

THE UNIVERSITY OF SUSSEX

**SAFETY PROCEDURES AND GUIDANCE FOR THE IMPLEMENTATION OF THE
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002**

amended 2003, 2004, revised 2005

Revised 2009

Brief Overview

The need to make assessments of hazards and risks to health will normally be a component of all the main risk assessments covering all aspects of work within the University. Each hazard and risk assessment must include **all** the hazards and foreseeable risks associated with a particular activity:

- safety of structures involved
- safety of services, e.g. gas, electricity
- safety of equipment
- safety of processes, and
- safety in the use of **substances***

The latter part of the assessment is undertaken to comply with the Control of Substances Hazardous to Health Regulations (CoSHH) 1994 which came into force on 16th January 1995 and have been subsequently subject to a number of revisions the latest coming into effect in March 2005. This Regulation covers use of chemicals or other substances at work that can put people's health at risk, and the law requires the University to control exposure to such hazardous substances in order to prevent ill health.

COSHH defines hazardous substances and preparations supplied for use at work as:

- Substances officially classified as toxic, harmful, irritant or corrosive. These should carry an appropriate orange and black pictogram on the container, although some proprietary or imported substances may not;
- Substances with workplace exposure limits;
- Dusts of any kind in substantial concentrations;
- Biological agents (harmful micro-organisms);
CoSHH applies to two broad categories of exposure to biological agent which may be distinguished as:-
 - exposure resulting from deliberate intention to work with a biological agent
 - exposure which arises out of the work but is incidental to it eg food production or refuse disposal
- Gases and vapours which when present at high concentrations act as simple asphyxiates. Some of these are extremely flammable and should be considered under both CoSHH and DSEAR (dangerous substance and explosive atmosphere regulations). Where substances are

both directly hazardous to health and fall under DSEAR, employers have duties under both these regulations to protect employees.

- Any other substances that creates a risk to health, e.g. pesticides, allergens.
- In addition the CoSHH regulations also include hazards arising from work activity e.g. wood dust, grain dust and foundry fumes.

What does the law require when working with substances hazardous to health?

- Assessment of risks - identify the hazards from manufacturer's data sheets, detailed information on the container/packaging or other sources e.g. literature;
- Identification *and* implementation of the precautions needed to prevent or control exposure;
- Making sure that staff work in accordance with the safe working procedures and maintaining any equipment used to control exposure;
- Informing, instructing and training staff in control measures and emergency procedures; and
- Monitoring that the system of control is working properly and the maintenance of any such systems.

For further details see University policy section on: <http://www.sussex.ac.uk/hso/1-2-14.html> or <http://www.hse.gov.uk/coshh/>

Actions required to comply with the regulations

Hazard and Risk Assessments

Although compliance with the CoSHH Regulations only requires assessment to consider hazards to health from the use of substances, it is important to remember that any hazard/risk assessment is only a part of the assessment required for the particular process as a whole.

What is required:

Step 1	Assess the hazards and the risks
Step 2	Decide what precautions are needed to prevent or adequately control exposure and record them
Step 3	Implement control measures to prevent or adequately control exposure
Step 4	Ensure that control measures are used and maintained
Step 5	Monitor exposure and carry out health surveillance
Step 6	Prepare plans for accidents, incidents and emergencies
Step 7	Ensure individuals are properly informed, trained and supervised
Step 8	Review assessments

Step 1: Assess the Risks

Identify the hazardous substances present in your workplace and consider the risks these substances present to people's health. Determine who might be exposed and how e.g. can the substance be breathed in, swallowed e.g. by putting contaminated fingers in the mouth or absorbed through skin. The assessment should also covers any risks arising out of cleaning, storage, disposal and maintenance of contaminated equipment.

You must also consider who may be put at risk by the hazardous substances in use, this may not only be the researcher/worker using the substance but cleaners, maintenance staff, visitors and other researchers in the area not directly associated with the process.

Most use of hazardous substances is in laboratories, however, use of hazardous substances in non-laboratory areas can create significant risks and should not be overlooked. Where the application is straightforward (e.g. painting) and provided there are clear safety instructions on the container, the assessment can be simply to follow those instructions. However, in other cases an assessment is needed using the form "COSHH assessment for non-laboratory work".

