

Guidance on the Use of the CHARM Programme - 03-03-2014

Access

The new CHARM Programme for writing COSHH risk assessments can be found at the link

<https://www.st-andrews.ac.uk/ehss/charm/>

This will produce the Single Sign on site as follows:

Home Current Staff Current Postgraduates Current Students Administration A-Z Maps Contacts

University of St Andrews

Single sign-on

What it is

Single sign-on (SSO) enables you to **log in only once** to gain access to the systems and applications that you have permission to use, without being prompted to log in again for each system.

University of St Andrews SSO

Please do not bookmark this page. The login will only work if you have been redirected to this page automatically by the resource you wish to access. If you have not been redirected please now visit the resource you wish to access.

Log in here with your University username and password.

Username

Password

Login Clear

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Personal e-mail Username

Personal e-mail Password

Then 'login'

CHARM Programme

When you have logged in you will get a menu

University of St Andrews
Scotland's first university

CHARM

The CHARM (Chemical Hazards and Risk Management) system has been developed for facilitating the preparation and management of COSHH Risk Assessment and the Chemical...

Risk assessment >

Chemicals and micro-organisms >

Training system >

Training version of programme - No 'Live' records kept

A Training version of the programme exists - The aim is to allow people to try the programme without producing 'Live' records which can be misinterpreted as work proposed.

To search or suggest new chemicals

University of St Andrews
Scotland's first university

CHARM

The CHARM (Chemical Hazards and Risk Management) system has been developed for facilitating the preparation and management of COSHH Risk Assessment and the Chemical Hazards database

- Risk assessment
- Chemicals and micro-organisms
- Training system

Press arrow to open folder

University of St Andrews
Scotland's first university

CHARM

The CHARM (Chemical Hazards and Risk Management) system has been developed for facilitating the preparation and management of COSHH Risk Assessment and the Chemical Hazards database

If you have any problems please contact: Dr Paul Szawłowski, Deputy Director, EHSS Email: ehss@st-andrews.ac.uk

Use this section to:

- Search for chemicals or biological agents and obtain their hazard code.
- Suggest a chemical or biological agent to be entered in the hazard database.

Search Suggest

to search for chemicals - Press Search button

University of St Andrews
Scotland's first university

CHARM

Home / Chemicals and micro-organisms / Search

+ Suggest

search by name Enter 3 more characters

search in table 10 records per page

Showing 0 to 0 of 0 entries

Name	Rating	EH40	STEL	LTEL	Approved	Notes
No data available in table						

Enter name of chemical or part chemical here

The search feature will produce a screen as follows:

University of St Andrews
Scotland's first university

CHARM

Home / Chemicals and micro-organisms / Search

+ Suggest

search by name Enter 3 more characters

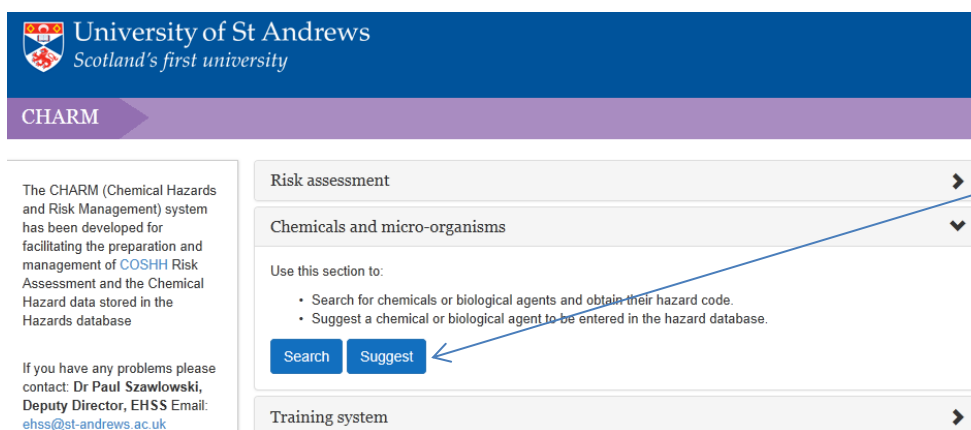
search in table 10 records per page

Showing 21 to 30 of 64 entries

Name	Rating	EH40	STEL	LTEL	Approved	Notes
21 dimethylphenyl isocyanide 2,6-	4T	No			Yes	
22 ethyl cyanide (propionitrile)	3T	No			Yes	
23 gold cyanide	5 T	Yes		5 mg/m3	Yes	

This will determine if the chemical is on the University Database but should NOT be used as the start of the risk assessment process (you will need to open the risk assessment folder for this).

