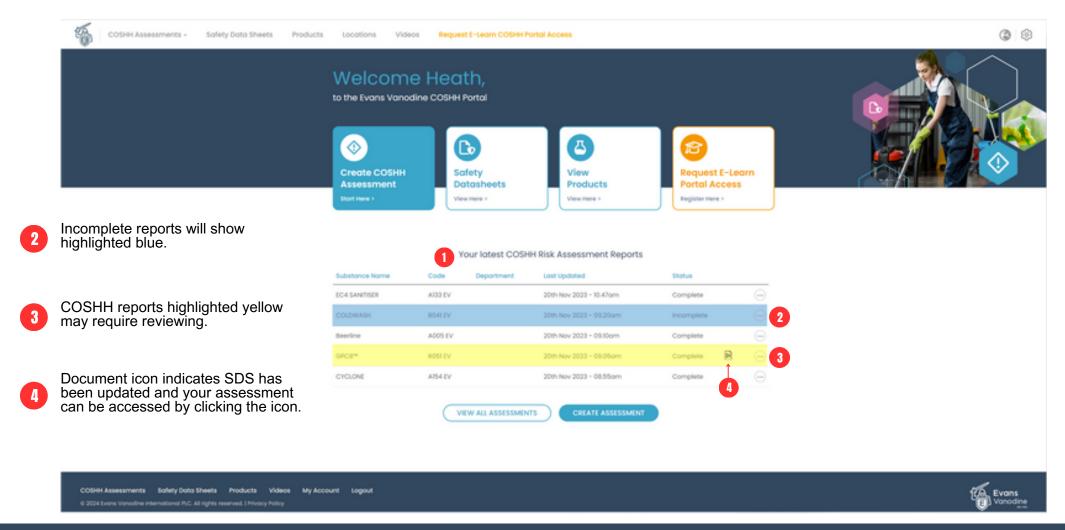


Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

The Dashboard Screen (COSHH Assessment Reports)

The dashboard shows you a summary of the latest reports you have created.





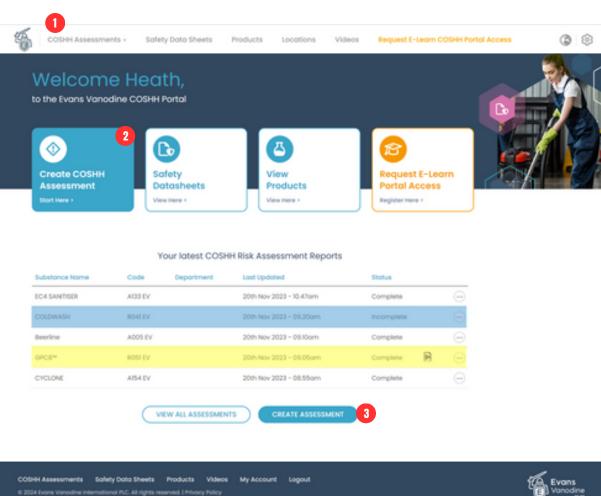
Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

The Dashboard Screen (Creating a COSHH Assessment Reports)

There are a number of ways you can start to create an assessment. Below are just some of the short cuts to allow easy access.

- To begin creating your COSHH report click the COSHH Assessment button located in the top menu bar.
- Alternatively, a blue dashboard tile can be used to create a COSHH Assessment Report
- There is also a CREATE ASSESSMENT button (blue) located under the list of latest COSHH risk assessment reports..



