

Sypol COSHH Risk Assessment Tool- User Guide

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1. Logging-In

Once you have your **username** and **password** from Corporate Health and Safety (contact details at the end of this document), the Sypol system can be found on the following page (internet access required):

<http://cms.sypol.com/>

The log-in page looks like this:

Alcumus
Your Trusted Partner

+44 (0)1296 678464 | cms.helpdesk@alcumusgroup.com

Please enter details to login to **Sypol CMS**

Company ID

User Name

Password

[Forgotten Password?](#)

Remember me on this computer

[Visit Sypol CMS Website >](#) [Visit Alcumus Website >](#) [Email Sypol CMS helpline >](#)

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Company registration number: 04152975.

Note: There is a **Forgotten Password** icon near the middle of the log-in page if required.

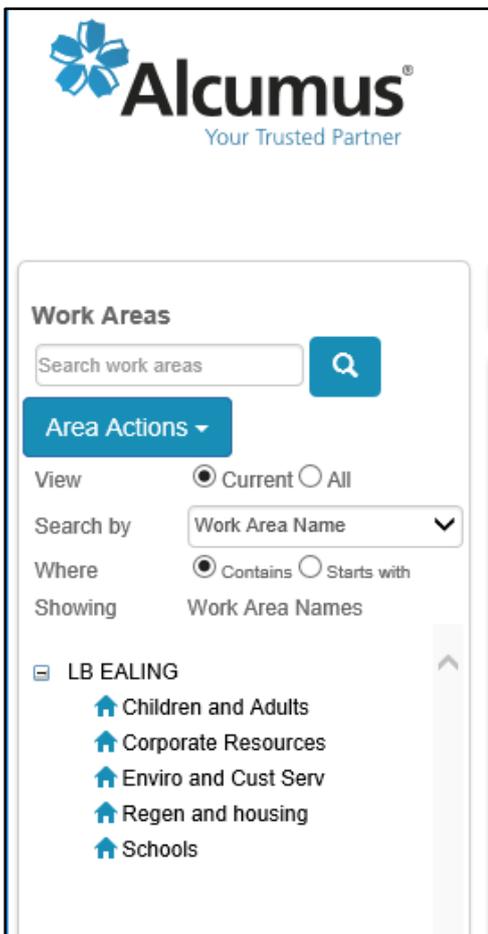
2. Once you've logged in

When you first access the Sypol CMS software you are taken to the My Sypol CMS home screen. This front screen provides a direct link to the key functions:

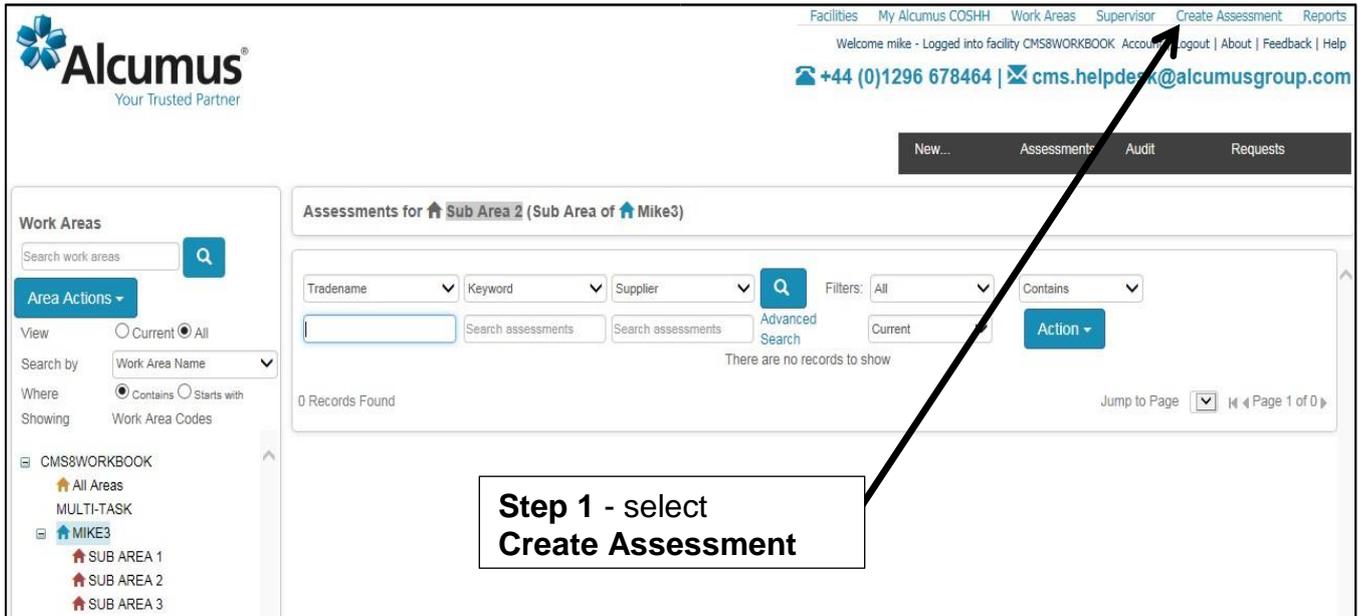


To return to this screen at any point you can click **My Sypol CMS** in the top left-hand corner of the screen.

