**School of Engineering**

**COSHH assessment form**

This form must be completed **before** any work with substances hazardous to health is begun, so that a suitable and sufficient assessment of the health risks is made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procedure being carried out** | xxx | | | |
| **Location where the substance will be used** | Faraday Building, Environmental Laboratories | | | |
| What supervision or training will the person carrying out the procedure receive?  (delete as applicable) | Training by / instruction from laboratory technical staff, research staff or academic supervisors | | **Review date 1** |  |
|  | **Name** | **Signature** | | **Date** |
| **Person performing the work** | xxx |  | | xx/xx/20xx |
| **Supervisor/grant holder** | xxx |  | |  |
| **Divisional Safety Officer or other designated person** |  |  | |  |

1 This assessment should be reviewed immediately if there is any reason to consider that the original assessment is no longer valid, e.g. due to significant changes in the work activity.

**Attachments**

The following documents must be attached:

- Risk assessment identifying the need for the COSHH assessment and clearly indicating the persons potentially at risk (e.g. staff, students, visitors etc.)

- Full description of the procedure.

- MSDS for all substances in 1 a) or b) below

- Any health and safety information provided by supplier in 1 c) below

**1 Nature of the hazard and risks identified**

**a) Chemicals with Health hazards H phrases** **H300, H301, H302, H304, H310, H311, H314, H318, H330, H331, H334, H340, H341, H350, H351, H360, H361, H370, H371, H372, H373, EUH029, EUH031, EUH032**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of substance | Hazard phrases  (Refer to MSDS - must be attached) | Possible exposure route  (see key below)2 | Risk from single acute exposure  (delete as applicable) | Risks from repeated low exposure  (delete as applicable) | Duration of adverse effect (delete as applicable) | Effects could be hazardous to human reproductive systems  (delete as applicable) |
|  |  | 1, 2, 3, 4 | Serious  Not serious  Not known | Serious  Not serious  Not known | Long term  Short term  Not known | Yes  No  Not known |

2 (1) Contact skin and/or eyes, (2) Inhalation, (3) Injection and/or sharps, (4) Ingestion

**b) Substances with Physical hazards H phrases H200, H201, H202, H203, H204, H205, H220, H221, H222, H223, H224, H225, H226, H228, H240, H241, H242, H250, H251, H252, H260, H261, H270, H271, H272, H280, H281, EUH001, EUH006, EUH014, EUH018, EUH019, EUH044**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of substance | Hazard phrases  (Refer to MSDS - must be attached) | What are the storage requirements for this material? How will they be met? | Quantity used in procedure | Quantity likely to be held in storage | Risk in planned use (delete as applicable) | Risk in uncontrolled release from storage (delete as applicable) |
|  |  |  |  |  | Minor  Serious  Not known | Minor  Serious  Not known |

**c) Substances without a CAS No and no associated H phrases**

|  |  |  |
| --- | --- | --- |
| Name of substance | Nature of the hazard e.g. biological, flammable, explosive, corrosive | Any other information relating to risks arising from this hazard |
| n/a |  |  |

**2 Use of substance and control of risks**

**a) Control measures**

|  |  |  |
| --- | --- | --- |
| Name of substance | Provide a description of the control measures in place to protect the health and safety of both the user and other persons who may be exposed. Control measures should aim to reduce the risks of exposure to the minimum achievable. Consideration should be given to the use of alternative substances which are less hazardous and have a lower risk associated with their use. In this section you should also provide details of any post reactive products that have been made as a result of the procedure you have followed and the control measures you intend to use to minimise risks associated with these products. Provide details of any monitoring that will be carried out (e.g. for airborne contaminants or of exposed individuals) 3. (NB: a full description of the procedure must be attached) | List personal protective equipment or containment required |
|  |  |  |

3 For the majority of work, atmospheric monitoring should not be necessary for protecting health, providing sufficient thought has gone into ensuring the adequacy of control measures in relation to risks, and the control measures are properly used and maintained

**b) Emergency measures**

|  |  |  |
| --- | --- | --- |
| Name of substance | Describe the actions to be taken in the event of uncontrolled release taking into account the quantity of the spill of the substance (i.e. several grams or kilograms), with details of any equipment and/or service required | List equipment and services required |
|  |  |  |

**c) Disposal of substance or product resulting from its use.**

|  |  |  |
| --- | --- | --- |
| Name of substance / product | Describe the method to be used for disposal of the substance or its products, with details of any control measures, services, labelling, and/or permissions required | List equipment and services required |
|  |  |  |