To Suggest a New Chemical



The CHARM (Chemical Hazards and Risk Management) system has been developed for facilitating the preparation and management of COSHH Risk Assessment and the Chemical Hazard data stored in the Hazards database

If you have any problems please contact: Dr Paul Szawłowski, Deputy Director, EHSS Email: ehss@st-andrews.ac.uk

Risk assessment

Chemicals and micro-organisms

Use this section to:

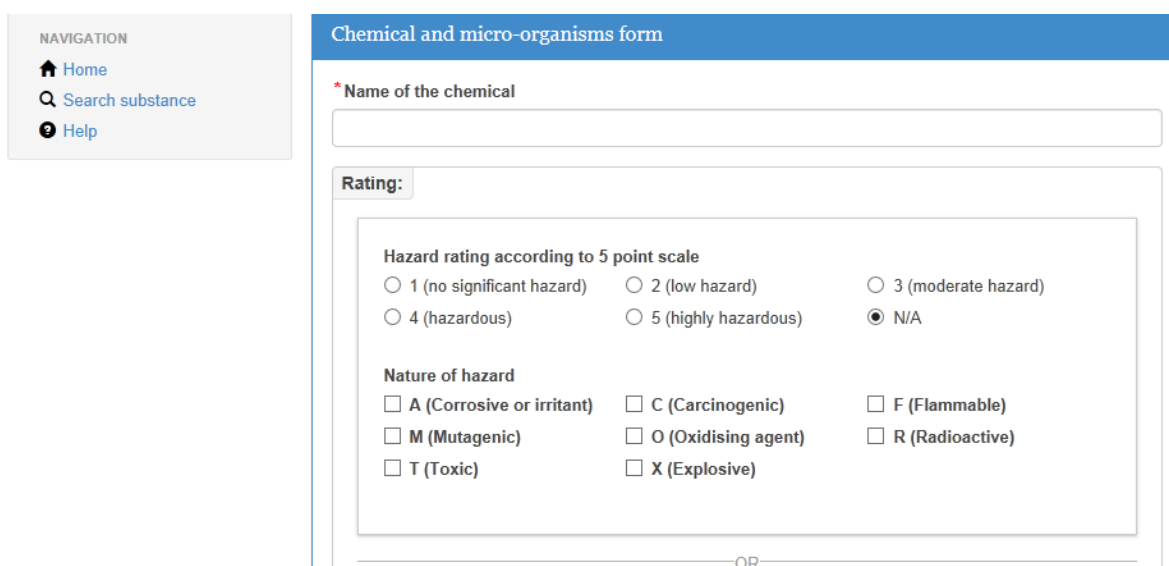
- Search for chemicals or biological agents and obtain their hazard code.
- Suggest a chemical or biological agent to be entered in the hazard database.

Search Suggest

Training system

Press the Suggest Button

You should then fill in as much information as you know about the chemical or biological agent including its name and potential hazards - see form below. Then once you have filled in as much as you can press the submit button at the very bottom of the page.



NAVIGATION

- Home
- Search substance
- Help

Chemical and micro-organisms form

* Name of the chemical

Rating:

Hazard rating according to 5 point scale

1 (no significant hazard) 2 (low hazard) 3 (moderate hazard)

4 (hazardous) 5 (highly hazardous) N/A

Nature of hazard

A (Corrosive or irritant) C (Carcinogenic) F (Flammable)

M (Mutagenic) O (Oxidising agent) R (Radioactive)

T (Toxic) X (Explosive)

OR

This information will then be picked up the University Chemical Adviser who will assess the chemical and then either confirm your hazard rating or define a different hazard rating

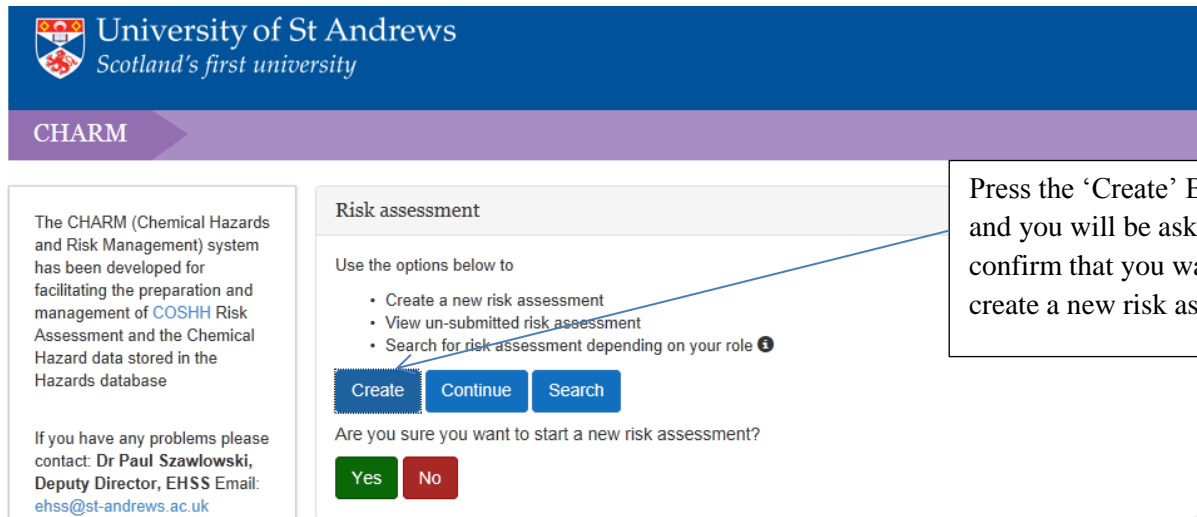
NOTE - Please do not try contacting the University Chemical Hazards Adviser directly. All new chemicals must be submitted through this process