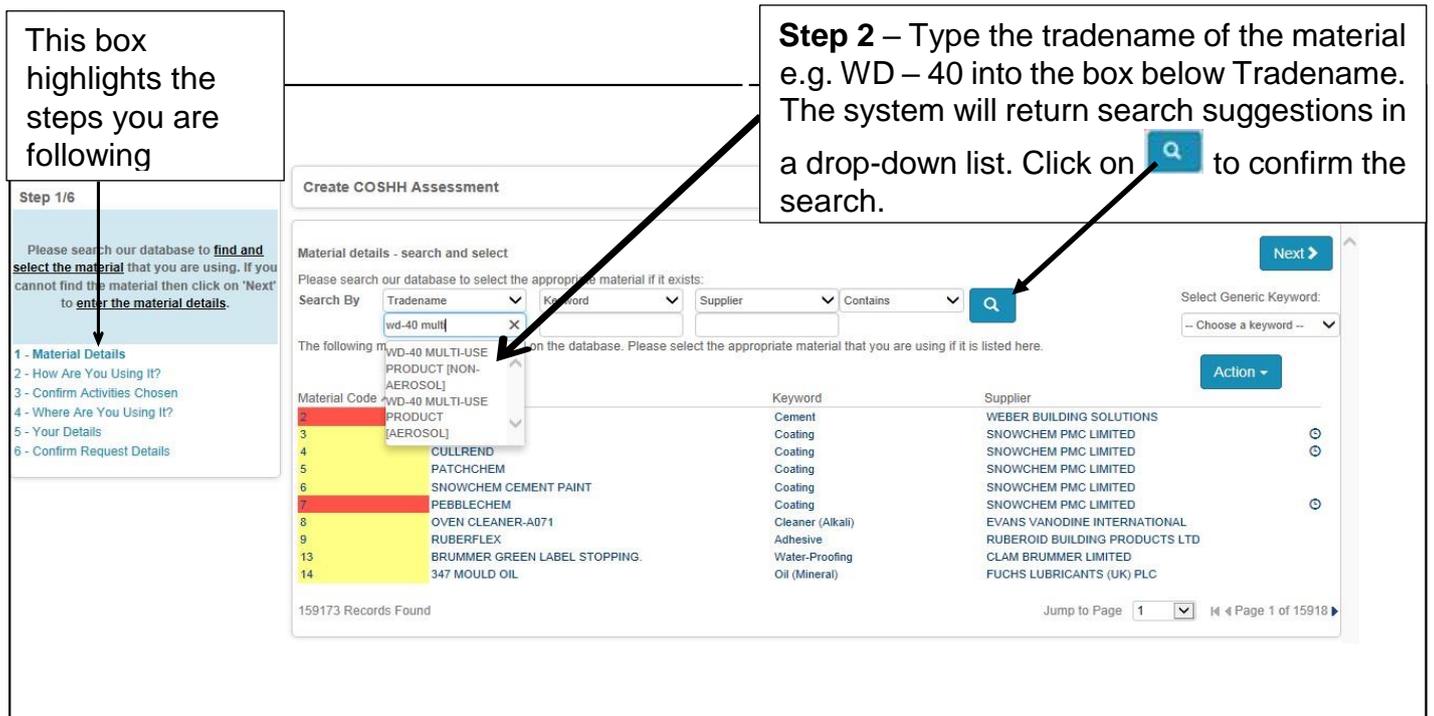
Users will need to save their risk assessments in folders (**known as Work Areas**). Saving risk assessments is shown later in this guide in Section 3 (Creating Risk Assessments). **Work Areas have already been set-up for Ealing staff based on the various Directorates (see below):**



3. Creating COSHH Assessments



(Note-Through the 'Create Assessment' function, you can 'Create a Multi-Task assessment' instead if required. An example of this would be a task that involved say sanding wood and then using a high-gloss paint).



If the material you are using is **not** on the database, go to page 9 and follow the process **Materials NOT on the Sypol database**. Otherwise, go to page 5.

-Materials ON the Sypol database

Step 3 – Select the product you require

Step 4 – Select

Next

Next

Next

Next

Step 1/6

Please search our database to **find and select the material** that you are using. If you cannot find the material then click on 'Next' to **enter the material details**.

- 1 - Material Details
- 2 - How Are You Using It?
- 3 - Confirm Activities Chosen
- 4 - Where Are You Using It?
- 5 - Your Details
- 6 - Confirm Request Details

Create COSHH Assessment

Material details - search and select

Tradename: WD-40 MULTI-USE PRODUCT [AEROSOL]

Please search our database to select the appropriate material if it exists:

Search By Tradename Keyword Supplier Contains

WD-40 MULTI-USE PROD

The following materials have been found on the database. Please select the appropriate material that you are using if it is listed here.

Material Code	Tradename	Keyword	Supplier
2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	Lubricant (Aerosol)	WD-40 COMPANY

1 Records Found

Jump to Page 1 Page 1 of 1

Details Hazards Considerations Health Emergency Supplier Activities Controls

Material Code: 2396
 Material/Process: WD-40 MULTI-USE PRODUCT [AEROSOL]
 Exposure Limit: Oil mist(min*) 5mg/m3TWA
 10mg/m3STEL OEL
 Naphtha (petroleum), hydrotreated heavy 800mg/m3 8hTWA OEL
 carbon dioxide 5000ppm 8hTWA
 1500ppm 15mSTEL 9150mg/m3 8hTWA 27400mg/m3 15mSTEL WEL
 Supplier: WD-40 COMPANY
 Physical State: AEROSOL
 UN No: 1950
 Pkg Group: N/A
 Contents: Naphtha (petroleum), hydrotreated heavy: 60.00 - 80.00%, carbon dioxide: 1.00 - 5.00%,
 IMC: WD8467
 Keyword: Lubricant (Aerosol)
 Datasheet: 26/08/2014
 Last Modified: 09-02-2016
 Health Hazard: MEDIUM HAZARD
 Env Hazard: MEDIUM HAZARD
 Phys-Chem Hazard: HIGH HAZARD
 Discontinued: No

Notes:

Step 5 – A safety data sheet (SDS) may be on system if material is in existing database. Select the link to view the SDS.

