



**COSHH: Control of
Substances Hazardous to Health**

Module 10



Health & Safety
Essentials

Registered charity number 207890

COSHH overview

COSHH action checklist

Step 1. Getting started – what are the tasks in the laboratory?

- Record scope of assessment (who by, what of, when)
- List significant laboratory tasks
- List substances involved

Step 2. Factors that decide the control approach

- What are the hazard categories (A, B, C, D, E alone or with S) associated with each task?
- What quantity of each substance is being used (small-mg, medium-g or large-kg amounts)?
- In what form is the chemical? (e.g. liquid, solid, pellets)
- How dusty or volatile is the substance (low, medium or high)?
- What are the likely exposures?
- What are the specific task factors that could enhance risk (e.g. generation of dusts/aerosols, duration/frequency, process temperature), scale up

Step 3. Determine the control approach: applying the coshh essentials approach

- Open bench working with general ventilation? (COSHH Essentials Approach 1)
- Intermediate (fume cupboard or other exhaust ventilation? (Approach 2)
- High (glove box or similar containment? (Approach 3)
- Special (purpose-designed facility? (Approach 4)
- If necessary for substances with hazard rating S add personal protective equipment (PPE) for eyes and skin. PPE may also be required for inhalational protection in some situations.

Step 4. Decide on the specific controls required

Refer to COSHH Essentials Control Guidance Sheets 100, 200, 300 or 400 (*general ventilation, LEV, Containment, Special*) series for Control Approaches 1, 2, 3 and 4. Also Control Guidance Sheet S100 and S101 for protection of Skin and Eyes

- Consider other aspects of COSHH - monitoring, health surveillance and training
- Assess other tasks and related risks
- Satisfy yourself that the COSHH hierarchy of control measures and the principles of control have been met

Step 5. Implement and review

Check that you have in place elements of safety that enable you to show that:

- You are managing safety
- You have procedures in place to plan for new work or changes to existing work (procedures and resources needed)
- You can show that control measures are used correctly and maintained (including regular checks and reporting defects)
- You have adequately considered the individual dimension such as age, experience, health conditions, pregnancy etc
- You have in place records
- You can respond correctly in an emergency
- You review your assessments regularly