Producing a COSHH Risk Assessment

To start a COSHH Risk Assessment



To start a new risk assessment - Press the arrow here



Press the 'Create' Button and you will be asked to confirm that you want to create a new risk assessment

If you wish to carry on a previously started risk assessment, press the 'Continue' button. If you wish to search previous risk assessments to either modify them or 'Archive' them, press the 'Search' button:

Page 1

If you press the Create and then the 'Yes' button, the following screen appears:

This column shows the sections of the risk assessment you have completed

The screenshot shows the CHARM website's 'Create' form. On the left, there is a sidebar with a list of sections: 'Title and location', 'Substance and procedure', 'Workers and notification', 'Hazards of procedure', 'Control measures', 'Monitoring and supervision', 'Waste disposal', and 'Emergency action'. Below the list are 'Options' including 'View summary', 'Help', and 'Save and exit'. The main form area contains several fields: '* Title of the procedure' (text input), '* Creator's School/Unit' (dropdown), '* Creator's supervisor' (dropdown), and '* Locations for the procedure' (table). The table has columns for '#', 'Building', 'Rooms', and 'Action'. Below the table is an 'Add new location' section with a 'Select building' dropdown and a 'Rooms' text input. A 'Save' button is at the bottom.

Put in a brief title of the procedure

You should put in your School that manages you personally **NOT WHERE YOU ARE WORKING**

You should put the location of your work here

The screen should look like the screen shot below:

Progress tracker

- ✗ Title and location
- ✗ Substance and procedure
- ✗ Workers and notification
- ✗ Hazards of procedure
- ✗ Control measures
- ✗ Monitoring and supervision
- ✗ Waste disposal
- ✗ Emergency action

Options

Title and locations Creator: Dr Paul Szawlowski

* Title of the procedure
Making carbon

* Creator's School/Unit
Environmental Health and Safety Services

* Creator's supervisor
Dr Paul Szawlowski

* Locations for the procedure

#	Building	Rooms	Action
1	BSRC Annex	2.06	Edit Remove

Once you have made your selection you must press the 'Save' button. The system does NOT automatically store the data you enter.

To move to the next page - Press the 'Continue' button.

Page 2

On the second page you will be asked to list the chemicals and/or biological agents to be used in your procedure. You will also be asked to put in a text description of the procedure

Progress tracker

- ✓ Title and location
- ✗ Substance and procedure
- ✗ Workers and notification
- ✗ Hazards of procedure
- ✗ Control measures
- ✗ Monitoring and supervision
- ✗ Waste disposal
- ✗ Emergency action

Substance and procedure Creator: Dr Paul Szawlowski

Search for substance
Enter substance name

* Substances to be used in the procedure

#	Name	Hazard rating	STEL	LTEL	License	Action
---	------	---------------	------	------	---------	--------

Cyanide form required

Overnight form required

* Details of the procedure ⓘ

You will be asked to put in the chemicals used in the procedure here

If you are using a category 3 biological agent, then you will be warned of this:

Search for substance

Enter substance name

*** Substances to be used in the procedure**

#	Name	Hazard rating	STEL	LTEL	License	Action
1	potassium cyanide	5 T		5 mg/m3		Remove
2	Mycobacterium bovis	IIIB				Remove

You are using a category III biological agent in your experiment.

Cyanide form required

Overnight form required

When you submit this project for approval, then as work on category 3 biological agents can only be undertaken in the category 3 containment laboratory, the project will have to be approved by the Director of the Category 3 laboratories.

If you plan to work with 'Controlled Substances' under the Misuse of Drugs Act 1971, you will be warned of this and ask for your licence number to ensure you have all the necessary Home Office licences

Search for substance

cocaine hydrochloride (5 T)

This material is subject to strict controls under the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001. Contact EHSS for further details.