Step 6 – Compare this SDS with the most recent one provided to you by the supplier. If the one you have is more up-to-date, please select YES and send through for Sypol to review the assessment. Select relevant option.

Step 7 – Select

Next

Step 1/6

You have chosen a material that has been designated as **HIGH** or **MEDIUM** hazard. **Answer 'Yes' if you wish to select a safer substitute** for the material you have originally chosen.

- 1 - Material Details
- 2 - How Are You Using It?
- 3 - Confirm Activities Chosen
- 4 - Where Are You Using It?
- 5 - Your Details
- 6 - Confirm Request Details

Create COSHH Assessment

Material details - safety data sheet (SDS) or other documentation

Tradename: WD-40 MULTI-USE PRODUCT [AEROSOL]

The current safety data sheet reference for this assessment is: 26/08/2014

Do you have more a recent safety data sheet, method statement or other relevant information for this material than that used to previously compile the COSHH Assessment?

Send SDS?: Yes No N/A

You have chosen not to send a safety data sheet at this time.

Previous Next

Next

Step 8 – Select ‘yes’ to be able to select from the existing list of activities (e.g. indoor with poor ventilation).

Step 9 – Select the relevant activity from the list.

Note: Quantity levels in Sypol:

Extremely small	refers to less than 1 ml (or 1g)
Small	refers to less than 100 ml (or 100g)
Large	refers to 100,000 ml (or 100,000g) or above
Normal	refers to anything in-between 100ml and 100,000ml (or 100g and 100,000g)

Step 2/6

Please select the **activities** you will be undertaking and input **other usage details**.

- 1 - Material Details
- 2 - How Are You Using It?
- 3 - Confirm Activities Chosen
- 4 - Where Are You Using It?
- 5 - Your Details
- 6 - Confirm Request Details

Create COSHH Assessment

Tradename: WD-40 MULTI-USE PRODUCT [AEROSOL]

How are you using it? Method/Area/Exposure: Spraying (Aerosol) / Inside Well Ventilated / < 1/2 hour

Activities requested:

Method	Area	Exposure
Spraying (Aerosol)	Inside Well Ventilated	< 1/2 hour

Usage details:
* denotes mandatory field
Approximately how much of the material is used by one person in one working day?:* 50m³ Quantity Level Normal
Frequency of use: Daily
How many people are directly exposed?: 1
Is this material being used outside of the normal temperature range?: No
Are there any susceptible workers?: No
Are any other people put at risk from indirect exposure?: No
Description of exposure:

Step 11 – Select
Next >

Step 10 – Complete the remaining usage details, try and respond to each question to get the best possible assessment.

Note: The overall (cumulative) risk rating is provided for the selected exposure and application scenario.

Step 3/6

This screen shows the **activities** that you have chosen for this existing material **and the risk ratings** for each of them. In light of this information, you can remove any activities and/or click on 'Previous' and reselect your activities.

- 1 - Material Details
- 2 - How Are You Using It?
- 3 - Confirm Activities Chosen
- 4 - Where Are You Using It?
- 5 - Your Details
- 6 - Confirm Request Details

View Activity for Material - WD-40 MULTI-USE PRODUCT [AEROSOL]

Risk ratings Tradename: WD-40 MULTI-USE PRODUCT [AEROSOL]
The activities you have chosen for this existing material have the following risk ratings. The overall risk rating for this exposure scenario is **LOW**
The following activities with activity numbers already exist. Please deselect any that are not appropriate for your assessment and a new version will be created as part of your request. Please select an activity to view.

ActNo	Method	Area	Exposure	Quantity	
20	Spraying (Aerosol)	Inside Well Ventilated	< 1/2 hour	Normal	<input checked="" type="checkbox"/>
28	Spraying (Aerosol)	Inside Well Ventilated	< 1/2 hour	Normal	<input type="checkbox"/>
76	Spraying (Aerosol)	Inside Well Ventilated	< 1/2 hour	Normal	<input type="checkbox"/>
80	Spraying (Aerosol)	Inside Well Ventilated	Up to 1/2 hour per shift	Normal	<input type="checkbox"/>

Step 13 – Select
Next >

Step 12 – Review the activities returned by the system by selecting on them individually. Deselect those that are not relevant. If 'new' appears in the column ActNo, this means a new activity needs to be written by Sypol.

Step 4/6

Select the **work areas** where this material will be used.

1 - Material Details
2 - How Are You Using It?
3 - Confirm Activities Chosen
4 - Where Are You Using It?
5 - Your Details
6 - Confirm Request Details

Create COSHH Assessment

Tradename: PRODUCT X

Where is the material used?

Search Work Areas: Work Area Code Contains

Please Select A Work Area(s):

- TTT LBEALING
 - CHILDREN AND ADULTS
 - CORPORATE RESOURCES
 - EALING TEST
 - ENVIRO AND CUST SERV
 - REG AND HOUSING
 - SCHOOLS**

Selected Work Areas:

Work Area	Sub Work Area
SCHOOLS	

Navigation: < Previous Next >

Step 14 – Select the work area(s) you wish to add the assessment to.

Step 15 – Select
Next >

If your assessment needs to be written by the Sypol Team, you will be asked to enter your details and select whether you require the assessment as an **emergency request** with a 24-hour turnaround (**restrictions apply so please speak with Corporate Health and Safety first**). After completing this screen click 'Next'.



Step 6/6

Please check the details displayed and click on the **green tick to confirm** your request.

1 - Material Details
2 - How Are You Using It?
3 - Confirm Activities Chosen
4 - Where Are You Using It?
5 - Your Details
6 - Confirm Request Details

Create COSHH Assessment

Tradename: WD-40 MULTI-USE PRODUCT [AEROSOL]

Request Confirmation

Please check the details below and click on the green button to confirm your request.