User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

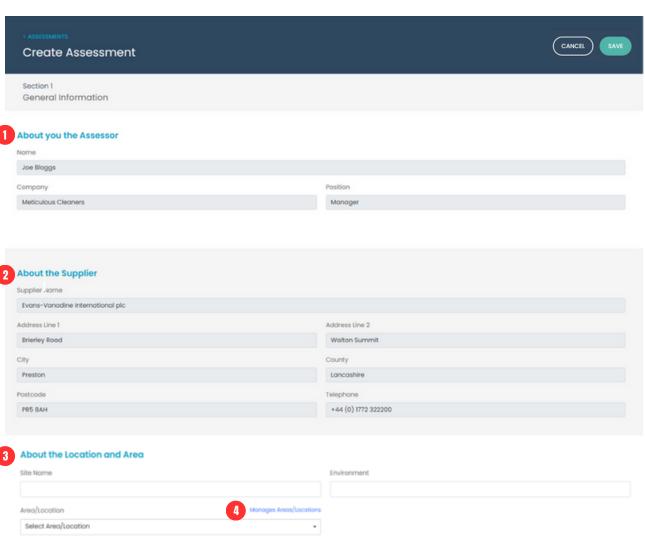
Creating a COSHH Assessment Reports

The first section displayed when creating a COSHH assessment report is general information about your business, supplier, product and usage.

The portal will pre-populate some of the information required but you will need to complete the rest.

<u>Please note:</u> The assessment can be saved at anytime by clicking the save button in the top right hand corner of the screen.

- The About you, the Assessor section should be prepopulated with the correct information.
- The About the Supplier section should be prepopulated with the correct information.
- Choose the location and area in which the Evans Vanodine product will be used.
- Please note: Locations can also be found in the top navigation bar. Here you can edit and add as many locations as you require. This information can be accessed by clicking the Manage Area/Locations link, this will allow you to choose from a list of locations.



User Guide

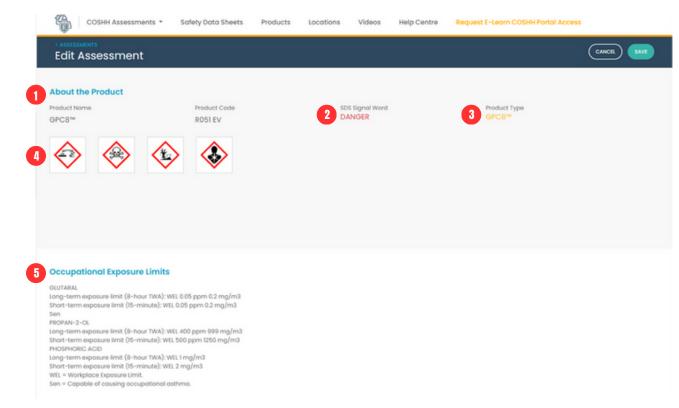


Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Creating a COSHH Assessment Reports

- Select the Evans product for which you wish to create a COSHH assessment report. You can do this by either entering the product name into the box provided or using the dropdown box to choose your specific product.
- The relevant signal word will be pre-populated based on the product
- The relevant ProductType will pre-populated on selection of Evans Product.
- The relevant Hazard Pictograms will pre-populated on selection of the Evans Product.



- Dependent on the product you choose, this field will pre-populate any Occupational Exposure Limits.
- Please note: If the product doesn't contain any Occupational Exposure Limits this section will be left blank.

User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Creating a COSHH Assessment Reports

The section requires information related to the task, frequency, quantity and method of use and who may be harmed.

Please enter by typing in the box provided specific details of how you are using the Evans Vanodine product.

Please choose one of the options from the dropdown boxes to best describe how often you carry out the task, the quantity used in the task and the method of use.

The report also requires information of who may be at risk from the use of the product.

Once you have completed this section please proceed to the next page by clicking the next button.