[+ Add Substance](#)

*** Substances to be used in the procedure**

#	Name	Hazard rating	STEL	LTEL	License	Action
1	potassium cyanide	5 T		5 mg/m3		Remove
2	Mycobacterium bovis	IIIB				Remove

Search for substance

Enter substance name

*** Substances to be used in the procedure**

#	Name	Hazard rating	STEL	LTEL	License	Action
1	potassium cyanide	5 T		5 mg/m3		Remove

Cyanide form required

Overnight form required

*** Details of the procedure**

If your School/Unit requires a Cyanide form or an overnight form - you should highlight these boxes - Data will be directly downloaded onto these forms

You will then be asked to complete the procedure. The procedure should include all chemicals and/or biological agents to be used in the complete procedure. The aim is to identify the risk of the procedure, but this can only be done when you you have a list of all the agents to be used and what you intend to do with them.

***Details of the procedure** ⓘ

Sample procedures:

1. [Example Chemical procedure Risk Assessment](#)
2. [Example Biological procedure Risk Assessment](#)

Example risk assessments to show the standard expected can be found here

Continue »


Once you have filled in this page - Press the 'Continue' button.

Page 3

This page deals with who may be at risk.

You will be asked to identify those workers who will be involved in the project. These workers will be informed of the fact that they are part of a project and asked to agree with the risk assessment automatically.

You should also identify others who may be at risk due to the work. Please do not forget those who you may not see often in a laboratory eg Cleaners, trades staff and maintenance workers. In this section you should also identify what you will do to warn them about the hazards and risks associate with the work in the project.

 **University of St Andrews**
Scotland's first university

CHARM

Progress tracker

- ✔ Title and location
- ✘ Substance and procedure
- ✘ Workers and notification
- ✘ Hazards of procedure
- ✘ Control measures

Workers and notification Creator: Dr Paul Szawlowski

Search for workers

Dr Paul Szawlowski (pwss)

+ Add workerAdd yourself as a worker

***Workers directly involved in the procedure**

#	User	Signed	Action
1	Dr Paul Szawlowski (pwss)	03-Mar-2014	Remove

Put the e-mail address of workers on the project here. Then highlight worker then press the + Add Worker' button

- Monitoring and supervision
- Waste disposal
- Emergency action

In addition to the workers named above, the following should be informed of any risk to which they might be exposed from this work activity and the necessary actions they should take to eliminated or minimise these risks.

Other workers in the area

<input type="checkbox"/> Cleaning staff	<input type="checkbox"/> Maintenance staff
<input type="checkbox"/> Visitors	<input type="checkbox"/> Others

Notification method

- Notice will be displayed on the door
- Notice will be displayed on the experimental bench
- Hazards will be discussed with the workers
- Send an email to inform the other workers

For other workers - you **should complete this section for others who may be** affected by the work and what you propose to do to minimise the risk to these workers

Continue »

Once this section has been completed - press the 'Continue Button.

Page 4

Hazards of Procedure

Each individual chemical will have a hazard but it must be realised that when the chemicals are mixed in a particular procedure, the mixture of chemicals may have a completely different set of properties. This section asks you to assess the properties of the mixture of chemicals or the reaction products.

The following items need to be completed for the mixture / reaction mixture of chemicals

Progress tracker

- Title and location
- Substance and procedure
- Workers and notification
- Hazards of procedure
- Control measures
- Monitoring and supervision
- Waste disposal
- Emergency action

Options

- View summary

Hazards of procedure
Creator: Dr Paul Szawlowski

Hazards

<input type="checkbox"/> Biological	<input type="checkbox"/> Environmental Damage	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Burns	<input type="checkbox"/> Explosion	<input type="checkbox"/> Sensitization
<input type="checkbox"/> Carcinogenesis / Mutagenesis	<input type="checkbox"/> Fire	<input type="checkbox"/> Toxic
	<input type="checkbox"/> Damage to reproductive organs	<input type="checkbox"/> Irritation

Others

Route

<input type="checkbox"/> Direct contact	<input type="checkbox"/> Inhalation	<input type="checkbox"/> Skin absorption
<input type="checkbox"/> Ingestion	<input type="checkbox"/> Injection	

* Possible severity of injury if the procedure goes wrong

The Risk of the Procedure

The risk of the procedure is determined by the possible severity of injury and by the probability that the hazard will cause harm. The following section on Page 4 does this by drop down menus.

* Possible severity of injury if the procedure goes wrong

Minor Injury (eg lacerations) ▼

* Likelihood of the procedure going wrong

Unlikely but foreseeable ▼

Continue »

If this is deemed to be a HIGH RISK project, a warning message will be activated. Please, this is there to warn you of the high risk nature of the work and that you need to ensure appropriate controls are in place.

Page 5

Control Measures

Pages 5 and 6 deal with the control measures that need to be applied to eliminate or minimise the risks of the procedure described in the COSHH Risk Assessment.

