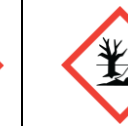


COSHH ASSESSMENT

Information written in grey is to be treated as prompts and reminder information only. Please replace with solid black writing specific to your substance.

Product Name(s):	Write proper chemical name here		COSHH Assess. No.:	
Description of Substance:	Solid/Liquid/Gas/Other. Container type and volume		CAS # or Formulation	Check SDS Ensures we know which specific product is in use. No CAS#? Use formulation or Catalogue number
Workplace Exposure Limits:	STEL:	LTEL:	Location	Building <u>and</u> room number
Suppliers Name & Address:	Write address here – usually sigma or fisher scientific		Telephone Number:	Supplier telephone number
Task/Activity: <i>For what reason and how is the substance being used?</i>	Write a good detailed description of the task. Include frequency of use, quantities involved, and stages at which exposure to the hazardous substance(s), or risk of fire, explosion.		SDS Attached:	Append to document using copy/paste

SUBSTANCE PROPERTIES									
									
Flammable	Oxidising	Explosive	Health hazard/ Hazardous to the ozone layer	Gas under pressure	Hazardous to the environment	Corrosive	Serious health hazard	Acute toxicity	Biohazard (If yes, complete Bio-Risk Assessment Form too)

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Hazard Statements (H)	Precautionary Statements (P)
Hazard statement is H then 3 numbers. All on the SDS	Precautionary statement is P then 3 numbers. All on the SDS
EU Statements (EUH)	Additional Information <i>(See SDS for additional information)</i>
	Transpose process relevant hazard information from SDS. Activities that may increase the risk e.g. decanting from stock, heating, mixing with other chemicals. Are any people especially at risk? (e.g. inexperienced personnel, individuals with particular health problems, etc)

ROUTE(S) OF EXPOSURE											
Skin		Eyes		Inhalation		Ingestion		Injection		Cuts/ Abrasions	

PERSONS AT RISK											
Users of the product		Other Workers e.g. Maintenance staff, Contractors		Visitors		Members of Public		Young Persons		Expectant Mothers	

INITIAL ASSESSMENT OF RISK						
Assessment of risk before identified control measures	High		Medium		Low	
Could a less hazardous substance be used to do the same job? <i>(if unknown, investigate and confirm before intended use?)</i>	Yes			No		
Is the quantity to be used/produced the minimum that is needed to do the work? <i>(if no, make arrangements to reduce the scale of the process)</i>	Yes			No		
Does the hazardous substance come in a less hazardous format? <i>For example Virkon powder comes in a less hazardous tablet form.</i>	Yes			No		

Information written in grey is to be treated as prompts and reminder information only.

The information may not be applicable to the material or activity.

CONTROL MEASURES
General Information/Precautions Some substances can cause severe acute or long-term effects on health, or pose serious fire, explosion, and reactivity hazards, so additional precautions are necessary for their safe use over and above good laboratory practice. There are also specific legal requirements for the use of carcinogenic substances, pesticides, and controlled drugs. If substances are involved that are classified as carcinogenic, mutagenic, or toxic to reproduction. Summarise what measures beyond good laboratory practice in the use of chemicals are required to ensure that there is no significant risk to the health and safety of any person. If the nature or the scale of the process makes exposure or risk insignificant, please indicate why this is the case. Follow Hierarchy of control.
First Aid/ Hygiene Arrangements May be specific instructions on SDS for some chemicals e.g. Phenol Health surveillance measures may be required – report to safety office if respiratory sensitiser or produces harmful vapours

Fire Precautions

Include fire-fighting equipment – suitable fire extinguishers
Emergency stops etc.
State clearly if flammable.

Spillage Procedures/Accidental release Measures

Chemical spill kit – state which type
Specific decontamination procedures may include:

- Small spills can be soaked up using absorbent material.
- Large spills absorb into dry earth or sand and transfer to a sealable container for disposal as chemical waste.
- Spills of hazardous chemicals require evacuation of lab and calling the emergency number (2222)

PPE REQUIREMENTS

							Other:
Protective gloves/ gauntlets (chemical permeation classification)	Lab coat/ Overalls (style e.g. Howie- microbiological)	Face-fit tested FFP mask (FFP level)	Face-fit tested Full or Half-Mask (Filter type)	Eye protection	Visor	Safety Boots	

Handling & Storage Requirements

Stock solution should be kept in bunded storage e.g. spill tray, chemical cabinet away from incompatible substances (state)
Indicate any special storage arrangements.

