



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.





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.

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







Welcome to the Evans Vanodine **COSHH Risk Assessment Portal.**

account.

PLEASE NOTE

manager.

Accessing the COSHH Risk Assessment Portal Registering for a new account. To begin using the portal, you will first need to register for an **COSHH Risk Assessment Portal** Follow the link given to you by your account manager, Email Address* which will take you to the login screen shown here. Password* Forgot Password? Click the Register button. Login 2 Register If you have any problems accessing the portal please contact your sales account manager. © 2024 Evans Vanodine International PLC. If you are experiencing difficulties accessing the portal or have not been given authorisation, please contact your account



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





COSHH Risk Assessment Portal.

into the box.

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? **COSHH Risk Assessment Portal** link. An email will be sent prompting you to change your password. Email Address* Password* Click inside the Email Address field and type your email address into the box. Forgot Password? 3 Login Register Click inside the Password field and type your password If you have any problems accessing the portal please contact your sales account manager. © 2024 Evans Vanodine International PLC. Click the Login Button to proceed

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

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



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.



Your latest COSHH Risk Assessment Reports

Substance Name	Code	Department	Last Updated		Status		
EC4 SANTISER	A333 EV		20th Nov 2023 - 10.476	900	Complete		0
COLDWASH	R04LEV		20th Nov 2023 - 09.20	am	Incomplete		
Beerline	A005 EV		20th Nov 2023 - 09.30	am .	Complete		0
orce*	ROSI EV		20th Nov 2023 - 09.05	am	Complete	B	
CYCLONE	A354 EV		20th Nov 2023 - 08.55	am	Complete		6
	VIEW	ALL ASSESSMENTS	CREATE AS	SESSMENT			



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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.



Your latest COSHH Risk Assessment Reports

Su	bstonce Nome	Code	Department	Last Upda	ted	5	tatus		
EC	4 SANTISER	A333 EV		20th Nov 2	1023 - 10.47am	c	omplete		0
~	xDwash	R04LEV		20th Nov 2	023 - 09.20am	10	complete		
80	erine	A005 EV		20th Nov 2	023 - 0930am	c	omplete		0
	C8*	ROSI EV		20th Nov 2	023 - 09.05am	c	omplete	B	
CY	CLONE	A354 EV		20th Nov 2	023 - 08.55am	c	omplete		6
		VEN	ALL ASSESSMENTS		PEATE ASSESSMENT				
			Part Hand Sound of the			/			



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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.

2 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.

COSHH Assessments - Safety Data Sheets Products Locations	Videos Request E-Le	om COSHI Portal Access
Edit Your Account		
Personal Details		Company Details
First Norme*	Lost Nome*	Logo
Joe	Bloggs	
Email*	Telephone	01 475
customergibiczeekcieoning	01772 123456	DLACE
Mobile	Company	
07925-123456	Meticulous Cleaners	Choose file Into the chosen
Position		
Monager		
User Access		
Possword	Confirm Possword	

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.



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.





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COSHH Risk Assessment Portal.

The Dashboard Screen (COSHH Assessment Reports)

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





Welcome to the Evans Vanodine

COSHH Risk Assessment Portal.

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reports ..

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



Your latest COSHH Risk Assessment Reports

Substance Name	Code	Department	Last Updated	Status	
EC4 SANTISER	A333 EV		20th Nov 2023 - 10.47am	Complete	
COLDWASH	R04LEV		20th Nov 2023 - 09.20am	incomplete	
Beerline	A005 EV		20th Nov 2023 - 09.10am	Complete	
orce*	ROSI EV		20th Nov 2023 - 09.05am	Complete 🗿	8 💮
CYCLONE	A354 EV		20th Nov 2023 - 08.55am	Complete	

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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.	< ASSESSMENTS				
Please note: The assessment can be saved at anytime by clicking the save button in the top right hand corner of the screen.	Create Assessment				
	Section 1 General Information				
The About you, the Assessor section should be pre- populated with the correct information.	About you the Assessor				
	Nome				
	Joe Bloggs				
	Company Maticulaus Clampers	Position			
2 The About the Supplier section should be pre- populated with the correct information.		in our buggers			
	2 About the Supplier				
	Supplier .vome				
Choose the location and area in which the Evans	Evans-Vanodine International plc				
Vanodine product will be used.	Address Line 1	Address Line 2			
	Briefley Road	Walton Summit			
	City	County			
<u>Please note:</u> Locations can also be found in the top	Preston	Luncosme			
locations as you require. This information can be	Postcode PR5 BaH	+44 (0) 1772 322200			
accessed by clicking the Manage Area/Locations link, this will allow you to choose from a list of locations.					
·	3 About the Location and Area				
	Site Nome	Environment			
	Area/Location	4 Manages Areas/Locations			
	Select Area/Location	•			





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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.