On page 5, the basic control measures are defined:

Progress tracker

- ✔ Title and location
- ✘ Substance and procedure
- ✔ Workers and notification
- ✔ Hazards of procedure
- ✘ Control measures
- ✘ Monitoring and supervision
- ✘ Waste disposal
- ✘ Emergency action

Options

Control measures Creator: Dr Paul Szawłowski

Engineering control measures

Fume cupboard Glove box Vacuum system

Ventilation system

Others

Biological laboratory

Containment level 1 Containment level 2 Containment level 3

Microbiological safety cabinet

Class 1 Class 2 Class 3

The requirements for containment laboratories is given in 2 documents published by the HSE - Compendium of Guidance <http://www.hse.gov.uk/biosafety/gmo/acgm/acgmcomp/index.htm> and by the Management, Design and Operation of Microbiological Containment Laboratories <http://www.hse.gov.uk/pubns/priced/microbiologyac.pdf>

Details on the different classes of microbiological safety cabinets (MSC) can also be found in Management, Design and Operation of Microbiological Containment Laboratories <http://www.hse.gov.uk/pubns/priced/microbiologyac.pdf>

NOTE: Class of microbiological safety cabinet does NOT correlate to containment - The Class of MSC just defines how they work. Therefore you do not need to have Class 2 MSC in Category 2 containment facilities - you can use Class 1 MSCs.

When you have completed Page 5 you will be asked to confirm you have filled in all that is necessary. Then when you are completed, press the ‘Continue’ Button

You will then be asked to identify the PPE necessary. It is **VERY IMPORTANT** that when you identify the type of personal protective equipment, you make sure it is the right type For example:

- **Respiratory Protection (RPE)** - Is this FFP2 for particulates only or FFP3 which has a much higher level of particulate protection. Also, is there a need for protection against chemicals and if necessary against what type of chemical. (see <http://www.arco.co.uk/browse/Personal%20Protection/Respiratory%20Protection>)
- **Hand Protection** - Not all gloves have the same properties and will protect against only specified chemicals due to the chemistry of the material in the glove. Two factors to take into account -
 - Breakthrough time - This is the time it takes for a chemical to breakthrough a particular material in a glove
 - Permeation Rate - This is the rate at which a specific chemical will pass through a glove once it has broken the main barrier in that glove (ie Breakthrough time).

(http://industrialcatalogue.ansell.eu/en/chemicalagentsperstyle?field_style_nid=105)

- **Eye Protection** - Eye Protection can be for penetration by projectiles or against chemical splashed (<http://www.arco.co.uk/browse/Personal%20Protection/Eye%20and%20Face%20Protection>)

Personal protective equipment

Eye protection Face protection (visor) Foot protection

Hand protection Laboratory coat Respiratory protection (Mask)

Others

Mark section as complete *

Always put in as much detail about the type of PPE required here

Page 6

The control measures identified on Page 5 of the Form should NOT be seen as covering all situations. Just ticking the tick boxes on page 5 may not be enough. If you are unsure or there are other hazards which need controlling, please complete the section on page 6 entitled 'Any Other Control Measures'.

You should also mention if there is need for specific training for handling any of the chemical and/or biological agents eg

- Training requirement for entering category 3 containment laboratories;
- Working with category 3 pathogens;
- Working with HF acid
- Working with inorganic cyanides eg NaCN

Some chemicals have Workplace exposure limits (WELs) as defined in the Control of Substances Hazardous to Health Regulations 2002 and defined in the EH40 document (<http://www.hse.gov.uk/pubns/priced/eh40.pdf>). Where WELs exist, these are deemed to be maximum legal exposure limits, exceeding these limits is a criminal offence. It, thus, may be necessary to monitor levels of these compounds. Some limits are so vast that we do not do any work that may reach these

limits eg ethanol WEL = 1000ppm over an 8 hour working period.. However some other substances eg formaldehyde the WEL is 2ppm or a 15 minute exposure period. Tus it may be necessary to periodically measure formaldehyde levels using systems like Kitagawa tubes or electronic measuring devices. If you do undertake monitoring, you need to keep accurate records of all monitoring activities.

If there are any other Control Measures required please give details below.

Require specific training to carry out this procedure

Monitoring required

Mark section as complete *

Details of any other control measures required including any monitoring required

Continue »

If specific training is required, then tick this box and complete the dialogue box which subsequently produced.

Page 7

Waste Disposal

This section deals with the waste disposal procedures for the chemicals/biological agents being used. This is managed through the Special Waste Amendment (Scotland) Regulations 2004 and enforced by the Scottish Environment Protection Agency (SEPA).

However to ensure simple management of Hazardous Waste, it has been University guidance that no chemicals are put to drain

The controls of how waste should be disposed of is managed through the European Waste Catalogue (EWC) which can be found at:

http://www.sepa.org.uk/waste/waste_regulation/idoc.ashx?docid=6694b6cd-1890-4b78-b20e-9d1d07207fac&version=-1

. It is a legal requirement on the University that waste must be disposed of in a safe and environmental acceptable manner. The EWC does allow for harmless chemicals to be put to drain but that they must comply with the European Waste Catalogue (EWC) requirements.