The hazards of substances are usually stated briefly on the container, they are also stated on the supplier's hazard data sheet or MSDS. For rarer chemical substances not given an official classification or for by products of the process being undertaken, it is the researcher's responsibility to find out what the hazards are or, where they are unclear, work out the likely hazards by analogy with other substances.

COSHH says you have to assess every USE of every substance hazardous to health. Getting the suppliers' data sheet is not enough (although it's a good start). You have to look at the actual use of the substance.

In considering whether a substance is hazardous to health the following additional factors should be taken into account:

- a. different forms of the same substance may present different hazards, e.g. a solid may present negligible hazard but, when ground into dust of a respirable size, may be very hazardous;
- b. many substances contain impurities which could present a greater hazard than the substance they contaminate, e.g. crystalline silica is often present in minerals which would otherwise present little or no hazard;
- c. some substances have a fibrous form which may present a potentially serious hazard to health, if the fibres are of a certain size or shape, e.g. asbestos;
- d. some substances may be known to cause ill health but the causative agent may not have been identified, e.g. certain textile dusts causing byssinosis;
- e. combined or sequential exposures to various substances may have additive or synergistic effects;

- f. epidemiological or other data which indicate that a biological agent that does not already appear in the Approved Classification is nevertheless the cause of a hazard to health at work.
- g. One off, emergency situations arising from the work activity, such as a dangerous chemical reaction or fire which could foreseeably produce a different substance or different form of the substance which is hazardous to health.

An assessment should be made for each research project or for each major component of a research project. The preparation of the hazard and risk assessment document may be undertaken by the member of faculty supervising the work or by his or her research student or technician. In the case of assessments undertaken by postgraduate students or technicians, the assessment must be checked and approved in writing by the member of faculty supervising the work.

When specifying the safe procedures to be followed it is acceptable to quote methods cited in the literature provided that, if necessary, some further notes are added to make research students or technicians fully aware of potential risks, e.g. risk of death from inhalation, risk of explosion/fire. The note must also describe the precautions which are required to minimise the risks to health

Completed copies of project assessment forms must be sent to the School Safety Co-ordinator and the University Health and Safety Office **before** the work is started. A copy must be available at the place of work, e.g. in a Hazard and Risk Assessment file or COSHH Assessment file within the laboratory or work area.

Individual employees should have easy access to COSHH assessments for the substances they are likely to use. These may be provided in lever arch 'COSHH files' in the work areas or provided as a COSHH file issued to each employee. It is important that managers and supervisors go through these COSHH assessments verbally to ensure that employees fully understand the hazards and risks to health, as well as the work procedures to be followed to control or eliminate exposures.

Step 2: Decide what precautions are needed

If you identify significant risks, decide on the action you need to take to remove or reduce them to acceptable levels. Consider what precautions represent good practice, designed to achieve adequate control (see Step 3). Consider protection of the skin and eyes against splashes as well as protection against inhalation and ingestion.

Precautions at all stages have to be considered – storage, usage and disposal, as well as risks to all potentially exposed workers – e.g. cleaners and maintenance staff. Be prepared for spillage or emergencies.

Step 3: Prevent or adequately control exposure

COSHH is not a paper exercise – the purpose of COSHH assessment is to ensure that the right precautions are identified and implemented. The COSHH Regulations require you to *prevent*

exposure to substances hazardous to health, if it is reasonably practicable. This is always the first consideration. You might:

- Change the process so that the hazardous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form, e.g. pellets instead of powder.

If *prevention* is not reasonably practicable you must adequately *control* exposure. “Adequate control” is achieved by applying the eight **principles of good practice** –

- (a) Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health. Always keep the quantities of hazardous substances in use to the minimum necessary to achieve the required result.
- (b) Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion – when developing control measures.
- (c) Control exposure by measures that are proportionate to the health risk. This could be as minimal as replacing lids on containers
- (d) Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- (e) Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- (f) Check and review regularly all elements of control measures for their continuing effectiveness.
- (g) Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- (h) Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Step 4: Ensure that control measures are used and maintained

Supervisors should monitor that all work is properly assessed and that the controls assessed as necessary are actually implemented. Further any control measures used eg LEV must be checked to ensure that they are both operational and maintained see SPG-01-09 for Lev and SPG-16-09 for PPE.

Step 6: Monitor exposure and carry out health Surveillance

It should be recorded on the assessment form if there is a requirement for exposure to substances hazardous to health to be monitored, e.g. by atmospheric sampling. Control measures should normally be sufficiently robust as to ensure a comfortable margin of safety and should not normally require exposure monitoring.