5



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

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.

			Create Assessment					(CANCEL SAVE
1	Please enter by typing in the box provided specific details of how you are using the Evans Vanodine product.	1	About the Task Description of Task						
2	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.	2	Frequency Please choose one of the options in the dropdo Doily	wn box below to best describe how frequent t	the tas	ik is carried out.			
3	The report also requires information of who may be at risk from the use of the product.		Quantity Used Please choose one of the options in the dropdo Select Quantity Method of Use Please choose one of the options in the dropdo Capping	wn box below to best describe how much of t	the sub	ostance is used.			~
4	Once you have completed this section please proceed to the next page by clicking the next button.	3	Who may be Harmed fmployee(s) How many people are directly exposed?	Contractors		Visitors/Guest Are there susceptible workers? No	Other		v
							4	NEX	T



Edit Assessment

Respiratory Hazard Score

Hazard Scores

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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.

In order to reduce the risk of the hazard causing harm, control measure must be implemented so as to reduce the risk of those hazards causing harm to ALARP.

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. 2 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.







Edit Assessment

Hazard Scores

Eve Hazard Score

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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.

In order to reduce the risk of the hazard causing harm, control measure must be implemented so as to reduce the risk of those hazards causing harm to ALARP.

To complete the Eye Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.

2 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.







Edit Assessment

Skin Hazard Score



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.

In order to reduce the risk of the hazard causing harm, control measure must be implemented so as to reduce the risk of those hazards causing harm to ALARP.

To complete the Skin Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.

2 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.



6	Do you have any Personal Protective Equipment in place?	3
	Please select one of the following options	
	Personal Protective Equipment Acid Suit	
	Coveralls	
2	Personal Protective Equipment Apron Are personnel, suitably trained in the correct use, maintenance, and storage of PPE? Yes No Are personnel aware of the risk to skin posed by chemical splash? Yes No Is the apron of the correct type and meet the relevant standards for the activities being undertail Yes No	ken?
	Personal Protective Equipment	
	Personal Protective Equipment NONE	



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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.

In order to reduce the risk of the hazard causing harm, control measure must be implemented so as to reduce the risk of those hazards causing harm to ALARP.

To complete the Skin Hazard Score, answer the questions in sequence, selecting the options that are correct for your use.

2 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.

3 Once you have completed this section please scroll down to footwear section.









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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.

In order to reduce the risk of the hazard causing harm, control measure must be implemented so as to reduce the risk of those hazards causing harm to ALARP.

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.







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





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Creating a COSHH Assessment Reports Section 3 - Final Report (part 2)



- 2 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.

-5

Here is the list of risk to health and exposure routes.