The EWC has three categories of waste -

- Absolute category - This is where it is absolutely forbidden to put this chemical to drain in any quantity;
- Mirror Category - where a chemical can be put to drain but only if the concentration is below the limit set in the EWC. This is done through algorithms set up in the EWC.
- Non-hazardous

To determine if the quantity of a substance is deemed non-hazardous under the Special Waste Amendment (Scotland) Regulations 2004, you will need to use the algorithms stated in the EWC. For example:

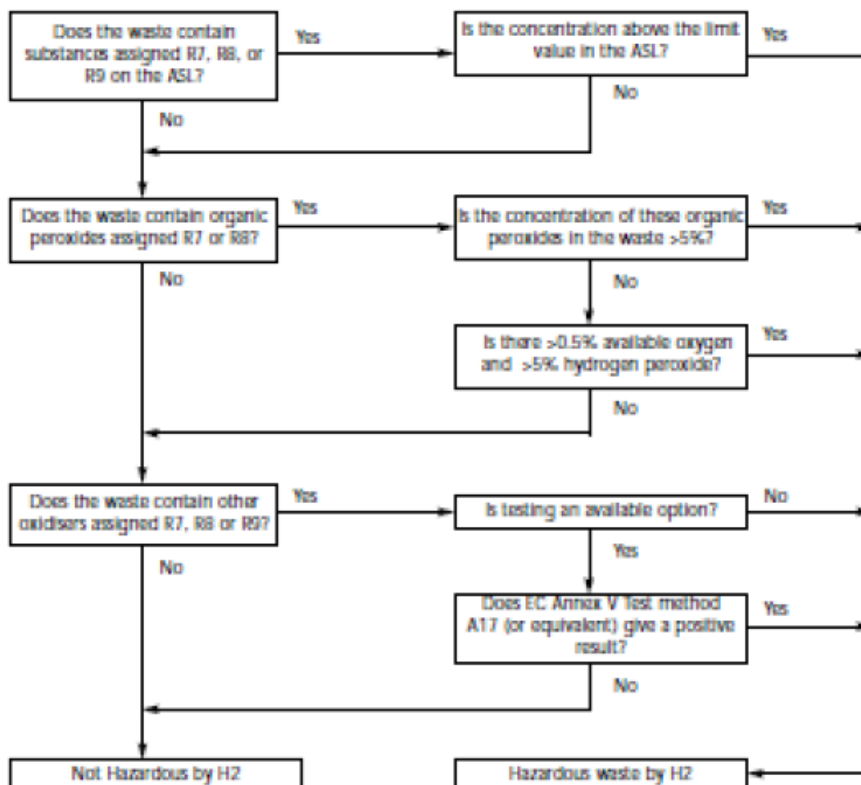
Concentrated Nitric Acid.

Using data from the Sigma Aldrich Material Safety Data Sheet (MSDS) for fuming nitric acid, this compound has the following risk phrases:

- R8 (as an oxidiser)
- R26/27 (Very toxic by inhalation and contact with the skin)
- R35 (Causes severe burns).

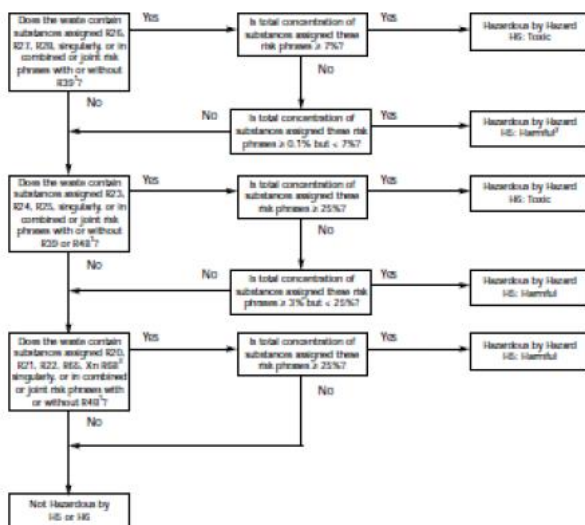
Using the European hazardous waste Catalogue (as e-mailed to you) to define what can be disposed of to drain.