Requested by: Mike
Phone: 2396
Email: mike.harris@alcumusgroup.com
Material Code: 2396
Keyword: Lubricant (Aerosol)
Supplier: WD-40 COMPANY

Exposure Scenarios

Quantity	Number Exposed	View Assigned Work Areas
50ml	1	3 (SUB AREA 1)

Navigation: < Previous **Confirm Request** >

Step 16 – To complete the request, select Confirm Request or select Create another Exposure Scenario to create a further assessment.

Materials NOT on the Sypol database

You can upload your own safety data sheets for materials not currently on the Sypol database. These will go to the Sypol Consultants before the risk assessment can be created. The turnaround time is around 5 working days.

Step 1 – Select Create Assessment

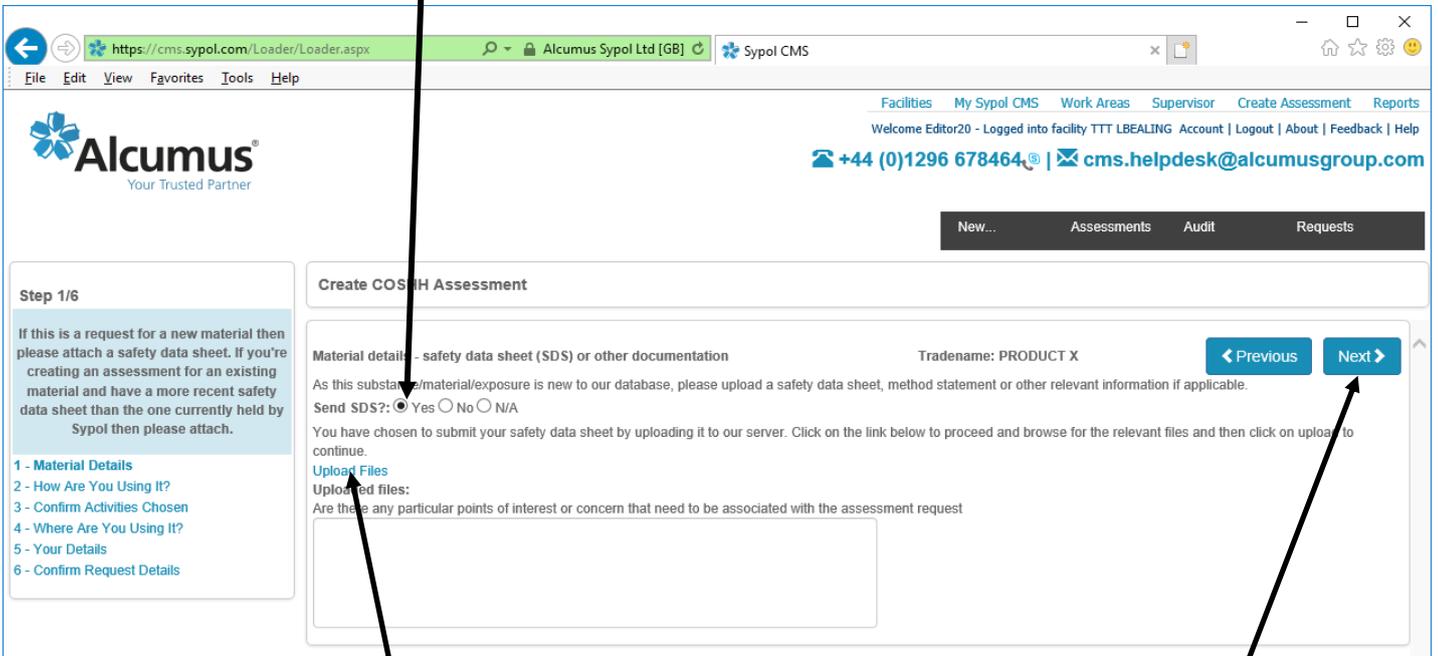
Step 2 – Search for your material (eg Product x)

Step 3 – Select

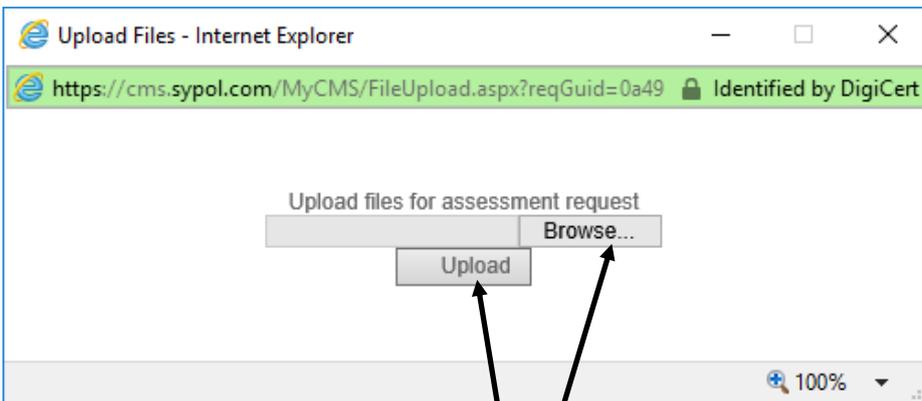
Step 4 – Enter your material details

Step 5 – Select

Step 6 – Select Yes to upload your Safety Data Sheet (SDS)



Step 7 – Select Upload Files to attach SDS



Step 8 – Select Browse to locate your SDS. Then select Upload.

Step 9 – Select Next

Step 10 – Select the **method, area and exposure duration** to reflect how the material is used

Step 2/6

Please select the **activities** you will be undertaking and input **other usage details**.

