



COSHH: SPECIFIC ASSESSMENT OF PROPOSED EXPERIMENT

Part I. Basic Information

Department:
Principal investigator / Responsible person:
Date of assessment:
Location of work (Buildings and room numbers):
Briefly describe the activity/project

Part II. Substance Hazard Identification

Substances:
Quantity:
Maximum amount or concentration used Negligible <input type="checkbox"/> Low <input type="checkbox"/> Medium High <input type="checkbox"/>
Potential for exposure to hazardous substances Negligible <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Who might be at risk Staff <input type="checkbox"/> Students <input type="checkbox"/> Visitors <input type="checkbox"/> Public <input type="checkbox"/> Young people (<18yrs) <input type="checkbox"/> New and expectant mothers <input type="checkbox"/> Other <input type="checkbox"/>
Known Health Effects (<i>if necessary, refer to appropriate online database</i>)



Part III. Control Measures

Personal protective equipment (PPE) <i>Specify which PPE(s) should be used</i>	
Lab coat <input type="checkbox"/> Overalls <input type="checkbox"/> Chemical suit <input type="checkbox"/> Disposable clothing <input type="checkbox"/> Apron <input type="checkbox"/> Spectacles <input type="checkbox"/> Goggles <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves <input type="checkbox"/> Special headwear <input type="checkbox"/> Special footwear <input type="checkbox"/> Disposable mask <input type="checkbox"/> Filter mask <input type="checkbox"/> Half face respirator <input type="checkbox"/> Full face respirator <input type="checkbox"/> Other <input type="checkbox"/>	
Storage of hazardous substances	
Transport of hazardous substances	
Waste management and disposal <i>Specify the anticipated type of waste</i>	
Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Gas <input type="checkbox"/> Inorganic <input type="checkbox"/> Organic <input type="checkbox"/> Aqueous <input type="checkbox"/> Mixed <input type="checkbox"/> Other <input type="checkbox"/>	
Instruction, training and supervision	
Special instructions are required to safely carry out the work (If yes enter details below)	Yes <input type="checkbox"/>
Special training is required to safely carry out the work (If yes enter details below)	Yes <input type="checkbox"/>



Part IV. Emergency procedures

Emergency procedures		
Minor spillage or release		
Specify procedure		
Other actions	Evacuate and secure laboratory / area	Yes <input type="checkbox"/>
	Inform competent person (eg principal investigator / school safety officer etc)	Yes <input type="checkbox"/>
Major spillage or release		
Specify procedure		
Other actions	Evacuate building by fire alarm	Yes <input type="checkbox"/>
	Call security and fire brigade	Yes <input type="checkbox"/>
	Inform competent person (eg principal investigator / school safety officer etc)	Yes <input type="checkbox"/>
Fire Precautions <i>Specify which fire extinguishing method(s) to use</i>		
Carbon dioxide <input type="checkbox"/> Water <input type="checkbox"/> Powder <input type="checkbox"/> Foam <input type="checkbox"/> Blanket <input type="checkbox"/>		
Automatic fire suppression <input type="checkbox"/> Other <input type="checkbox"/>		
First aid procedure		
Waste Disposal procedure		



Additional risks: (for example circumstances where work will involve exposure to more than one substance hazardous to health, consider the risk presented by exposure to such substances in combination. Also, non-routine maintenance may present additional risk of exposure.)

Emergency contacts (*PI or responsible person contact information should be provided*)

Name	Position	Telephone
Jie Jiang	Lab manager	81880482

DECLARATION. The above is to the best of my knowledge an accurate statement of hazards and foreseeable risks. The procedures and precautions described will adequately control exposure to substances hazardous to health.

Signature of student:

Date:

Signature of assessor:

Date:

Signature of Supervisor(if different from assessor):

Date:

A copy of this assessment should be given to the research worker for insertion in his/her notebook, one should be retained by the assessor and one sent to the Departmental Safety Coordinator.

Note:

Hazardous substances include:

1. Substances used directly in work activities (eg. toxic chemicals, liquid nitrogen);
2. Substances generated during work activities (eg. dust)
3. Biological agents such as bacteria and other micro-organisms.

Examples of the effects of hazardous substances include:

1. skin irritation or dermatitis as a result of skin contact;
2. asthma as a result of developing allergy to substances used at work;
3. losing consciousness as a result of being overcome by toxic fumes;
4. cancer, which may appear long after the exposure to the chemical that caused it;
5. infection from micro-organisms or other biological agents.

To comply with COSHH you together with your supervisor need to follow these steps:

1. Assess the risks
2. Decide what precautions are needed
3. Prevent or adequately control exposure
4. Ensure that control measures are used and maintained
5. Monitor the exposure
6. Carry out appropriate health surveillance
7. Prepare plans and procedures to deal with accidents, incidents and Emergencies
8. Ensure you are properly informed, trained and supervised