For R8 - as an oxidiser:



As concentrated HNO₃ has an R8 phrase it does come within this flow diagram. As the ASL is no longer published, the first box on this flow diagram is not relevant. The relevant box is the third box 'Does the waste contain other oxidisers assigned R7, R8 or R9. The answer is yes. Is testing to determine the percentage of oxygen available for reaction is not feasible, thus the waste would have a WASTE HAZARD CODE OF - H2

The waste also has risk phrases R26/27. This means it is classed as very toxic. This means that the following flow diagram from the EWC should be used :



In this case the waste is described by Box 1 - Does this waste contain substance assigned R26, R27, R28 singularly or in combined or joint risk phrases with or without R39. The answer is Yes and the concentration is >7% thus the waste is described by the HAZARDOUS WASTE CODE - H6

As can be seen, this is a very complex procedure. Ensuring this is complied with is very difficult. However, if you are prepared to go through the relevant algorithm and show that the waste is not deemed hazardous, then it can be put to drain.

There are algorithms for:

- Explosive waste
- Highly flammable and flammable waste;
- Irritant and harmful waste
- Toxic waste;
- Corrosive waste; Environmentally Harmful waste
- Toxic for reproduction
- Infectious waste;
- Mutagenic waste
- Carcinogenic waste;
- Waste producing toxic gases when in contact with water
- Any other substance which is hazardous

If you do this you **MUST KEEP A COPY OF THE ALGORITHM SHOWING it complies with relevant legislation.**

NOTE: It is however recommended that to simplify management of hazardous waste disposal that all chemical waste is deemed hazardous and disposed of in this manner and no such waste is put to drain

CHARM

Progress tracker

- ✓ Title and location
- ✗ Substance and procedure
- ✓ Workers and notification
- ✓ Hazards of procedure
- ✓ Control measures
- ✗ Monitoring and supervision
- ✗ Waste disposal
- ✗ Emergency action

Options

- View summary

Waste disposal

Solid waste

Special waste Special waste (incineration)

Other

Gaseous waste

Absorb in suitable solution Vent to atmosphere

Other

Organic liquid waste

Special waste

Other

Special Waste (Incineration) is only for very special cases where the chemical/biological agent must be incinerated and cannot be put to toxic landfill eg Waste from with SAPO agents

Aqueous liquid waste

Wash to drain Special waste

Other

Solid biohazard waste

Autoclave Disinfect with 2.5 % virkon Disinfect with Hypochlorite

Other

Liquid biohazard waste

Autoclave Disinfect with 2.5 % virkon Disinfect with Hypochlorite

Other

If there are any special procedures require to make waste safe prior to disposal, please give details below.

NO aqueous waste can be put to drain unless the EWC algorithm has been undertaken and it can be shown not to be hazardous

If you are using a disinfectant - You must be able to show the disinfectant reduces the number of viable organism by 10⁵ fold.

Where special procedures are needed to inactivate or minimise the risk from a chemical, then that procedure should be detailed in this section. This procedure should provide exact details including timings for inactivation and necessary precautions for inactivation (eg to be done in a fume cupboard).

Once this section is completed, then you should mark it as complete and then press the 'Continue' Button as below.

Mark section as complete *

Continue »

Emergency Actions

The purpose of this section is to ensure that the appropriate measures to be taken in the event that the procedure described goes wrong are adequately described. This means that if there is an accident, staff know what to do.

CHARM

Progress tracker

- ✗ Title and location
- ✗ Substance and procedure
- ✗ Workers and notification
- ✗ Hazards of procedure
- ✗ Control measures
- ✗ Monitoring and supervision
- ✗ Waste disposal
- ✗ Emergency action

Options

- [View summary](#)
- [Help](#)

Emergency Action
Creator: Dr Pat

Fire

Fire blanket
 CO₂ fire extinguisher
 Dry powder fire extinguisher

Call fire service

Other

Compressed gas

Ventilate area
 Evacuate building
 Call fire service

Other

Burns

Irrigate with water
 Call first aider
 Take to hospital

Call ambulance

Other

The use of fire extinguishers should only be contemplated if the person knows what types of fire the extinguishers can be used against, how to use the extinguisher and only if it is safe to tackle the fire

Poisoning

Call first aider
 Take to hospital
 Call ambulance

Other

Stench

Ventilate area
 Evacuate building

Other

Chemical spillage

Clean up
 Cover with sand
 Call specialist contractor (via your school safety co-ordinator)

Other

Always call a first aider for a heat or chemical burn. Only if the first aider believes it is necessary should an ambulance be called for

Any chemical spillage - you should detail not only the means of cleaning up the spill but also what personal protective equipment that should be used (in particular the type of gloves)

Biohazard spillage

Autoclave
 Disinfect with 2-5 % virkon
 Disinfect with Hypochlorite

Call specialist contractor (via your school safety co-ordinator)

Other

Mark section as complete*

Continue »

If you are using a disinfectant - You must be able to show the disinfectant reduces the number of viable organism by 10^5 fold.

Once you have completed this section, you should mark it as complete and then press the 'Continue' Button.

