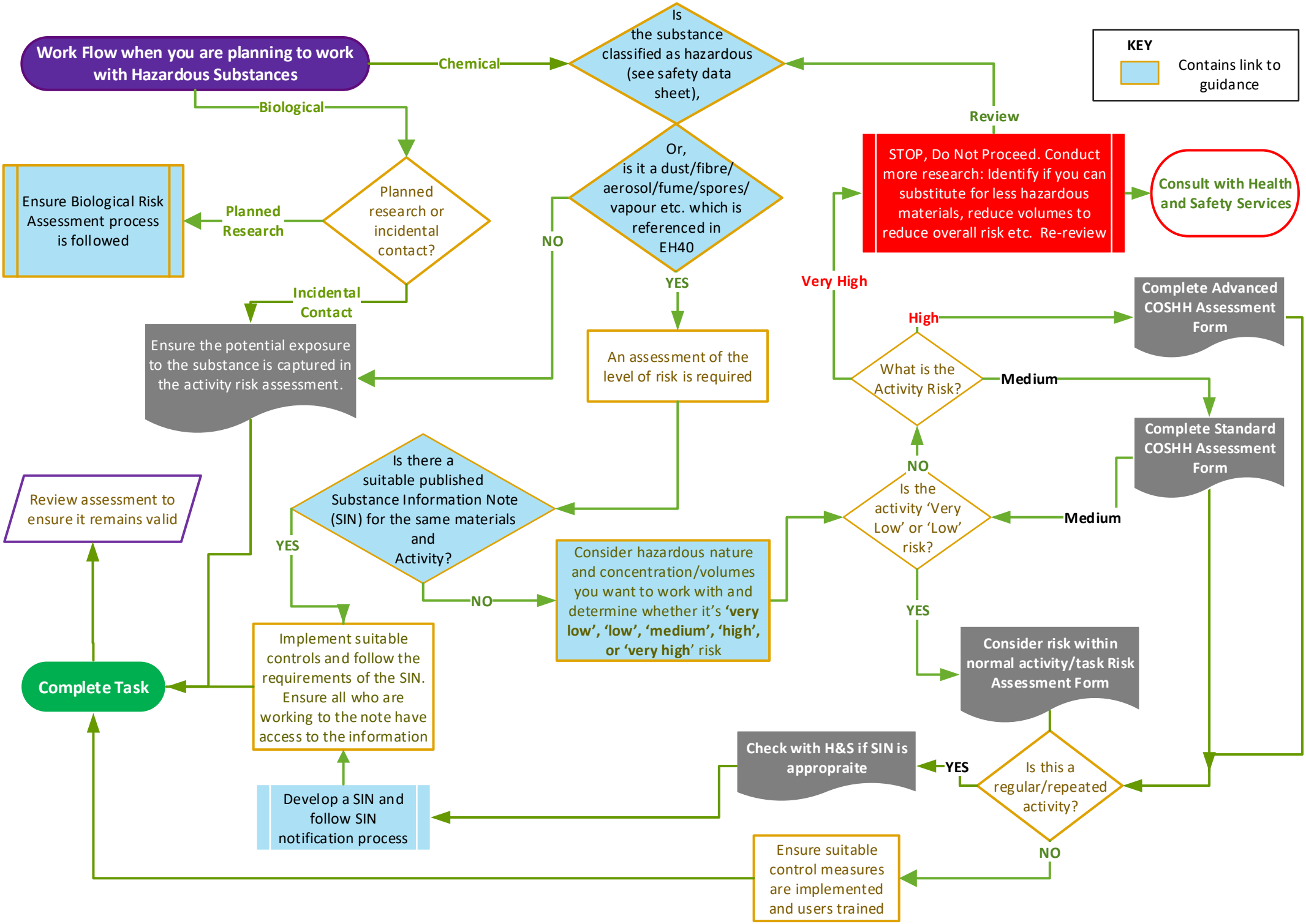
Work Flow when you are planning to work with Hazardous Substances
Chemical
Biological
Is the substance classified as hazardous (see safety data sheet),
Or, is it a dust/fibre/ aerosol/fume/spores/ vapour etc. which is referenced in EH40
NO
YES
Planned research or incidental contact?
Planned Research
Ensure Biological Risk Assessment process is followed
Incidental Contact
Ensure the potential exposure to the substance is captured in the activity risk assessment.
An assessment of the level of risk is required
Review
STOP, Do Not Proceed. Conduct more research: Identify if you can substitute for less hazardous materials, reduce volumes to reduce overall risk etc. Re-review
Consult with Health and Safety Services
Very High
High
Complete Advanced COSHH Assessment Form
What is the Activity Risk?
Medium
Complete Standard COSHH Assessment Form
NO
Is the activity 'Very Low' or 'Low' risk?
Medium
YES
Consider risk within normal activity/task Risk Assessment Form
Is this a regular/repeated activity?
YES
NO
Check with H&S if SIN is appropraite
Is there a suitable published Substance Information Note (SIN) for the same materials and Activity?
YES
NO
Consider hazardous nature and concentration/volumes you want to work with and determine whether it's 'very low', 'low', 'medium', 'high', or 'very high' risk
Review assessment to ensure it remains valid
Complete Task
Implement suitable controls and follow the requirements of the SIN. Ensure all who are working to the note have access to the information
Develop a SIN and follow SIN notification process
Ensure suitable control measures are implemented and users trained
KEY
Contains link to guidance