Create Assessment			(CANCEL)
bout the Task			
escription of Task			
equency			4
ase choose one of the options in the dropdown box below to best describ aily	e how frequent the task is carried out.		~
uantity Used			
passe choose one of the options in the dropdown box below to best describ	e how much of the substance is used.		
Select Quantity			~
ethod of Use hase choose one of the options in the dropdown box below to best describ	e the method of use.		
Copping			~
ho may be Harmed			
Employee(s) Contractors	Visitors/Guest	Other	
w many people are directly exposed?	Are there susceptible workers?		
	No		~

User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

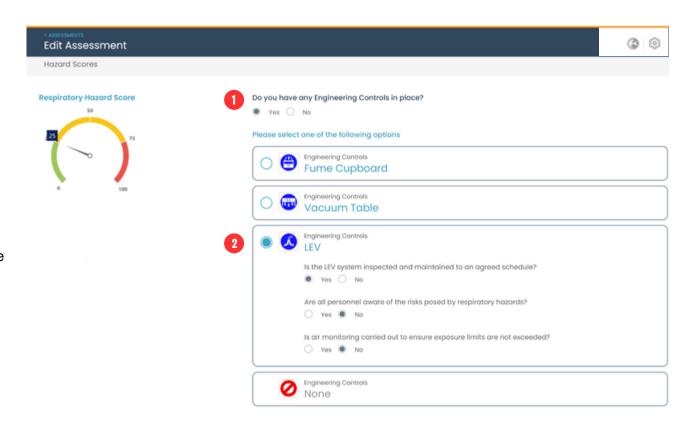
Creating a COSHH Assessment Reports

Section 2 - Hazard Score (Respiratory)

The scores in section 2 show the hazards associated with the given product.

Please note: If the product is not a respiratory hazard this section will be skipped.

- To complete the Respiratory Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.
- You will be provided with a question set dependant on your choices. Please answer each question honestly. Based on your answers the risk wheel will either stay the same or reduce the risk if additional measures are added.
- Once you have completed this section please proceed to the next page by clicking the next button.











Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

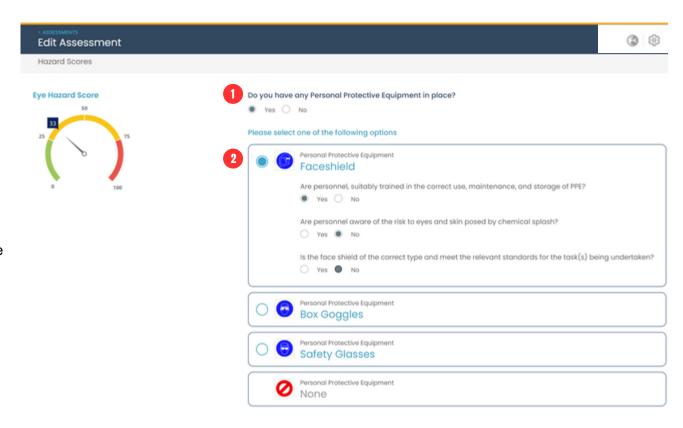
Creating a COSHH Assessment Reports

Section 2 - Hazard Score (Eyes)

The scores in section 2 show the hazards associated with the given product.

Please note: If the product does not have a eye hazard this section will be not be shown.

- To complete the Eye Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.
- You will be provided with a question set dependant on your choices. Please answer each question honestly. Based on your answers the risk wheel will either stay the same or reduce the risk if additional measures are added.
- Once you have completed this section please proceed to the next page by clicking the next button.









Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

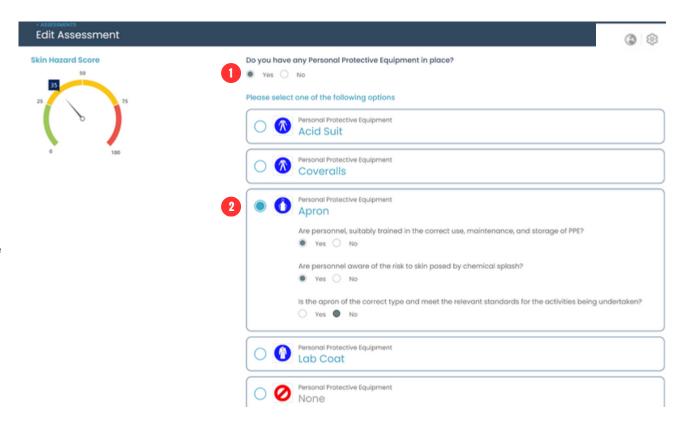
Creating a COSHH Assessment Reports

Section 2 - Hazard Score (Skin)

The scores in section 2 show the hazards associated with the given product.

