1. Ordering Chemicals. The Control of Substances Hazardous to Health (COSHH) hazard rating must be entered order forms before these can be processed. Risk assessments for experimental procedures involving chemicals should be performed using the electronic Chemicals Hazards and Risk Management (CHARM) System (<u>https://www.st-andrews.ac.uk/ehss/charm/home.htm</u>). If a hazard rating for the chemical is not listed on the electronic database then a provisional hazard rating, based on relevant information, e.g. the Hazard Data Safety Sheet for the substance, should be suggested on the system for confirmation by the University COSHH Adviser.

2. Chemical Storage. Each relevant laboratory must have metal cupboards for the storage of flammable solvents. Acids and bases should be stored separately and away from solvents. Each laboratory should have a lock-fast cupboard for the storage of category 5 chemicals (where necessary). Solvents should be stored appropriately.

3. Chemical Usage. Chemicals with specific hazards must have details of proper handling in the risk assessment. Risk assessments must be carried out and approved by project supervisors (and the Building Safety Officer where applicable) and they must ensure that all workers in their group sign the risk assessment.

All users of chemicals are expected to comply with the procedures stipulated in the risk assessment.

4. All other chemicals should be handled with care bearing in mind the hazard rating and any instructions on the manufacturer's label, which should be read carefully. Further points are:

- a. After weighing out a chemical clean the balance.
- b. Use a balance in a fume hood if appropriate.
- c. Wear gloves, particle masks and safety glasses where appropriate.
- d. Do not mix concentrated acids and bases together.
- e. Ensure that any procedure that produces noxious gases is carried out in a fume hood.

5. Transport of Chemicals. Chemicals must be transported in a manner that is safe and appropriate for each type of chemical, e.g. glass or plastic bottles of solvent must be transported in a suitable carrier, and not by the neck or under the arm. Prevent glass bottles from banging together when being transported in trolleys or baskets.

6. Chemical Disposal. Chemicals with hazard rating of greater than 2 must have specific details of disposal in the risk assessment. All chemicals however, should be assessed for any hazard they may pose either individually or as mixtures when they are disposed of (hazard data sheets provided by chemical companies and labels on chemical bottles are useful sources of information concerning disposal). Do not put solvents down sinks as they may catch fire elsewhere. It is the responsibility of the person ordering the chemical to assess and arrange for its safe disposal (in conjunction with safety personnel responsible for COSHH). It is not acceptable to leave chemical waste for other personnel to sort out. Contaminated glassware should be free of chemical waste before it is sent to wash-up.

7. Training. Training on COSHH (EssentialSkillz) and use of the <u>CHARM system</u> (moodle) can be accessed from the appropriate plaform: