







COSHH Risk Assessment

Part 1

To be completed by the responsible manager, Headteacher or competent nominated person

GROUP: Communities	LOCATION/PREMISE: Generic DT Woodwork – general guidance in filling out this form.						
DATE:	ASSESSOR:						
1. Name of TASK: Generation of sawdust during D&T lessons					COSHH RA no:		
2. List substance and supplier (current material safety data sheets (MSDS) must be attached) Sawdusts from hardwoods, softwoods, MDF.							
3. Quantity of substance used in one working day? (approx) <i>Not applicable – but can estimate amount produced</i>							
4. Maximum of amount of substance stored? <i>Estimate how much is collected before you empty the collectors (if present) Is it grams, kilograms or tens of kilograms</i>							
5. Exposure time to the substance during the working day? (Please indicate below) <i>Think about who spends longest in the area or how long an individual task will take, or the longest task:</i>							
<input type="checkbox"/> <1/2 hour	<input type="checkbox"/> 1/2–2 hours	<input type="checkbox"/> 2-4 hours	<input type="checkbox"/> 4-8 hours	<input type="checkbox"/> Over 8 hours	<input type="checkbox"/> All day		
6. Where does the task take place? (Please indicate below)							
<input type="checkbox"/> Outside	<input type="checkbox"/> Inside Well Ventilated	<input type="checkbox"/> Inside Poorly Ventilated	<input type="checkbox"/> Confined Space				
7. Briefly describe how the product is used, including diluting, mixing, hand applying, brushing, spraying etc. List the activities carried out that produce wood dust. Mechanically like D&T technicians using band saws to prepare softwood panels for student projects. General student activities etc. And manually: manual drills, saws, sanding etc. You may wish to assess the mechanical production of wood dust separate to the manual tasks that produce it. Plus Cleaning out dust collection bags /systems is a separate risk assessment.							
8. Who works with this product and how often? (job titles e.g. cleaners, daily, weekly): Teachers, D&T Technicians, Cleaners, students / children							
9. Classification (use symbols on MSDS). Symbols below represent new symbols as of 2015 (top line) and current symbols. Please note: The two lines of symbols correlate except for the second and fifth columns..							
 <input type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input checked="" type="checkbox"/> Very Toxic	 <input type="checkbox"/> Toxic	 <input type="checkbox"/> Corrosive	 <input type="checkbox"/> Harmful	 <input checked="" type="checkbox"/> Irritant	 <input type="checkbox"/> Highly Flammable	 <input type="checkbox"/> Dangerous for the Environment	 <input type="checkbox"/> Oxidising

10. Hazards associated with the use of substance: (as detailed in section 2 & 11 of MSDS)

INHALATION: Can cause irritation of respiratory system. Can cause occupational asthma or worsen existing asthma / lung condition. Can cause obstruction in the nose and rhinitis. Long term over exposure may cause certain rare nasal cancers.

INGESTION: Unlikely, but probably a low hazard.

SKIN CONTACT: Can cause skin irritation due to drying effect of dust absorbing natural oils. Can cause occupational dermatitis or provoke existing skin conditions. Dust from some woods are known to be skin irritants in their own right.

EYE CONTACT: Irritating to eyes.

PHYSICAL HAZARDS: Fine wood dust in air can form explosive atmospheres that may be ignited by sparks (from sanding operations) or flames, or inside poorly maintained or faulty extraction equipment. Dust on floors may cause a slip hazard.

11. Does the substance have a Workplace Exposure Limit (WEL)?

If yes, please state values. 5mg/m³

12. Physical state of substances.

Vapour or Mist Dust Solid
 Fumes Liquid Other*
 Powder Gas *

13. Possible entry routes into the body

Ingestion/Swallowing Eyes
 Inhalation/Breathing Skin Contact
 Absorption Injection / Cut

14. What consideration has been given for substitution of hazardous substances with less hazardous ones?

Product is Low Hazard No Suitable Alternatives Task requires this (type of) product

15. List type of people other than those in Part 7 who could be exposed and those who may be at special/increased risk e.g. visitors, the public, pregnant, asthmatic, vulnerable workers and vulnerable users of WCC services, dermatitis etc. (do not include names):

Asthma sufferers, other lung conditions, skin conditions

16. First aid Measures (as detailed in section 4 of MSDS)

INHALATION: Remove casualty to fresh air and keep at rest. If symptoms develop, seek medical attention.

INGESTION: If swallowed, rinse mouth with water (only if the person is conscious). Do not induce vomiting

SKIN CONTACT: After contact with skin, wash immediately with plenty of soap and water.

EYE CONTACT: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.

17. Fire Precautions (as detailed in section 5 and 7 of MSDS)

Airborne wood dust may cause explosive atmospheres. Settled wood dust is readily combustible. Cleanliness of workshop is important; dust should be removed during normal cleaning activities.

Use water to extinguish fire. Note: Priority on discovering a fire is to evacuate the area and call the fire service.

18. Actions to be taken in the event of an emergency e.g. spillage (as detailed in section 6 of MSDS)

For serious spillages (e.g. collection bag failures) creating dust in the atmosphere, evacuate the area. Do not take any action that may produce a spark (e.g. operating electrical switches) Allow the dust to settle before entering the area, ventilating area may not be appropriate depending on wind conditions etc. Wear overalls, gloves and dust mask.

Collect dust with a vacuum cleaner with a high efficiency filter, alternatively dampen down the dust with a water spray and collect

The school D&T department may have set procedures for dealing with such emergencies based on LEV operating procedures / manuals etc. These existing procedures should be summarised or referred to here instead of the above.




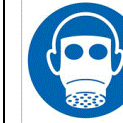



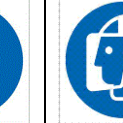
19. Existing Control Measures e.g. safe systems of work, supervision, training, storage, LEV details if appropriate

List ways you prevent or control exposure. Refer to any training / qualifications of staff and safe working systems. Any procedure that reduces the need to generate dust for staff or students, e.g. buying in pre-cut or staff pre-cutting for students. Give brief LEV details and refer to LEV checking records and daily checks on LEV. Supervision of students when using equipment. Cleaning regimes. Note: refer to things like written procedures / records / CLEAPSS so the reader can look them up, but don't repeat the content here.

Also note any special precautions that are taken for vulnerable staff and students (asthma sufferers etc.) List when PPE is used in addition to these control measures.

List any air monitoring and/or health surveillance that is considered necessary.

20. Personal protective Equipment (PPE) Required: The particular type of PPE required must be written in the second box under the symbol

Symbol								
Description	Eye protection	Hard Hat	Ear protection	Breathing protection	Protective Footwear	Gloves	Protective Clothing	Face protection
Required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type	List type of PPE			FFP2 disposable dust masks				

21. Environmental Protective Equipment (EPE) e.g. air emissions/dust handling, noise prevention, bunds, drip trays, interceptors, spill kits, waste handling

List any dust capture systems that may exist. Note how dust is disposed of.

You have now completed Part 1. Please forward Part 1 to the County COSHH Officer so that Part 2 can be completed.

Email Part 1 to COSHH@warwickshire.gov.uk

COSHH Risk Assessment

PART 2 – Risk Assessment

COSHH RA no:	High	Med	Low
Hazards inherent to the substance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of exposure due to:	Risk Level Without Control measures		Risk Level With Control measures
The methods of use			
Ingestion/Swallowing			
Inhalation/Breathing			
Eyes			
Skin Contact			
Overall risk level without control measures/PPE in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall risk level with control measures /PPE in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If overall risk level is high after control measures have been put in place can a lower risk substance, process or activity be used? If No please state why			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the exposure to hazardous substances below the WEL?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is atmospheric sampling required and if so, at what frequency?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is health surveillance required and if so list requirements?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Further action/controls: <i>This section is used for any further actions or additional controls that the assessor considers necessary. Disposable dust masks must be of FFP2 standard as minimum. Basic "Nuisance dust" masks (FFP1 or below) are not suitable for use in the workplace and are not considered in law to be valid respiratory protective equipment.</i></p> <p><i>The hazards refer to "certain rare nasal cancers." Such cancers occur usually as the result of long term over exposure in the timber and carpentry industries. In education, the concern is focussed on the prevention of asthma and dermatitis, both can be disabling, life-changing illnesses.</i></p>			
Signature of Assessor (COSHH Officer):-		Date:	
Signature of Manager/Supervisor Who is responsible for the activity:-		Date:	

REVIEW LOG

By signing this form you are verifying that you have reviewed the risk assessment and there are no changes. If you need to make any changes you must complete a new COSHH risk assessment for this substance. You are also confirming that you have obtained the most up to date MSDS for this substance.

Initial Review Date:-

Signature of Manager/Supervisor

Date:

Who is responsible for the activity:-

By signing this form you are verifying that you have reviewed the risk assessment and there are no changes. If you need to make any changes you must complete a new COSHH risk assessment for this substance. You are also confirming that you have obtained the most up to date MSDS for this substance.

Next Review Date (12 months from initial review)-

Signature of Manager/Supervisor

Date:

Who is responsible for the activity:-

By signing this form you are verifying that you have reviewed the risk assessment and there are no changes. If you need to make any changes you must complete a new COSHH risk assessment for this substance. You are also confirming that you have obtained the most up to date MSDS for this substance.

Next Review Date (24 months from initial review)-

Signature of Manager/Supervisor

Date:

Who is responsible for the activity:-

By signing this form you are verifying that you have reviewed the risk assessment and there are no changes. If you need to make any changes you must complete a new COSHH risk assessment for this substance. You are also confirming that you have obtained the most up to date MSDS for this substance.

Next Review Date (36 months from initial review)-

Signature of Manager/Supervisor

Date:

Who is responsible for the activity:-

THIS RISK ASSESSMENT IS ONLY VALID FOR THE PARTICULAR SUBSTANCE, USES AND ACTIVITIES SPECIFIED ON PART 1