Assessment Report			
	FOOD AND	DORINK	PRICAUTIONARY STATIMENT(S)
		Food and Drink	P102
	•	Are personnel, instructed not to eat or drink in areas where the product may be used?: Yes	Keep out of reach of children.
		Are personnel aware of the risk of eating or drinking whilst using chemicals?: Yes	P261
		Have you communicated the Summary COSHH sheet to relevant personnel / area of use.: Yes	Avoid breathing vapour/ spray.
			P280
	EYE/FACE	PROTECTION	Wear protective gloves/ protective clothing/ eye protection/ face protection.
	Device use	d to minimise exposure	P270
			Do not eat, drink or smoke when using this product.
	BODY BBO	TO TON	P284
	BODTPRO	Councille	[in case of inadequate ventilation] wear respiratory protection.
		Coverails	P301+P330+P331
	-	Are personnel, sunably trained in the correct use, maintenance, and storage of PPE7. Tes	IF SWALLOWED: Rinse mouth, Do NOT induce vomiting.
		Are personnel aware of the mark to skin posed by chemical spician?: Tes	P303+P361+P353 If ON SON for both Take of immediately oil contaminated cloth
		Are use towards as the connecting are of the connect time reservent standards for the activities being undertakted? No	Rinse skin with water or shower.
		Wisnesse sites are sovered as the correct type and meets the relevant standards for the activities being undertaken	P304+P340
			If INHALED. Remove person to fresh air and keep comfortable for breathing.
	HAND PRO	TECTION	P305+P351+P338
	6	Gloves	IF IN EYES: Rinse cautiously with water for several minutes. Remov
	•	Are personnel, suitably trained in the correct use, maintenance, and storage of PPET: Yes	contact lenses, if present and easy to do. Continue rinsing.
		Are personnel aware of the risk to skin posed by chemical splash?: Yes	P315
		Are the gloves of the correct type and meet the relevant standards for the activities being undertaken?: Yes	Get immediate medical advice/ attention.
			P501
	FOOT PRO	TECTION	uspose of contental container in accordance with local regulation
	0	Boots/Shoes	CONTAINS
	•	Are personnel, suitably trained in the correct use, maintenance, and storage of PPE7: Yes	GLUTARAL
		Are personnel aware of the risk to skin, pased by chemical splash to feet?: Yes	RISK TO HEALTH AND ROUTE OF EXPOSURE
		is the safety footwear of the correct type and meet the relevant standards for the task(s) being undertaken?: No	The severity of the symptoms described will vary dependent on
		() Rease ensure that safety footwear is of the correct type and meet relevant standards for the task(s) being undertaken.	concentration and the length of exposure.
			Inhalation Initation of nose, throat and airway, Couphing, chest tightness, fi
			of chest pressure.
	None Speci	fied	Ingestion
			May cause stomach pain or vomiting. May cause chemical burn mouth and throat.
	J PLEASE SPE	CITY CURRENT CONTROLS	Skin Contact
	-		Burning pain and severe corrosive skin damage. May cause serie
			chemical burns to the skin.
			Eye/Face Contact
			serious eye and tissue damage
			Inhalation
			Move affected person to fresh air at once. Keep affected person
	4 ADDITIONA	L COMMENTS	and at rest. Get medical attention immediately.
			Ingestion
			Do not induce vomiting. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention immediately.
			Skin Contact
			Wash with plenty of water. Get medical attention promptly if
			symptoms occur after washing.
			Eye/Face Contact
			Binan immediately with electry of worker Baseryon one contact land



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COSHH Risk Assessment Portal.

Creating a COSHH Assessment Reports Section 3 - Final Report (part 2)





Welcome to the Evans Vanodine COSHH Risk Assessment Portal.	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.							
Viewing your COSHH Assessment Reports Viewing your Assessment Report	2 By clicking on the 3 dot icon additional options will be displayed							
	3 Now click on the View Report link							
COSHH Assessments * Safety Data Sheets Products Locations	Videos Request E-Learn COSHH Portal Access							
COSHH Assessments								
Your assessment has been saved.	×							
Substance Name (Code) Department Last Updated	Respiratory Lyes/Face Sain Ingestion Status							
0 ance= (estity)								

N/A

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6 assessments found | Page I of 1

Edit View Report

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Considerations Delete

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20th Nov 2023 - 10.47am

20th Nov 2023 - 09.20am

20th Nov 2023 - 09.10om

20th Nov 2023 - 08.55am

20th Nov 2023 - 08.5km

EC4 SANTISER (A33 EV)

COLDWASH (R041 EV)

Beerline (A005 EV)

CYCLONE (A154 EV)

OP Lemon Gel (A198 EV)

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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.

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COSHI Assessments - Sofety Doto Sheets	Products Locations Videos Help Centre	Request E-Learn COSHII Portal Access	© ()
Assessment Report			
Section 3 Your Risk Assessment Report			
Score Summary	Scenario Details		Product Details
Respiratory Risk Score	TASK DESCRIPTION Feugliot viviamus ot augue eget arcu dictum.		PRODUCT NAME OPC8**
8 8	Meticulous Cleaners	Dosing Room	RODUCT CODE RODI EV
	AREA/LOCATION Briefley Road, Walton Summit, Preston, L		
	REQUINCY Daily	QUANTITY More than 500ml	en la compañía de la comp
Eyes and Face Risk Score	MITHOD Diluting	PEOPLE EXPOSED 1	and the second sec
8 0 8	WHO MAY BE HARMED? Employee(s)	EXPOSURE CONTROLS Pouring directly into bucket	SUPPLIER
	SUSCEPTIBLE WORKERSP NO		Evans Vanedine International Pic, Brierley Road, Walton Summit, Preston, Lancoshire, PRS 8AH
Skin Risk Score	Controls		01772 322200
			Sidnat woed Danger



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.

