# PERSONAL COSHH FORM



**Always follow good laboratory practice, full guidance at** [**http://www.docs.csg.ed.ac.uk/Safety/policy/p5cl/p5cl2.pdf**](http://www.docs.csg.ed.ac.uk/Safety/policy/p5cl/p5cl2.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.csg.ed.ac.uk/Safety/ra/COSHH\_notes.pdf**](http://www.docs.csg.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**  Low/Med/High | **Control Measures** (i.e., alternative work methods / mechanical aids / engineering controls, etc.) | **Risk Evaluation after control**  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 |
|  |  |  |  |  |  |

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

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| --- |
| State any engineering controls required for this task/method; |

### D. Personal Protective Equipment (PPE)

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| --- |
| 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: |

### E. Health Monitoring

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

F. Training

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

G. Supervision

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

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

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| --- |
| 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?  **If no, work can not continue until safe to do so** | Yes | No |
|  |  |

### K. Accreditation and verification of COSHH risk assessment

IN THE CVS PRINCIPAL INVESTIGATORS SIGN THEIR STAFF AND STUDENTS RISK ASSESSMENT SIGNATORY SHEET TO CONFIRM THAT THIS RISK ASSESSMENT COVERS ALL RISKS AND HAZARDS ASSOCIATED WITH IT.

### L. Review of Assessment

IN THE CVS PRINCIPAL INVESTIGATORS ARE EXPECTED TO REVIEW THEIR RISK ASSESSMENTS ANNUALLY AND ADD ANY CHANGES TO THE RELEVANT FORM.

Please send any updates to lab management so the amends can be added to the RA drive.

STAFF AND STUDENTS ANNUALLY REVIEW THE RISK ASSESSMENTS THEY USE AND SIGN THE REVIEW SECTION OF THEIR PERSONAL RA SIGNATURE SHEET. PRINCIPAL INVESTIGATORS SHOULD COUNTERSIGN THIS TO CONFIRM THAT THESE RAs ARE UP TO 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>).

## 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> or <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.