COSHH FORM

Always follow good laboratory practice, full guidance at 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

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	Clinical Sciences/MRC Centre for Reproductive Health	**Assess. No.**	SuRF-COSHH-005.02
Title of Activity	Microtome Use and Cleaning		
Location(s) of Work	Laboratories of the Shared University Research Facilities (SuRF) within The Queens Medical Research Institute (QMRI), 47 Little France Crescent, Edinburgh, EH16 4TJ		

Outline of task/method: Use of microtomes for cutting sections of paraffin or resin embedded tissues. **Refer to Standard Operating Procedure: SuRF-HIS-005 and Risk Assessment: SuRF-RA1-005.01**

Assessment History:		
Number:	**Date:**	**Reason for Change:**
01	01/06/2013	Original
02	17/11/2014	Change to hazard listing

1.0 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
Histo-Clear or Histo-Clear II irritant, flammable	Low	1. Always handle the liquid in a fume cupboard or over downflow benching. 2. Use of appropriate laboratory Personal Protective Equipment (PPE). 3. Training and supervision. 4. Refer to Material Safety Data Sheet.	Low
Acetone Highly flammable, irritant H225, H319, H336	Medium	1. Always handle the liquid in a fume cupboard or over downflow benching. 2. Use of appropriate laboratory PPE. 3. Training and supervision. 4. Refer to Material Safety Data Sheet.	Low
Decalcifier I Corrosive, carcinogenic H290, H314, H317, H350, H370	Medium	1. Always handle the liquid in a fume cupboard or over downflow benching. 2. Use of appropriate laboratory Personal Protective Equipment (PPE). 3. Training and supervision. 4. Refer to Material Safety Data Sheet.	Low

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.

2.0 Exposure route(s) by which harm may occur

Skin Contact	Skin Absorption	Eye Contact	Inhalation	Ingestion	Injection via sharps

3.0 Engineering Control Measures (Fume cupboards/LEV etc.)

State any engineering controls required for this task/method;

4.0 Personal Protective Equipment (PPE)

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:

5.0 Health Monitoring

Is biological monitoring required to ensure that the control of exposure to the hazardous substance(s) is adequate?	**Yes**	**No**
Is health surveillance required for the protection of the health of employees?		

If yes for health monitoring, contact the Occupational Health Unit for an appointment (**occupational.health@ed.ac.uk**, 50 8190)

6.0 Training

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

7.0 Supervision

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

8.0 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.

9.0 Emergency procedures

State all emergency procedures including contact names and numbers; Firs Aid: Fire fighting: Spill Management: Any others:

10.0 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**

11.0 Accreditation and verification of COSHH risk assessment

When this assessment is complete it should be signed and dated by the assessor and then checked and signed by the person responsible for operations in that section of the School/Unit where the work is being carried out. You must ensure that the person undertaking the task is competent to do so and has received sufficient information, instruction and training and has seen and signed the Safe System of Work.

Assessed by:	Melanie McMillan	Checked by:	Robin Sellar
Signature:		Signature:	
Date:		Date:	