1 - Material Details
 2 - How Are You Using It?
 3 - Confirm Activities Chosen
 4 - Where Are You Using It?
 5 - Your Details
 6 - Confirm Request Details

Create COSHH Assessment

Tradename: PRODUCT X

Method/Area/Exposure: Mopping Inside Well Ventilated < 1/2 hour

Activities requested:

Method	Area	Exposure
Mopping	Inside Well Ventilated	< 1/2 hour

Usage details:
 * denotes mandatory field
 Approximately how much of the material is used by one person in one working day?*: 50 ML Quantity Level: Normal
 Frequency of use: Weekly
 How many people are directly exposed?: 2-5
 Is this material being used outside of the normal temperature range?: Yes No
 Are there any susceptible workers?: Yes No
 Are any other people put at risk from indirect exposure?: Yes No
 Are organisational controls in place to minimise hazardous exposure?: Yes No
 Is supervision of workers considered necessary to minimise hazardous exposure?: Yes No
 Description of exposure:

Step 11 – Complete the remaining usage details, try and respond to each question to get the best possible assessment

Step 4/6

Select the **work areas** where this material will be used.

1 - Material Details
 2 - How Are You Using It?
 3 - Confirm Activities Chosen
 4 - Where Are You Using It?
 5 - Your Details
 6 - Confirm Request Details

Create COSHH Assessment

Tradename: PRODUCT X

Where is the material used?

Search Work Areas: Work Area Code Contains

Please Select A Work Area(s):

- TTT LBEALING
 - CHILDREN AND ADULTS
 - CORPORATE RESOURCES
 - EALING TEST
 - ENVIR0 AND CUST SERV
 - REG AND HOUSING
 - SCHOOLS

Selected Work Areas:

Work Area	Sub Work Area
SCHOOLS	

Step 12 – Select the work area(s) you wish to add the assessment to.

Step 13 – Select [Next](#)

Step 14 – Enter your details. Only select an **emergency request** after having discussed it with **Corporate Health and safety first**.

Step 5/6

Please check your **personal details** and modify where necessary.

1 - Material Details
2 - How Are You Using It?
3 - Confirm Activities Chosen
4 - Where Are You Using It?
5 - **Your Details**
6 - Confirm Request Details

Create COSHH Assessment

Your details Tradename: PRODUCT X

Your name: * Joe Bloggs

Your company: London Borough Ealing TTT

Your facility: Ealing Training System

Your fax:

Your phone: * 0208 898 7677

Your email: * joebloggs@gmail.com

Emergency Request?: Yes No

* denotes mandatory field

Step 6/6

Please check the details displayed and click on the **green tick to confirm** your request.

1 - Material Details
2 - How Are You Using It?
3 - Confirm Activities Chosen
4 - Where Are You Using It?
5 - Your Details
6 - **Confirm Request Details**

Create COSHH Assessment

Request Confirmation Tradename: PRODUCT X

This request will use up 1 of your allocation

Please check the details below and click on the green button to confirm your request.

Requested by: Joe Bloggs
Phone: 0208 898 7677
Email: joebloggs@gmail.com
Material Code: N/A
Keyword: Cleaner
Supplier: 3M

Fax:
Tradename: PRODUCT X
Supp Tel No: 01296678464

Exposure Scenarios

Quantity	Number Exposed	View Assigned Work Areas
50 ML	2-5	SCHOOLS ()

Create another Exposure Scenario

Confirm Request

Step 15 – To complete the request, select **Confirm Request** or select **Create another Exposure Scenario** to create a further assessment.

4. COSHH Control Sheets

An assessment added into your Work Area/Sub Work Area will show a ✓ (A) under the EXP (exposure scenario) column. The COSHH regulations however requires the ongoing effectiveness of controls through maintenance; and that any concern for residual risk is addressed through monitoring and health surveillance. These aspects, and others, are covered in Sypol through assessment specific COSHH Control Sheets (CCS).

Completing a COSHH Control Sheet (CCS)

Within your work area an exclamation mark (!) under the COSHH Control Sheet (CCS) column reflects that your assessment is currently deemed as not suitable and sufficient until you have stated whether the actions given by the CCS are undertaken or not.

The steps below show you how to do this.

Step 1 – Click ! to complete the CCS.

The screenshot shows the Sypol CMS interface for a COSHH Control Sheet. The main content area displays a table of assessment records. The record for ID 3652810 is highlighted in blue and has a red exclamation mark (!) in the EXP column. A callout box labeled 'Step 3 – Select Save' points to the 'Save' button in the form below the table. Another callout box labeled 'Step 2' points to the 'Not yet determined' radio button for the question 'Are appropriate organisational control measures to minimise hazardous exposure undertaken?'.

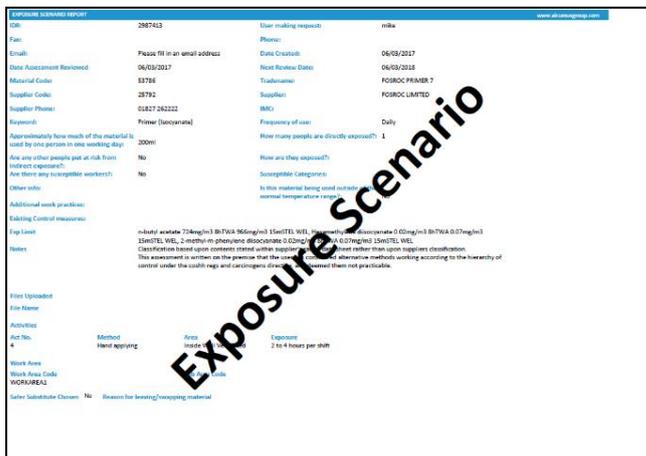
Assessment ID (acute)	Material Code (health)	Tradename	Supplier	Activities	EXP	CCS	REV	SDS
3641164	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	Spraying (Aerosol), Inside Well Ventilated	✓	✓	✓	✓
3642954	53984	BRASSO METAL POLISH LIQUID; AEROSOL	RECKITT BENCKISER.	Hand applying, Inside Well Ventilated, 1/2	?	?	?	?
3652810	57625	HAMMERITE RED OXIDE PRIMER AEROSOL	ICI PAINTS AKZONOBEL	Spraying (Aerosol), Outside, 2 to 4 hours p	!	!	!	!