Where control measures successfully reduce exposure to a level which prevents adverse health effects, no health surveillance is needed. An assessment is necessary before any decision with regard to the need for health surveillance; it should identify whether there is any risk of adverse health effects and if so who is at risk. Currently health surveillance is undertaken for work with respiratory sensitisers.

Step 7: Prepare plans for accidents, incidents and emergencies

Users of substances hazardous to health should know what they would do in the event of a foreseeable unplanned incident, e.g. spillages, toxic gas leakage, fire evacuation.

Is there relevant first aid equipment available, is there the correct equipment at hand for dealing with spills, is the correct fire extinguishing equipment available etc.

Step 8: Ensure individuals are properly informed, trained and supervised

It is a departmental responsibility to ensure that staff and students are properly trained, i.e. are competent to do work with substances hazardous to health. Individuals should be told *how* to work safely and *why* they should work safely. They should be given the necessary information about the individual substances they are working with and should sign the acknowledgement on the assessment form. Supervisors should visit them regularly to check they are working safely. Where appropriate, laboratory workers must be instructed in the correct use of any control measure to be taken e.g. fume cupboards or microbiological safety cabinets. See relevant safety guidance such as SPG-01-09 LEV.

In addition, some workers may need specialist training, e.g. where they may need to use specialised research methods; work with unfamiliar equipment or techniques eg carrying out distillations or work with potentially explosive chemical reactions.

Step 9: Review

Each assessment should be reviewed either whenever there is evidence to suspect that it is no longer valid or when there is about to be a **significant change** in the work to which the assessment relates, i.e. the work place changes, the staff involved change, the equipment changes. Assessments should in any case be reviewed every 5 years.

Sources of Information

Sources of information about the hazardous properties of substances include:

- information on labels and safety data sheets complying with the Chemicals (Hazard Information and Packaging) Regulations 2002, or from classifying the substances by applying the criteria in those Regulations;
- information provided by the manufacturer or supplier of the substance under section 6 of the Health and Safety at Work etc. Act 1974 (amended by the Consumer Protection Act 1987), usually provided as comprehensive Materials Safety Data Sheets (MSDS)
- the Approved list of biological agents
- guidance material published by the Health and Safety Executive (HSE) or other authoritative bodies;
- experience obtained and information gathered as a result of previous use of the substance or similar substances;
- technical reference sources (textbooks, scientific/technical papers, trade journals, etc.);
- professional institutions, trade associations, trade unions and specialist consultancy services.
- Other University of Sussex Safety Procedures and Guidance documents, i.e.:
 - SPG-01-09 LEV
 - SPG-09-09 Work with Poisons
 - SPG-10-09 control of carcinogenic, mutagenic & teratogenic substances
 - SPG-14-09 Disposal of waste chemicals
 - SPG-16-09 PPE
 - SPG-20-09 Work with microbiological material
 - SPG-24-09 Biological agents
 - SPG-32-09 Emergency spills procedure

Notes to aid Risk and COSHH Assessment

Risk Assessment

This assessment should give basic information about the project or work and who is responsible for management of the work. It will provide an overview of all hazards likely to be encountered whilst carrying out the work covered by this assessment.

Title of project or activity

You should provide the title of the project or activity in this section.

Principal investigator / Responsible person

You should provide the name of the principal investigator or the manager who is in charge of the activity in this section.

School and Dept

You should provide the name of your School (eg School, Institute or Unit etc).

Date of assessment

You should provide the date on which the assessment was carried out.

Date for review

The assessment should be reviewed regularly, at a minimum of every 5 years, and especially if work practices or location change.

Location of work

You should provide the name of the building and room numbers or details of location for field work.

Brief Description of the work

This should include a brief summary of the work included under this risk assessment specifying the nature of the work. This description should be worded in such a manner as to enable other people and non-experts to understand the exact nature of the work (eg workers, safety officers or HSE inspectors).

