



## COSHH FORM

Always follow good laboratory practice, full guidance at [http://www.docs.csq.ed.ac.uk/Safety/Policy/Chem/CS\\_CoP002GLP.pdf](http://www.docs.csq.ed.ac.uk/Safety/Policy/Chem/CS_CoP002GLP.pdf)

Each section has corresponding in depth guidance (section 2) for completion – please ensure you follow this guidance when completing this assessment ([http://www.docs.csq.ed.ac.uk/Safety/ra/COSHH\\_notes.pdf](http://www.docs.csq.ed.ac.uk/Safety/ra/COSHH_notes.pdf)).

This form can be used to evaluate the hazards of a single substance, group of related substances or a process/procedure as well as any proprietary purchased materials.

|                        |  |             |  |
|------------------------|--|-------------|--|
| School/Management Unit |  | Assess. No. |  |
| Title of Activity      |  |             |  |
| Location(s) of Work    |  |             |  |

|                         |
|-------------------------|
| Outline of task/method: |
|-------------------------|

### A. Hazards including any substances produced during the procedure

| Hazard(s) – state name of substance(s) and classify hazard (see guidance notes) | Present Risk Evaluation<br>Low/Med/High | Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.) | Risk Evaluation after control<br>Low/Med/High |
|---|---|--|---|
|   |   |  |   |

Risk evaluation should be based on hazard classification and hazard statements – if control methods stated above reduce the risk to low at this point, the risk assessment is complete. If any medium to high hazards remain, please continue to complete the rest of the form.

### B. Exposure route(s) by which harm may occur

|              |                 |             |            |           |                      |
|--------------|-----------------|-------------|------------|-----------|----------------------|
| Skin Contact | Skin Absorption | Eye Contact | Inhalation | Ingestion | Injection via sharps |
|--------------|-----------------|-------------|------------|-----------|----------------------|

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|--|--|--|--|--|--|
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|--|--|--|--|--|--|

### C. Engineering Control Measures (Fume cupboards/LEV etc.)

State any engineering controls required for this task/method;

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| <br><br><br> |
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### D. Personal Protective Equipment (PPE)

State any PPE required for this task/method. Include which type and when they are to be worn;

Eye protection:

Hand protection:

Special clothing:

Face protection:

Respiratory protection:

|  |
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| <br><br><br><br><br><br><br><br><br><br> |
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### E. Health Monitoring

|   |            |           |
|---|------------|-----------|
| Is <b>health surveillance</b> required for the protection of the health of employees?<br><br>Health surveillance may be required if working with animals or other skin or respiratory sensitisers, please see <a href="http://www.ed.ac.uk/schools-departments/health-safety/guidance/hazardous-substances/sensitisers">http://www.ed.ac.uk/schools-departments/health-safety/guidance/hazardous-substances/sensitisers</a> for further guidance                | <b>Yes</b> | <b>No</b> |
| Is <b>biological monitoring</b> required to ensure that the control of exposure to the hazardous substance(s) is adequate?<br><a href="http://www.hse.gov.uk/pubns/books/hsg167.htm">http://www.hse.gov.uk/pubns/books/hsg167.htm</a> for guidance<br><br>If yes for health monitoring, contact the Health and Safety Department for further guidance on obtaining biological monitoring ( <a href="mailto:health.safety@ed.ac.uk">health.safety@ed.ac.uk</a> ) |            |           |

### F. Training

State any health and safety training required for this task/method;

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| <br><br><br> |
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### G. Supervision

State what supervision (if any) is required for persons undertaking this task/method:

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| <br><br><br> |
|--------------|

## H. Implications for persons not involved in the work activity

Persons identified may require to be informed, in part or in full, of the information contained in the Safe System of Work.

## I. Emergency procedures

State all emergency procedures including contact names and numbers;

Firs Aid:

Fire fighting:

Spill Management:

Any others:

## J. Waste disposal

State waste disposal routes for all hazardous substances in this task/method;

**If in doubt contact the University Waste and Environmental Manager Ext. 514287.**

|  |            |           |
|--|------------|-----------|
| Are you satisfied that the control measures outlined above are adequate to control the risks to health from the hazardous substances used in the work activity described to the lowest level reasonably practicable? | <b>Yes</b> | <b>No</b> |
| <b>If no, work can not continue until safe to do so</b>  |            |           |

## K. Accreditation and verification of COSHH risk assessment

When this assessment is complete it should be signed and dated by the assessor and then checked and signed by the person responsible for operations in that section of the School/Unit where the work is being carried out. You must ensure that the person undertaking the task is competent to do so and has received sufficient information, instruction and training and has seen and signed the Safe System of Work.

|              |  |             |  |
|--------------|--|-------------|--|
| Assessed by: |  | Checked by: |  |
| Signature:   |  | Signature:  |  |
| Date:        |  | Date:       |  |

## L. Review of Assessment

**This assessment should be reviewed at regular intervals and immediately if there is reason to suspect that it is no longer valid (for example after any accidents or incidents) or if there is a significant change in the work to which it relates.**

When the assessment is reviewed, add below the signature of the assessor and the person responsible for work in that area of the School/Unit. If the activity has materially changed in any way then a new assessment should be undertaken and a new assessment form completed. Any original signatories covered by the modified assessment should sign again.

|              |  |             |  |
|--------------|--|-------------|--|
| Assessed by: |  | Checked by: |  |
| Signature:   |  | Signature:  |  |
| Date:        |  | Date:       |  |

## Annexe A

Annexe A can be used instead of Sections A-J above. It covers the same areas but in a table format,

([http://www.docs.csg.ed.ac.uk/Safety/ra/COSHH\\_Annexe\\_A.doc](http://www.docs.csg.ed.ac.uk/Safety/ra/COSHH_Annexe_A.doc)).

## Safe System of Work

**Now formulate a Safe System of Work (form SSW, [http://www.docs.csg.ed.ac.uk/Safety/ra/SSW\\_form.pdf](http://www.docs.csg.ed.ac.uk/Safety/ra/SSW_form.pdf) or [http://www.docs.csg.ed.ac.uk/Safety/ra/SSW\\_form.doc](http://www.docs.csg.ed.ac.uk/Safety/ra/SSW_form.doc)) (also known as Standard Operating Procedure or SoP) and ensure all laboratory users countersign to verify they understand it.**