Step 2 – Read through all of the actions and select either yes, no or not yet determined. If No is selected, an explanation will be required under further information. If not yet determined is selected, ? (B) appears to signify that the CCS is in progress.

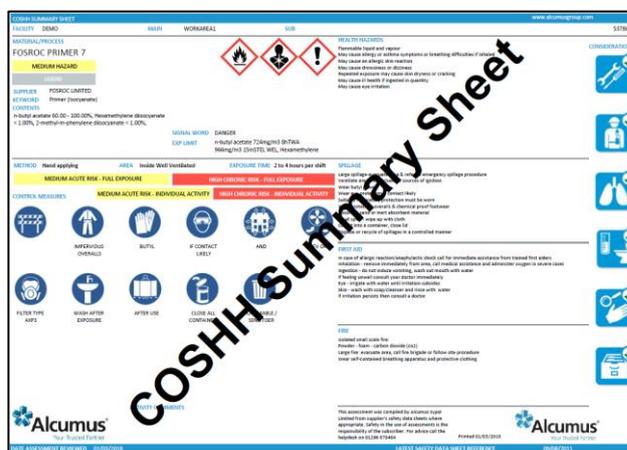
Step 4 – Once completed, a  will replace the 



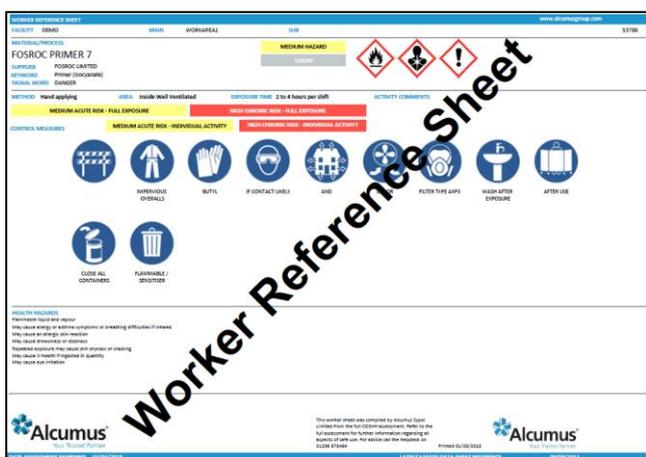
The four elements to the Sypol COSHH Risk Assessment have now been created:



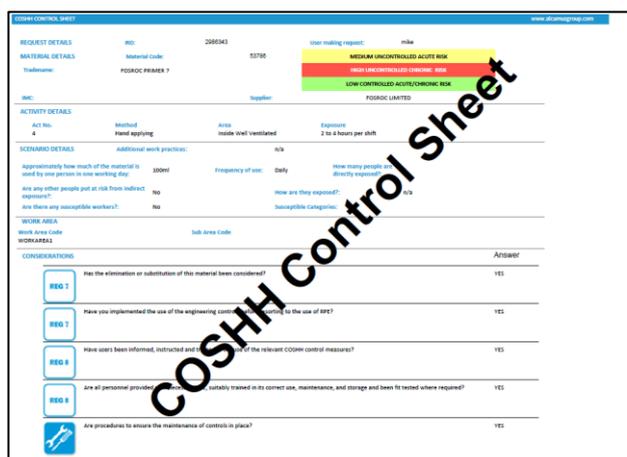
(Exposure scenario)



(Principal part of COSHH Assessment)



(Cut-down version of Summary Sheet)



(COSHH compliance questions)

COSHH Summary Sheet explained-

Material/Process name, and supplier – make sure the assessment matches those being used.

Hazard Pictograms and Rating using our traffic light system: Red/Amber/ Green reflects High/Medium/Low hazard.

Exposure limits: shows you the maximum concentration of a substance in air that should not be exceeded.

Shows the Facility ID and Work Area(s) in which the assessment is found, will also include the material code (as shown on the far right).

Ill health effects which could occur if exposure is not adequately controlled.

Additional actions to consider under this exposure scenario – please refer to the COSHH Control Sheet.

Physical State: Solid, liquid, gas, semi-solid, aerosol fume, multipack.

Signal word: Warning, Danger or None.

Risk Rating for the individual activity or full (cumulative) exposure using our traffic light system: Red/Amber/ Green reflects High/Medium /Low risk.

How and where the product is used and the anticipated exposure time.

Internationally recognisable control measure pictograms required to prevent ill health.

Additional comments to clarify the exact nature of the exposure scenario.

The reference (usually the date) of the Safety Data Sheet or information source used to compile the assessment.

Customisable logo – upload you company logo to the assessment. Contact the helpdesk on +44(0)1296 678464 for details.

A step-by-step procedure to follow should an uncontrolled release occur.

Initial first aid treatment before expert medical advice or specific precautions are given.

Immediate precautions to take in the event of a small scale fire before trained fire fighters arrive.

5. Copying COSHH risk assessments

Step 1 – Select **All Areas** from the **Work Areas**. This gives you access to all COSHH risk assessments. These are then displayed on the right-hand side of the screen.