Hazards reasonably expected

Consider all aspects of the work and tick the box next to the hazard. Ticking some hazards will identify that there is a need for further assessment eg in the case of use of chemicals or radioactive materials, or will point to the need for a workstation to be assessed

Who might be harmed

You should provide details of who will be doing the work and if any other people will be affected by the work. Specify which persons might be directly at risk of exposure to the hazardous substances in the work (eg staff, students) and who might be indirectly at risk (eg porters, cleaners, or maintenance workers). Could people sharing your workplace be affected by your work (eg many labs host more than one working group). Consider whether any particular groups of people might be at increased risk or adversely affected by the work and might not be able to do the work. These include new or expectant mothers, young persons under 18, disabled workers, those allergic to particular substances, and employees who may be more susceptible to some illnesses because of their individual health status

Other assessments or procedures that may apply

List all assessments or guidance notes that may have already been generated which apply to the work described above

CoSHH assessment

Title of project or activity

You should provide the title of the project or activity in this section.

Principal investigator / Responsible person

You should provide the name of the principal investigator or the manager who is in charge of the activity in this section.

School and Dept

You should provide the name of your School (eg School, Institute or Unit etc).

Date of assessment

You should provide the date on which the assessment was carried out.

Date for review

The assessment should be reviewed regularly, at a minimum of every 5 years, and especially if work practices or location change.

Location of work

You should provide the name of the building and room numbers or details of location for field work.

Brief Description of the work

This should include a brief summary of the work included under this assessment specifying the nature of the work. This description should be worded in such a manner as to enable other people and non-experts to understand the exact nature of the work (eg workers, safety officers or HSE inspectors).

Section 2 - Hazardous substances (used and generated)

In this section you need to describe the hazardous substances which will be used or to which people could be exposed in the work. Where practicable, non-hazardous or less hazardous substances must be substituted for hazardous ones

Hazard tick box – check boxes that indicate the hazards identified within the assessment eg if there are flammables used check the flammables box.

Chemicals are classified under the Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP) as one or more of the following - Very toxic, Toxic, Harmful, Corrosive, Irritant or Sensitising. Identify all chemicals used in the work being assessed and name them in the column labelled hazardous substance.

Carcinogens, mutagens and teratogens should be listed separately

Dusts or fumes which be used or may arise as a consequence of the work should be listed separately

Asphyxiants which act by reducing the oxygen content of the atmosphere. These include inert gases, such as nitrogen and argon, but also certain flammable gases, should be listed separately.

Identify the risk with each chemical and add as text comment into the column labeled Risk Identified, this information is available in MSDS sheets or on supplier web pages. Use of R and S number is not the preferred method as the assessment should be understandable by all staff/students

Where Substances are assigned a workplace exposure limit this should be included in column 4

Any other substance hazardous to health

Any other substance hazardous to health not specifically covered by CHIP (eg biological material, medicines, pesticides, cosmetics).

Human diseases, illnesses or conditions associated with hazardous substances

Acknowledgements: Based on original by P. Balance rewritten by T. Knapp
Uploaded to the University Safety Office website June 2010

You should provide details of any human diseases, illnesses or conditions associated with exposure to the hazardous substances. For example, many organic solvents can cause respiratory irritation or asthma.

Potential routes of exposure

You should provide details of the potential routes of exposure to the hazardous substances. The potential for hazardous substances to cause ill health will depend upon the manner in which the substance can harm the body (target organs, or systems, at risk), route of entry to the body by which the substance is hazardous (hazard route) and the route of entry which leads to exposure to the substance (exposure route). Substances may be harmful by one or more of the following exposure routes. For example, the hazardous substance could enter by inhalation (eg respiratory problems, transfer into circulatory system, CNS disorders), ingestion (eg poisoning, gastrointestinal problems), injection (eg hypodermic needle stick, or cut by contaminated sharp, poisoning, transfer into circulatory system, CNS disorders), or by absorption (eg corrosive burns, dermatitis, absorption into the body through the skin, transfer into circulatory system, CNS disorders).

Section 3 Risks

In this section you need to describe the risks relating to the hazardous substances which will be used or to which people will be exposed in the work. You must consider the ways by which harm could be caused from exposure to the hazardous substances in your work. You will then need to make an assessment of the overall level of risk of harm to human health and the environment from exposure to the hazardous substances in the work.

Use of hazardous substances

You should provide details of the use of hazardous substances or how people will be exposed to the substances. For example will the work be small, medium or large scale an estimate of quantity in units of measurement such as gram, microgram or litre etc.

Maximum amount or concentration used

You should provide details of the maximum amount or concentration of hazardous substances used or to which people will be exposed. Note the scale of your proposed operation and the significant risks of harmful exposure of humans or the environment if things go wrong such as in the absence or failure of control measures or a catastrophic event

Frequency of use

You should provide details of how often the hazardous substances will be used or the activity carried out or how often people will be exposed to the hazardous substances.