Consider whether chemical is safe to be stored in confined spaces e.g. cold rooms. Is it likely to expand, is it oxygen-depleting, volatile, noxious etc.?

If material is flammable are any fridges/ freezers spark-proof?

Use in a well-ventilated space, do not breathe mist/ spray

Monitoring Requirements

Enter onto chemical database: <http://burdock.rothamsted.ac.uk/chem-invent/index.php?file=index>

Stock control measures to ensure chemical does not expire.

Is the chemical pyrophoric (reacts with air), is it stored under oil, inert gas etc? If yes, state who and how stability will be monitored during storage.

If material is oxygen depleting is an Oxygen deficiency monitor required?

What arrangements are in place to monitor the effectiveness of control measures in preventing exposure and/or reducing risk? E.g. air monitoring, periodic contamination check of surfaces, Planned Preventative Maintenance (PPM) of equipment, other.

Disposal Requirements

See [Arrangements for the disposal of laboratory waste](#).

Do not discharge into drains or rivers.

Does the material require inactivation before disposal? If yes, state how.

Does the material require removal by specialist contractor e.g. Asbestos?

Transport Arrangements

See [Transport of hazardous materials in cars and vans](#) for movements using vehicles.

Consider whether the material is safe to be transported in a lift with people, or in the passenger compartment of a vehicle. Is it explosive when shaken, likely to expand, is it oxygen-depleting, volatile, noxious etc.?

Information, Training, Instruction or Supervision requirements

Consider what training may be required in addition to Risk Assessment and CoSHH e.g., Manual Handling Training for handling stock containers, gas cylinders, Pesticide training for use of pesticides etc.

Link to safety webpages guidance if present

Link to SDS

Link to manufacturers information

Link to Wikipedia (pages are detailed and useful)

Local Exhaust Ventilation (LEV) Requirements - *fume cupboard, powder cabinet, downdraft bench, microbiological safety cabinet(MSC)* etc.*

*Note that Rres MSC are re-circulating type II and not suitable for hazardous chemicals that produce fumes.

What containment or other precautionary measure is to be used for operations associated with high risk, e.g. weighing out and dissolving solids, and dispensing and diluting liquids and concentrates?

Additional Control Measures

Any restrictions on the work e.g. not to be left unattended, work to be done by named persons only, work to be done in controlled area, authorised access (door locked, notice posted)

If material is being heated, are there overtemperature controls or low-level cut-out switches on the heating equipment?

Are special arrangements necessary for safe access of non-laboratory staff (e.g. for maintenance/cleaning) to the laboratory as a whole or to areas designated for use of the hazardous substances?

ASSESSMENT OF RISK

Assessment of risk after control measures	High		Medium		Low	
Is the handling of the substance suitable for Lone Workers?	Yes			No		
Can the substance be stored/ transported in Confined spaces or those with limited air changes e.g. lifts, basement areas.	Yes			No		

ADDITIONAL CONTROL MEASURES					
Note: following sections to be completed by user should additional control measures be required					
Are additional control measures required? <i>(If so state remedial actions to be taken below):</i>		Yes		No	
Action Required	Person Responsible	Date Completed	Signature		
FINAL ASSESSMENT OF RISK (After additional control measures)					
Assessment of risk after additional control measures		High		Medium	
Assessor(s) Name:		Assessor(s) Signature:		Date:	
COSHH ASSESSMENT REVIEW (HSBQ)					
Reviewed by <i>(PRINT NAME):</i>		Date of assessment:			
Signed:		Assessment review:			

Comments

This is only a preliminary assessment based on the manufacturer's safety data sheet/generic information for similar products.

This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employer's responsibility to ensure that a suitable and sufficient assessment of the risks is undertaken when using any material which may be hazardous to health.

An up to date Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.

Copy and Paste SDS HERE

Ideally the supplier SDS should be pasted, formulations can impact on the risk of the chemicals, and these may vary between suppliers. Failing this however [Sigma/Merck](#), [Fisher Scientific](#), or [VWR](#) can be used.