The screenshot shows the Alcumus web application interface. On the left, the 'Work Areas' sidebar is visible with 'All Areas' selected. The main content area displays a table of assessments for 'BRASSO METAL POLISH (LIQUID)'. The table has the following columns: Facility, Work Area, Sub Area, Assessment ID (acute), Material Code (health), Tradename, Supplier, and EXP CCS REV SDS. The selected assessment is highlighted in blue.

Facility	Work Area	Sub Area	Assessment ID (acute)	Material Code (health)	Tradename	Supplier	EXP CCS REV SDS
TTT LBEALING	SCHOOLS		3641164	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	✓ ✓ ✓
TTT LBEALING	REG AND HOUSING		3642636	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	✓ ✓ ✓
TTT LBEALING	ENVIRO AND CUST SERV		3642646	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	✓ ✓ ✓
TTT LBEALING	CORPORATE RESOURCES		3642647	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	✓ ✓ ✓
TTT LBEALING	CHILDREN AND ADULTS		3642649	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	✓ ✓ ✓
TTT LBEALING	SCHOOLS		3642954	53984	BRASSO METAL POLISH (LIQUID)	RECKITT BENCKISER.	✓ ✓ ✓
TTT LBEALING	REG AND HOUSING		3645344	53984	BRASSO METAL POLISH (LIQUID)	RECKITT BENCKISER.	✓ ✓ ✓

7 Records Found

Jump to Page 1 | Page 1 of 1

Scenario Details | Activities | Controls | Material Details | Hazards | Considerations | Health | Emergency | Supplier | COSHH Control Sheet

Access History

LOW ACUTE RISK **LOW CHRONIC RISK**

Assessment Id: 3645344
 Date Created: 15/10/2018 14:13:00
 Date Reviewed: 15/10/2018 14:13:00
 Next Review Date: 15/10/2023 14:13:00 **Based on LOW Risk**
 Quantity used: 100ml

Step 2 – Select the COSHH risk assessment that you wish to **copy** into your **own work area**.

Step 5 – Select the Work Area where you want the COSHH assessment to be copied to.

The screenshot shows the Alcumus Sypol CMS interface. On the left, there is a 'Work Areas' sidebar with a search bar and a list of areas including 'All Areas', 'CHILDREN AND ADULTS', 'CORPORATE RESOURCES', 'ENVIRO AND CUST SERV', 'REG AND HOUSING', and 'SCHOOLS'. The main area is titled 'Copy Assessments from All Areas'. It includes a search bar for 'Work Area Code' and a 'Reset' button. A table shows the selected work area: 'TTT LBEALING' with sub-areas 'ENVIRO AND CUST SERV' and 'Enviro and Cust Serv'. A 'Copy' button is highlighted with an arrow pointing to a callout box.

Step 6 – Select Copy

Step 7 – The system tells you that you are about to copy a COSHH risk assessment to your selected Work Area. Select OK.

The dialog box has a title bar 'Message from webpage' and a close button. It contains a question mark icon and the text: 'You are about to copy 1 assessments to your selected work area(s). Are you sure you want to copy these?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a dashed blue border and an arrow pointing to it from the callout box in the previous step.

Step 7 – You will now see the copied COSHH risk assessment in your selected Work Area.

The screenshot displays the Alcumus web application interface. At the top left is the Alcumus logo with the tagline "Your Trusted Partner". The top right navigation bar includes links for "Facilities", "My Sypol CMS", "Work Areas", "Supervisor", "Create Assessment", and "Reports". Below this, a user status bar reads "Welcome Editor20 - Logged into facility TTT LBEALING Account | Logout | About | Feedback | Help". Contact information is provided as "+44 (0)1296 678464" and "cms.helpdesk@alcumusgroup.com".

A dark navigation bar contains buttons for "New...", "Assessments", "Audit", and "Requests". The main content area is titled "Assessments for ENVIRO AND CUST SERV". It features a search interface with dropdown menus for "Tradename", "Keyword", and "Supplier", and search input fields. A table of assessment records is displayed below the search filters.

Assessment ID (acute)	Material Code (health)	Tradename	Supplier	Activities	EXP	CCS	REV	SDS
3642646	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	Spraying (Aerosol), Inside Well Ventilated,	✓	✓		SDS
3645364	53984	BRASSO METAL POLISH (LIQUID)	RECKITT BENCKISER.	Hand applying, Inside Well Ventilated, 1/2	✓	✓		SDS

At the bottom of the table, it states "2 Records Found" and "Jump to Page 1 Page 1 of 1".

6. Printing a COSHH Risk Assessment

Although you can view the full details of your COSHH risk assessment on-screen, many users will want to **create a PDF version** that they can email to colleagues, print or save onto a computer.

Step 1 – Select your assessment

Alcumus[®]
Your Trusted Partner

Facilities My Sypol CMS Work Areas Supervisor Create Assessment Reports
Welcome Editor20 - Logged into facility TTT LBEALING Account | Logout | About | Feedback | Help
+44 (0)1296 678464 | cms.helpdesk@alcumusgroup.com

New... Assessments Audit Requests

View Assessment for HAMMERITE RED OXIDE PRIMER AEROSOL

Tradename Keyword Supplier Filters: All Contains

Search assessments Search assessments Search assessments Advanced Search Current Action

Assessment ID (acute)	Material Code (health)	Tradename	Supplier	Activities	EXP CCS REV SDS
3641164	2396	WD-40 MULTI-USE PRODUCT [AEROSOL]	WD-40 COMPANY LIMITED	Spraying (Aerosol), Inside Well Ventilated,	✓ ✓ ✓
3642954	53984	BRASSO METAL POLISH LIQUID; HAMMERITE RED OXIDE PRIMER AEROSOL	RECKITT BENCKISER.	Hand applying, Inside Well Ventilated, 1/2	✓ ? ✓
3652810	57625	HAMMERITE RED OXIDE PRIMER AEROSOL	ICI PAINTS AKZONOBEL	Spraying (Aerosol), Outside, 2 to 4 hours p	✓ ✓ ✓