Please note: If the product does not contain a skin hazard this section will be not be shown.

- To complete the Skin Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.
- You will be provided with a question set dependant on your choices. Please answer each question honestly. Based on your answers the risk wheel will either stay the same or reduce the risk if additional measures are added.
- Once you have completed this section please scroll down to the gloves section.





User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

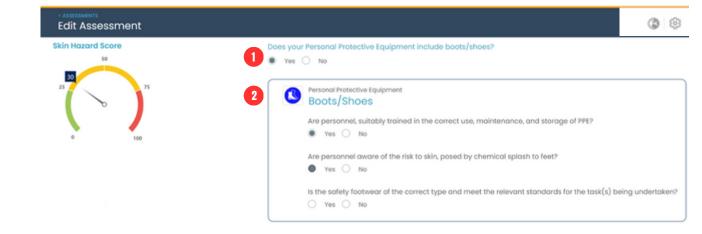
Creating a COSHH Assessment Reports

Section 2 - Hazard Score (Skin)

The scores in section 2 show the hazards associated with the given product.

Please note: If the product does not contain a skin hazard this section will be not be shown.

- To complete the Skin Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.
- You will be provided with a question set dependant on your choices. Please answer each question honestly. Based on your answers (Yes or No) the risk wheel will either remain the same or reduce the risk if additional measures are added.
- Once you have completed this section please scroll down to footwear section.







Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

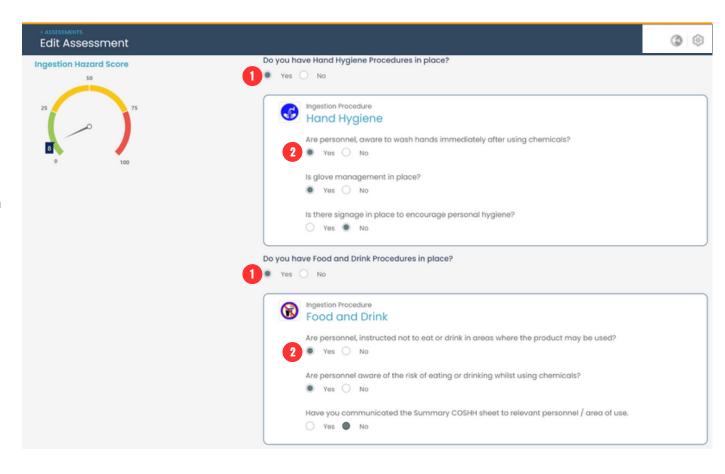
Creating a COSHH Assessment Reports

Section 2 - Hazard Score (Ingestion)

The scores in section 2 show the hazards associated with the given product.

Please note: If the product does not contain a ingestion hazard this section will be not be shown.

- To complete the Ingestion Hazard Score, answer both question sets (hand hygiene / Food & Drink) the questions in sequence, selecting the options that are correct for your use.
- You will be provided with a question set dependant on your choices. Please answer each question honestly. Based on your answers (Yes or No) the risk wheel will either remain the same or reduce the risk.
- Once you have completed this section please click the next button to continue.