Who might be at risk

You should provide details of who will be doing the work and if any other people will be affected by the work. Specify which persons might be directly at risk of exposure to the hazardous substances in the work (eg staff, students) and who might be indirectly at risk (eg porters, cleaners, or maintenance workers). Could people sharing your workplace be affected by your work (eg many labs host more than one working group). Consider whether any particular groups of people might be at increased risk or adversely affected by the work and might not be able to do the work. These include new or expectant mothers, young persons under 18, disabled workers, those allergic to particular substances, and employees who may be more susceptible to some illnesses because of their individual health status.

Section 4 Controls

Containment

You should provide details of where the work will be done and how the hazardous substances will be properly contained. It's important to consider the potential routes of exposure in deciding what sort of control measures will be required. Consider if the work can be done in a laboratory or will specialised facilities be required. Will the work require total enclosure (eg glove box, flexible film isolators or Class 3 safety cabinets), partial enclosure (eg fume cupboard, Class 1 or 2 safety cabinets), local exhaust ventilation (eg exhaust ducting from machine tools, soldering or welding operations, some laboratory equipment) or general ventilation (eg animal rooms or containment laboratories). You should also consider whether you will need to control access to the area where the work will be done by limiting it to authorised persons only.

Other controls

You should provide details of any special control measures that you intend to use for this work (eg avoidance of use of sharps, hygiene measures etc).

Storage of hazardous substances

You should consider at this stage the quantity you need and the facilities required to store the hazardous substances or materials. Special conditions may also be required such as ventilation and security. You should take care not to store incompatible chemicals with or close to each other.

Personal protective equipment.

If chosen, personal protective equipment (PPE) should be selected and fitted to the person who uses it. Where PPE is the main control method it should where practical be used in conjunction with another method of PPE and safe work practices. A full assessment should be made taking into consideration the potential routes of exposure to the hazardous substances incompatibilities and break through time of material used in PPE.

Waste management and disposal

You should provide details of how hazardous substances will be managed and disposed of when they are no longer required. Consider the types of waste materials (eg solids, liquids, gases, organic, inorganic, mixed etc). Some substances may need to be inactivated before disposal. Use puncture proof, leak proof, sealable containers for sharps (Sharps bins). Dispose of waste safely using appropriate containers and route. Waste must be safely stored, transported and disposed.

Monitoring exposure and Health surveillance

In some cases specialized monitoring may be required to measure personal exposure or environmental levels of certain especially harmful hazardous substances (eg allergens or certain very toxic chemicals).

Health surveillance is required for certain occupational diseases or adverse health effects (eg cancer, allergy, asthma, dermatitis) to check that people exposed to hazardous substances are not made sick from their work (eg work with carcinogens, allergens, asthmagens or respiratory sensitisers)..

Section 5 Emergency procedures

You should provide details of the procedures that will be required to deal with accidents, incidents and emergencies that could cause any employee or other person to be exposed to a hazardous substance or an accidental release of hazardous substances. The manager, principal investigator and workers are responsible for ensuring that accidents and emergencies are properly dealt with since these are the experts in the hazardous substances and the work. You need to assess the potential for accidental exposure and implementing emergency procedures for your work. Emergency procedures and plans must be prepared in advance.

Accidents, incidents and emergencies must be reported immediately or as soon as practicable to supervisors, safety officers or managers and using the accident, incident or near miss reporting form on the Safety Office website.

Minor spillage or release

You should provide details of the procedure that will be used to deal with a minor spillage or release. Specify the contents of any spillage kit.

Major spillage or release

You should provide details of the procedure, including containment, that will be used to deal with a major spillage or release. Specify the contents of any spillage kit. If there is a risk of vapours, fumes or liquid release into other areas of the building then the fact that other areas need to be alerted should be taken into consideration and included. Where there is a risk that an electrical ignition could cause an explosion then the building should be evacuated without sounding the alarm.

Fire

You should provide details of how you would deal with a fire affecting the hazardous substances in the work. Specify

the best types of fire fighting methods which can be used to deal with an emergency.