3 Records Found

Jump to Page 1 Page 1 of 1

Scenario Details Activities Controls Material Details Hazards Considerations Health Emergency Supplier

Access History

Action Print Assessment Print Access History

Step 2 – Select Action

Step 3 – Select Print Assessment

Step 4 – Follow the on -screen steps to **Open and **Print** your assessment, or to **Save** your assessment as a PDF file**

7. Management of Sypol

You have now looked at all of the key functionality of the software, and should be able to populate Sypol with suitable and sufficient assessments. Most of the ongoing management can be done from a single screen – **My Sypol CMS**.

The screenshot shows the 'My Sypol CMS' interface. On the left, a sidebar titled 'My Sypol CMS Options' lists various categories with corresponding counts: System Overview (0), Requests tracking (0), Awaiting your attention (0), Significantly changed (0), Incomplete assessment (2), Complete assessments (12), CCS for completion (1), Awaiting Review (0), Multi-tasks awaiting review (0), Internal Requests (0), and Awaiting Authorisation (0). The main content area features a welcome banner with the text 'Welcome to Alcumus Sypol CMS' and 'Need any assistance? Our helpdesk is here to support you'. Below the banner are four navigation icons: System Overview, Create Assessment, Work Areas, and Reports. The top navigation bar includes links for Facilities, My Sypol CMS, Work Areas, Supervisor, Create Assessment, and Reports, along with contact information: +44 (0)1296 678464 and cms.helpdesk@alcumusgroup.com.

Many **Options** then exist such as viewing **Significantly Changed** assessments (i.e. those that the Sypol Team have changed due to a change in legislation or the receipt of an updated SDS perhaps).

Awaiting Review

This informs you of any COSHH risk assessments that Sypol suggests you review based on a 1- year, 3-year or 5-year period. Corporate Health and Safety recommends that Ealing Staff **review all** risk assessments (including COSHH) at least every **two years** or earlier if there has been a significant change. Schools have a regime of reviewing their COSHH risk assessments annually.

Awaiting your Attention

Awaiting your attention is where all requests appear once your COSHH Summary Sheet and Worker Reference Sheet has been written by a Consultant. These requests will need to be acknowledged before they can be completed (by answering the Yes/No considerations on the COSHH Control Sheet (CCS)). Once received, an individual assessment can be acknowledged by selecting the assessment you wish to acknowledge and clicking Acknowledge Request under Action. The assessment will then enter Incomplete Assessments.

If you wish to acknowledge all requests, instead of following the previous instruction, you will need to click Acknowledge All Requests under Action. All assessments will then enter Incomplete Assessments.

Incomplete Assessments

Incomplete Assessments are assessments that currently lack a COSHH Control Sheet (CCS). To complete an assessment, you will need to click on the COSHH Control Sheet is incomplete icon to complete the CCS. This will take you through the Yes/No consideration questions as described previously.

Complete Assessments

Complete Assessments are those assessments which have an Exposure Scenario, COSHH Summary Sheet, COSHH Worker Reference Sheet and CCS. No action is required when assessments appear in the Complete Assessment folder.

8. Help and Support

Sypol Helpdesk (Support available Monday to Friday 9am to 5pm):

Tel - 01296 678 464

E-mail: cms.helpdesk@alcumusgroup.com

Corporate Health and Safety:

Tel - 0208 825 7681

E-mail: corporate_health_and_safety@ealing.gov.uk

Assessment Interpretation Manual:

Available on the **help page** of Sypol (top right of the screen once you've logged in- see below).

This provides **interpretation information** such as **symbol definitions** and a **glossary of terms**.

A useful reference document for the user.

SypolCMS - Help Section
Developed by Sypol Limited

Main Menu
Search this site

[open all](#) | [close all](#)

- Introduction
- My CMS
- Requesting COSHH Assessments (Req)
- Completing/Editing COSHH Control She
- Work Area Functions
- Reports

Helpdesk

UK:
01296 678464

Overseas:
+44 1296 678464

cms.helpdesk@alcumusgroup.com

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Introduction

Welcome to SypolCMS

Welcome to the online help section for SypolCMS. In this section, this will detail all functions which are available to help manage a subscribers COSHH responsibilities both on a day-to-day level and from a Management/Boardroom level. In this section you can either find tutorial information on how to conduct a particular task or obtain various [Documentation on the System](#)

We are releasing a new version of our system which is designed to improve the usability, and would appreciate your feedback on the changes. We have tried to address the issues that we have encountered from our system; mainly converting the system from both hazard-based system to a risk-based system, and material-focused to assessment-focused. With these changes in place, it will improve both the performance of the system and reduce the amounts of clicks required, to make using the system easier.

What's new?

For further information on previous updates, Click [here](#)

User Guides

Note: To view the file you must have Adobe Acrobat Reader installed on your PC.

- [Coordinator/Editor User Guide - Version 8](#)
- [Viewer User Guide - Version 5](#)
- [Four Step Guide - Version 1](#)

Assessment Interpretation Manual

The Assessment Interpretation Manual explains how to interpret the content of the COSHH assessment produced in SypolCMS

Note: To view the file you must have Adobe Acrobat Reader installed on your PC.

[Assessment Interpretation Manual](#)

Other Valuable Resources

- [COSHH Regulations 2002 \(as amended\), Approved Code of Practice \(external link to HSE\)](#)
- [EH40/2005 Workplace exposure limits \(external link to HSE\)](#)