Guidance notes for COSHH assessment form

This form must be completed for every hazardous chemical used in the UniMAP. The form must be signed by the student and their Main Supervisor before the work starts.

(1) **Title or research/activity** : Insert the title of the research or activity

(2) **Assessor or student** : Insert the name of the person doing this assessment

(3) **Department / School** : Insert the name of the department/school.

(4) **Date of assessment** : Insert the date that the assessment form is completed. The assessment is valid for a maximum of 1 year. It must be reviewed after 1 year, or if a significant change occurs (change of lab, pregnancy, etc).

(5) **Laboratory name** : Insert the name of the laboratory the chemical will be used

(6) **Brief description of project or activity** : Insert experimental procedure that the chemical is to be used in and detail who may be exposed (individual worker? People in close proximity? Cleaners? Engineers?).

(7) **Hazards Identification** : Insert number of hazardous chemical, name of the chemical to be used. (Biological hazards must not be assessed on this COSHH form), name of hazardous substance and CAS no. refer to SDS/MSDS/CSDS composition against to Schedule of USECHH Regulation 2000

(8) **Physical Form** : Insert the properties of the chemical in the gases, liquid, solid or powder form.

(9) **Hazard Category** : Insert details of all of the hazardous properties of the chemical – example: explosive, oxidising, extremely flammable, highly flammable and flammable or very toxic, toxic, corrosive, carcinogen, harmful, irritant etc).

(10) **Potential routes of exposure** : Potential the chemical to enter into the body.

(11) **Use of hazardous substances** : Estimated quantity of the hazardous chemical to be use and reason to be used.
(12) **Frequency of use**: Frequency of hazardous chemical to use in this research.

(13) **Potential for exposure to hazardous substances**: Self estimated the probability of the exposure of the chemical.

(14) **Containment**: Area of the hazardous chemical to be exposed.

(15) **Other controls**: In order to prevent/control exposure, is it necessary to restrict access to competent personnel? Are special containment facilities required?

(16) **Storage of hazardous substances**: Note any special requirements e.g. ventilation, chemical incompatibility, flash point, etc.

(17) **Transport/transfer of hazardous substances**: Please refer to Safety Data Sheet for transportation and condition of storage of the chemical.

(18) **Personal protective equipment (PPE)**: PPE is to be used as the ‘last resort’ when preventing/controlling exposure. Please detail the PPE to be used when handling the chemical. Please circle/tick/highlight the appropriate statement(s) and include details of the type of gloves, etc to be used.

(19) **Waste management and disposal**: Identify whether the chemical is an environmental hazard; Detail fully how the chemical waste is to be disposed of need to discuss with the Laboratory management at school or department.

(20) **Emergency procedures**: Provide full details of emergency procedures to be employed following contact with the chemical (skin contact, eye contact, inhalation and ingestion)

(21) **Spillage or release**: Also include details of emergency spill procedures.

(22) **Fire precautions**: Identify the control available to prevent/control of fire at laboratory

(23) **First aid**: Identify the first aid at laboratory
(24) **Declaration by assessor or student**: The assessor or student must sign and date the assessment to confirm that they have read the COSHH Assessment, understand the hazards and risks involved and will follow all of the safety procedures stated.

(25) **Approval by Main Supervisor or responsible person**: The main supervisor must sign and date the assessment, to confirm that the researcher is competent to undertake the work.

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