First aid

You should provide details of the first aid procedures which would be needed to deal with the specific hazardous substances in this work in case of an accident or emergency. Standard procedures which are specified must be used for dealing with accidents involving exposure to phenol, hydrofluoric acid or cyanide. These are washing with copious amounts of water and applying polyethylene glycol (PEG) 300 for phenol, oxygen for cyanide, and washing with copious amounts of water and application of calcium gluconate gel for hydrofluoric acid. An emergency shower or other measure may be needed for immediate treatment for some hazardous substances.

Section 6 Training and Approval

In this section the principal investigator or manager must sign and date the form to state that they have reviewed and approved the risk assessment. The manager, principal investigator or person in charge of the work is responsible for ensuring the risks associated with their work are properly assessed and recorded. The principal investigator or manager may delegate the work of preparing a risk assessment to any competent member of the team but responsibility for approving the risk assessment remains with the principal investigator or manager. The principal investigator or manager must decide on the level of supervision required to do the work. Some work may not be carried out without direct personal supervision, some may not be started without the advice and approval of supervisor while other work can be carried out without direct supervision. All workers must be adequately supervised and this is especially important where highly hazardous substances, specialist facilities or equipment are concerned..

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CoSHH Assessment

A COSHH risk assessment is required for work with hazardous substances including source materials, products, known intermediates and by-products. The form should be completed electronically and approved and signed by the principal investigator or responsible person. (copy should be sent School Safety Advisor)

Title of project or activity	
Principal investigator / Responsible person	
School/Dept	
Date of assessment	
Date for review	
Location of work (Buildings and room numbers)	

Section 1 Project or Activity

1.1: Brief description of project or activity

Section 2 Hazardous Substances

2.1: Classification of Hazardous substances used and generated			
Hazard type  ☐ ☐ ☐ ☐ ☐ ☐	Hazardous substance	Risk identified	Workplace exposure limit (WEL)
Chemicals	[ENTER DETAILS HERE]		
Carcinogens, mutagens or reproductive toxins	[ENTER DETAILS HERE]		
Dusts or fumes	[ENTER DETAILS HERE]		
Asphyxiants	[ENTER DETAILS HERE]		
Other substances hazardous to health	[ENTER DETAILS HERE]		
2.2: Human diseases, illnesses or conditions associated with hazardous substances			
[ENTER DETAILS HERE]			
2.4: Potential routes of exposure			
Inhalation ☐ Ingestion ☐ Injection ☐ Absorption ☐ Other ☐			Select all that apply

Section 3 Risks

3.1: Quantity of hazardous substances to be used	
[ENTER DETAILS HERE in measurement unit eg Litre, gram]	
3.2: Frequency of use	
Daily ☐ Week ☐ Monthly ☐ Other ☐	Select one
3.5: Who might be at risk (*Contact the University Occupational Health Service)	
Staff ☐ Students ☐ Visitors ☐ Public ☐ Young people (<18yrs) ☐ *New and expectant mothers ☐ Other ☐	
[NUMBERS OF ABOVE POTENTIALLY AT RISK]	

Section 4 Controls

4.1: Containment Required			
Laboratory ☐	Room ☐	Controlled area ☐	Total containment ☐
Fume cupboard ☐	Local exhaust ventilation (LEV) ☐	Access control ☐	Glove box ☐
Select all that apply			Other ☐
[ENTER DETAILS HERE]			
4.2: Other controls			
[ENTER DETAILS HERE]			
4.3: Storage requirements of hazardous substances			
[ENTER DETAILS HERE]			
4.5: Personal protective equipment (PPE)			
Lab coat ☐	Overalls ☐	Special headwear ☐	Special footwear ☐
Apron ☐	Face shield ☐	Respiratory equipment ☐	Select all that apply
Gloves ☐	Protective eyewear ☐	Other ☐	
[ENTER DETAILS HERE]			
4.7: Waste management and disposal			
Liquid ☐	Solid ☐	Gas ☐	Inorganic ☐
Organic ☐		Aqueous ☐	Mixed ☐
Other ☐			
[ENTER DETAILS HERE]			
4.8: Monitoring exposure and or Health surveillance			
(If you need advice contact the University Occupational Health Service)			
[ENTER DETAILS HERE]			

