**DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING**

**BASIC COSHH FORM**



**Ensure you have a copy of the latest Manufacturers Safety Data Sheet (MSDS) for the substance, available from the supplier.**

**Completed copies should be emailed to** **eee-safety@ucl.ac.uk** **and a printed copy kept locally in Red Safety Folder.**

|  |
| --- |
| **Substance Details and Classification** |
| **Name of Chemical/Product:** | Click or tap here to enter text. |
| **Manufacturer/Supplier:**  | Click or tap here to enter text. |
| **Location of Use:** | **Include building and room and any sub areas i.e. fume hoods**Click or tap here to enter text. |
| **Used for:** | **e.g. cleaning, melting etc**Click or tap here to enter text. |
| **How it is used;** | **e.g. diluted, with a brush, sprayed etc**Click or tap here to enter text. |
| **Amount used per application** **e.g. 5ml, 50g** | Click or tap here to enter text. | **Frequency and duration of each use:****e.g. 10mins, 3 times a day** | Click or tap here to enter text. |
| **Physical Form** | **Solid** | **Liquid** | **Gas** | **Vapour** | **Fume** | **Dust** | **Aerosol** |
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| **Persons at Risk** | **UG Students** | **PhD students** | **Staff** | **Contractors** | **Visitors** | **Vulnerable People** |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
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| --- | --- | --- | --- | --- | --- |
| **A picture containing icon  Description automatically generated** |[ ]  **Toxic** |  |[ ]  **Sensitising** |  |[ ]  **Gas under pressure** |
|  |[ ]  **Harmful** |  |[ ]  **Flammable** |  |[ ]  **Dangerous to the Environment** |
|  |[ ]  **Corrosive** |  |[ ]  **Explosive** |  |[ ]  **Oxidising** |

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| **Hazard Phrases:****H phrases i.e. H319 Causes serious eye irritation****(previously known as R phrases)** | Click or tap here to enter text. |
| **Precautionary/Safety Phrases:****P phrases i.e. P210 Keep away from heat/sparks/open flames/hot surfaces, No smoking** | Click or tap here to enter text. |
| **Work place exposure limits if known (WELS):****Usually a long term and short term exposure limits in mg/m3** | Click or tap here to enter text. |
| **Control measures** |
| **Could a less hazardous substance be used for the same outcome?**  | **Yes** [ ]  | **No** [ ]  |
| **PPE****Details type and standard required** |
| **Goggles** |[ ]  Click or tap here to enter text. | **Labcoat/Overalls** |[ ]  Click or tap here to enter text. |
| **Gloves** |[ ]  Click or tap here to enter text. | **Dustmask** |[ ]  Click or tap here to enter text. |
| **Footwear** |[ ]  Click or tap here to enter text. | **Respirator** |[ ]  Click or tap here to enter text. |
| **Repirator** |[ ]  Click or tap here to enter text. | **Other** |[ ]  Click or tap here to enter text. |
| **What other controls are required for this substance?** **e.g. ventilation? Extraction? Restict users? Limit time?**  | Click or tap here to enter text. |
| **Is health surveillance monitioring required?**  | **Yes** [ ]  | **No** [ ]  |
|  |  |
| **Routes of Exposure:** | **Inhalation** | **Skin Contact** | **Eye Contact** | **Ingestion** |
|  |[ ] [ ] [ ] [ ]
| **First Aid Measures** |
| **Inhalation** | Click or tap here to enter text. |
| **Skin Contact** | Click or tap here to enter text. |
| **Eye Contact** | Click or tap here to enter text. |
| **Ingestion** | Click or tap here to enter text. |
| **Storage Conditions:** | **Ventilated? Cabinets? Temperature? Can it not be stored with other substances?**Click or tap here to enter text. |
| **Fire Safety** | **Appropriate fire extinguisers? Harmful vapours or gases on combustion?** Click or tap here to enter text. |
| **Disposal Considerations** | **Hazardous Waste** | **General Waste** | **Effluent Sinks** | **Other** |
|  |[ ] [ ] [ ]  Click or tap here to enter text. |
| **Name of Assessor:** | Click or tap here to enter text. | **Date of** **Assessment:** | Click or tap to enter a date. |
| **Name of Approver:**  | Click or tap here to enter text. | **Signature:** |  |
| **Date of Approval:** | Click or tap to enter a date. | **Date of Review:** | Click or tap to enter a date. |
| **Overall Hazard rating****Use matrix below to work out rating** | **Low** | **Medium** | **High** |
|  |[ ] [ ] [ ]
|  | **Review every 5 years** | **Review every 3 years** | **Review every year** |

**Use the table to complete hazard rating.**