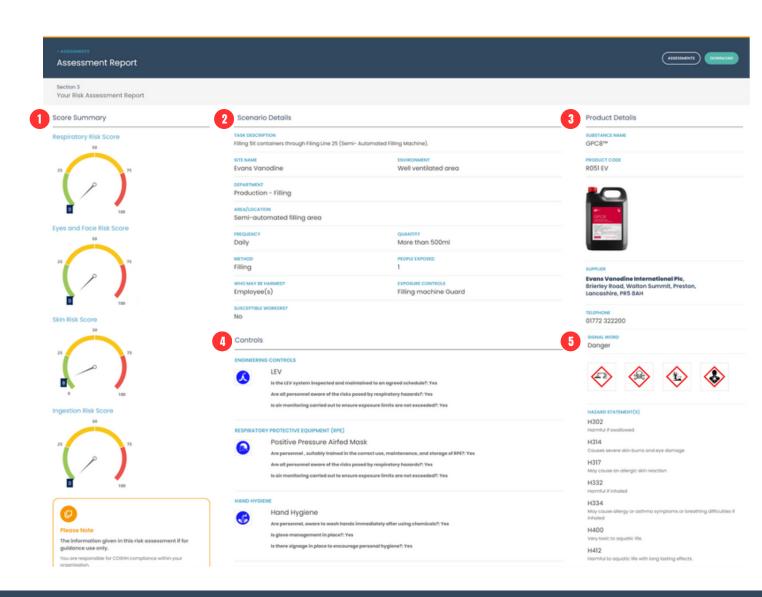


Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Creating a COSHH Assessment Reports Section 3 - Final Report (part 1)

- Colour gauges give you a quick view on your COSHH score summary.
- The report shows a summary of your information, product and usage.
- The report shows the product details, product code and product supplier.
- The controls section of the reports displays any consideration guidance that may be suggested.
- This specifies the classification of the product and associated symbols, hazard pictograms and hazard statements.





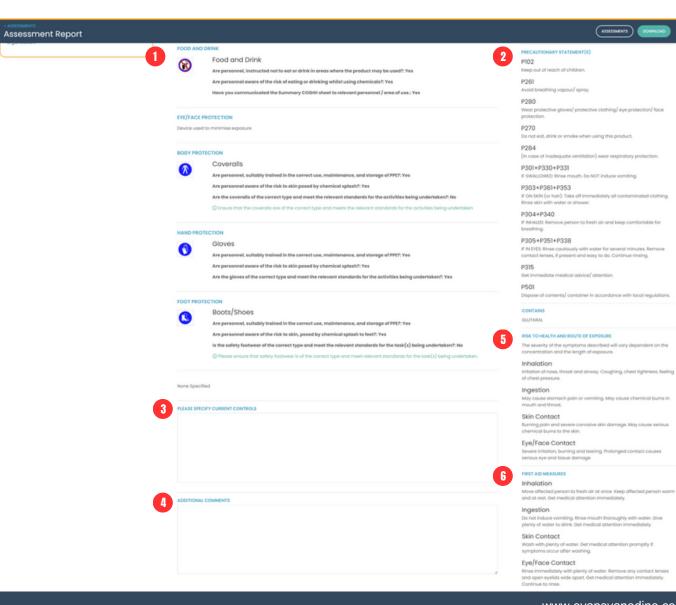
Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Creating a COSHH Assessment Reports

Section 3 - Final Report (part 2)

- The controls section (continued) of the reports displays any consideration guidance that may be suggested.
- The report shows any Precautionary Statements related to the product.
- The text box provided is for you to populate any additional control measures that are not listed in the summary e.g. training, information, management controls etc.
- The text box provided is for you to populate any additional comments you may wish to add to your assessment.
- Here is the list of risk to health and exposure routes.
- Here is the list of first aid measures related to the product.