Section 5 Emergency procedures

5.1: Emergency contact		
Name	Position	Telephone
[ENTER DETAILS HERE]	Principal Investigator / Responsible person	[ENTER DETAILS HERE]
[ENTER DETAILS HERE]		
5.2: Spillage or release		
Specify procedure	[ENTER DETAILS HERE]	
Other actions (if required)	Inform competent person (eg principal investigator / school safety officer etc)	Yes ☐
	Evacuate and secure laboratory	Yes ☐
	Evacuate building by fire alarm	Yes ☐
	Evacuate WITHOUT fire alarm (eg where there is a risk of explosion)	Yes ☐
	Call security (3333 on campus) to alert fire brigade	Yes ☐
5.3: First aid		
[ENTER DETAILS HERE]		
5.4: Actions in the event of failure of services (water, electricity, LEV etc)		
[ENTER DETAILS HERE]		

Section 6 Approval

6.1: Instruction, training and supervision			
Special instructions are required to safely carry out the work (If yes enter details below)			Yes ☐
[ENTER DETAILS HERE]			
Special training is required to safely carry out the work (If yes enter details below)			Yes ☐
[ENTER DETAILS HERE]			
A: Work may not be carried out without direct personal supervision (If yes enter details below)			Yes ☐
B: Work may not be started without the advice and approval of supervisor (If yes enter details below)			Yes ☐
C: Work can be carried out without direct supervision			Yes ☐
D: Lone Work allowed			Yes ☐
Supervisor(s)	[ENTER DETAILS HERE]		
6.2: Principal investigator / Responsible person			
Name	Signature	Date	
[ENTER DETAILS HERE]	[ENTER DETAILS HERE]	[ENTER DETAILS HERE]	
6.3: Personnel involved			
Role	Print name	Signature	Date

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Risk Assessment

A project risk assessment is required for all work. The form should be completed electronically and approved and signed by the principal investigator or responsible person before any work commences.

Title of project or activity	
Principal investigator / Responsible person (responsible for all aspects of safety incl. training)	
School/Dept	
Date of assessment	
Location of work (Buildings and room numbers)	

Project or Activity

Brief description of project or activity
[ENTER DETAILS HERE]

Identification of hazards

Which types of work will be undertaken? Tick all that apply (in Word simply click the box).

Hazards you could reasonably expect			
☐ Trips, slips, falls	☐ Electricity	☐ Lone Working	☐ Use of micro-orgnsims
☐ Moving Parts	☐ Dust *	☐ DSE	☐ Use of Human derived material
☐ Cold or Heat	☐ Fumes *	☐ Field work	☐ Use of Lasers
☐ Fire	☐ Vehicles	☐ Use of Chemicals*	☐ Live Animals (of any type)
☐ Pressure Systems	☐ Work at Height	☐ Use of radioactive materials**	☐ Use of Biological material
☐ Noise	☐ Manual Handling	☐ Use of GM***	☐ Other – list below
Other hazards identified:			
* Is a full COSHH assessment required?		Also consider disabilities and inexperience	
** permission to be granted by RPS		*** GM assessment required	

Who might be harmed?	
☐ Students	☐ Technical Staff
☐ Faculty	☐ Cleaning Staff
☐ Research Staff	☐ Clerical Staff
☐ Visitors and Reps	☐ Secretarial Staff
☐ Contractors	☐ General Public
☐ Maintenance Staff	☐ Children
Others:	

Numbers of people likely to be harmed

Also consider disabilities and inexperience

Other Risk or CoSHH assessments for the work area that may apply – list below	University of Sussex Safety Procedures and Guidance to be used – list below	Standard Operating Procedures for the work area that may apply – list below
[ENTER DETAILS HERE]	[ENTER DETAILS HERE]	[ENTER DETAILS HERE]

Approval

Instruction, training and supervision			
Special instructions are required to safely carry out the work (If yes enter details below)			Yes ☐
[ENTER DETAILS HERE]			
Special training is required to safely carry out the work (If yes enter details below)			Yes ☐
[ENTER DETAILS HERE]			
A: Work may not be carried out without direct personal supervision (If yes enter details below)			Yes ☐
B: Work may not be started without the advice and approval of supervisor (If yes enter details below)			Yes ☐
C: Work can be carried out without direct supervision			Yes ☐
D: Lone work allowed			Yes ☐
Supervisor(s)	[ENTER DETAILS HERE]		
6.2: Principal investigator / Responsible person			
Name		Signature	Date
[ENTER DETAILS HERE]		[ENTER DETAILS HERE]	[ENTER DETAILS HERE]
6.3: Personnel involved			
Role	Print name	Signature	Date