User Guide



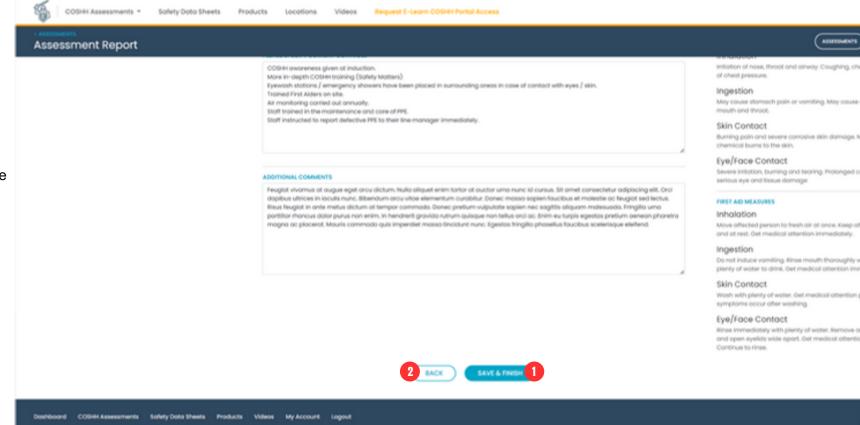
Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Creating a COSHH Assessment Reports

Section 3 - Final Report (part 2)

- Finally click the SAVE & FINISH button
- Or you can go back to the beginning of each page and make any amendments.



User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Viewing your COSHH Assessment Reports

Viewing your Assessment Report

- After you have clicked the SAVE & FINISH button on the previous slide your assessment you created will now show the latest assessments in your dashboard.
- By clicking on the 3 dot icon additional options will be displayed
- Now click on the View Report link

COSHH Assessments *

3

Safety Data Sheets

Locations

Request E-Learn COSHH Portal Access

COSHH Assessments

Substance Name (Code)	Department to	set Updated	Respiratory	tyes/Face	sain	Ingestion	Stotus	
O oPC8™ (ROSI EV)	9	th Feb 2024 - 08.55am					Complete	Edit View Report
□ EC4 SANITSER (A133 EV)	2	0th Nov 2023 - 10.47am	N/A	•	•	N/A	Complete	Show Considerations
○ COLDWASH (RO41 EV)	2	0th Nov 2023 - 09.20am	N/A	•	•	N/A	Incomplete	Delete
○ Beerline (A005 EV)	2	0th Nov 2023 - 0930am	N/A	•	•	N/A	Complete	0
○ CYCLONE (AIS4 EV)	2	0th Nov 2023 - 08.55am	N/A	•	•	N/A	Complete	-
○ OP Lemon Get (A198 EV)	2	0th Nov 2023 - 08.5lom	N/A	•	N/A	N/A	Complete	-

6 assessments found | Page 1 of 1



User Guide



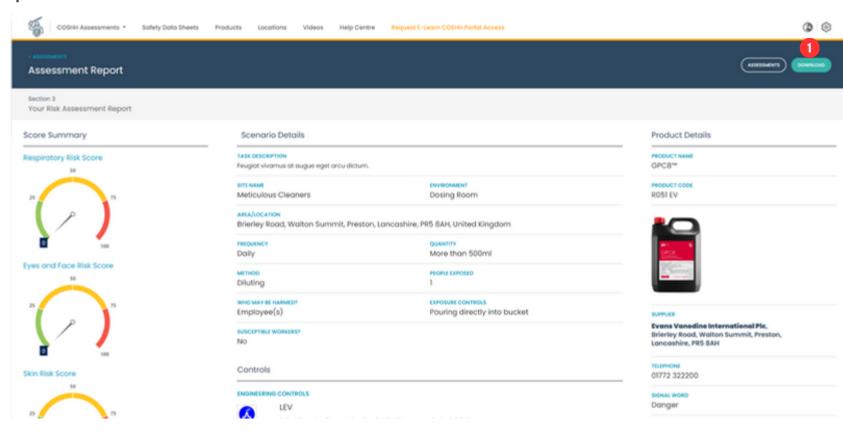
Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Viewing your COSHH Assessment Reports

Viewing your Assessment Report

Click the button to download your COSSH Risk Assessment Report.



User Guide



Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

Viewing your COSHH Assessment Reports

Viewing your Assessment Report

Your report summary will appear on screen. You can save as a PDF by clicking the download button. Please click here for an example COSHH Assessment Report.