Page 9

Submit Risk Assessment

Progress tracker

- Title and location
- Substance and procedure
- Workers and notification**
- Hazards of procedure
- Control measures
- Monitoring and supervision
- Waste disposal
- Emergency action

Workers and notification Creator: Dr Paul Szawlowski

Search for workers

*Workers directly involved in the procedure

#	User	Signed	Action
1	Dr Paul Szawlowski (pwss)	03-Mar-2014	<input type="button" value="Remove"/>

In addition to the workers named above, the following should be informed of any risk to which they might be exposed from this work activity and the necessary actions they should take to eliminated or minimise these risks.

Other workers in the area

Cleaning staff
 Maintenance staff
 Visitors
 Others

Notification method

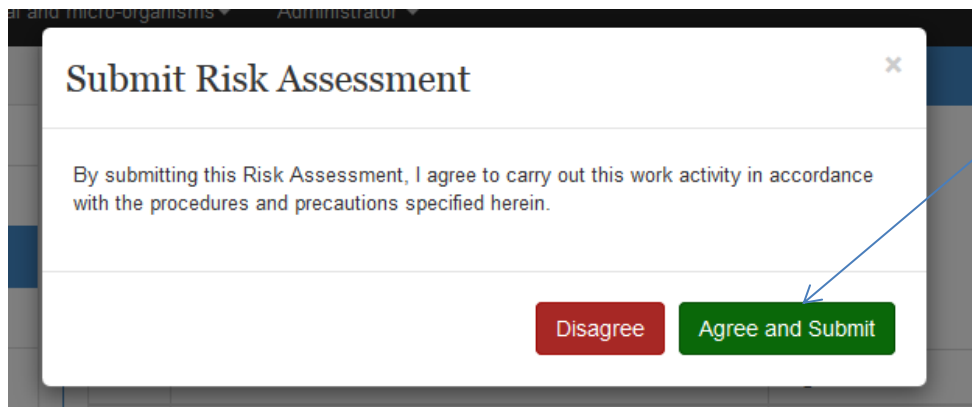
Notice will be displayed on the door

Options

- View summary
- Submit risk assessment**
- Help
- Save and exit

When you have completed the risk assessment form and all the boxes on the left hand side are ticked - You will see the 'Submit Risk Assessment' button

When you press this, a dialogue box will appear:



By agreeing to the risk assessment, you agree to comply with the procedures agreed in the risk assessment.

Once you have pressed the agree button, this will automatically notify

- Other workers and request their signature;
- Request approval from your Supervisor;
- If necessary request approval of the School Safety Co-ordinator
- If necessary request approval of the Category 3 Containment Laboratory Director

Page 10

View and Revise Risk Assessment

To view partially completed risk assessments:

University of St Andrews
Scotland's first university

CHARM

The CHARM (Chemical Hazards and Risk Management) system has been developed for facilitating the preparation and management of COSHH Risk Assessment and the Chemical Hazard data stored in the Hazards database

If you have any problems please contact:
Dr Paul Szawlowski, Deputy Director,
EHSS Email: ehss@st-andrews.ac.uk

If you have a query about completing a Risk Assessment, please contact your School Safety Co-ordinator

Risk assessment

Use the options below to

- Create a new risk assessment
- View un-submitted risk assessment
- Search for risk assessment depending on your role

Create Continue Search

Chemicals and micro-organisms

Training system

Press Continue 'Button'

This will bring up a list of partially completed risk assessments:

search in table

10 records per page

Showing 1 to 5 of 5 entries

Title	Creator	School	Locations	Supervisor	Workers	Substances	Created
1	Dr Paul Szawlowski (pwss)			0			03-Mar-2014
2	Dr Paul Szawlowski (pwss)			0			03-Mar-2014
3	Dr Paul Szawlowski (pwss)			0		• fluorophthalic acid 3- (3 A T) • ryanodine (4T)	23-Jan-2014
4	Dr Paul Szawlowski (pwss)			0			23-Jan-2014
5	New one (pwss)	School of Biology	• BSRC Annex (Rooms: 5)	Mr Ankit Sawa (as291)	• Mr Ankit Sawa (as291)	• potassium ethoxide (3 A)	26-Sep-2013

To reactivate the risk assessment - press this button

To view your risk assessments which have been submitted for approval, go to the CHARM homepage:

The CHARM (Chemical Hazards and Risk Management) system has been developed for facilitating the preparation and management of COSHH Risk Assessment and the Chemical Hazard data stored in the Hazards database

If you have any problems please contact:
Dr Paul Szawłowski, Deputy Director,
EHSS Email: ehss@st-andrews.ac.uk

If you have a query about completing a Risk Assessment, please contact your Subject Risk Safety Co-ordinator

Risk assessment

Use the options below to

- Create a new risk assessment
- View un-submitted risk assessment
- Search for risk assessment depending on your role

Create **Continue** **Search**

Chemicals and micro-organisms

Training system

Press the search Button

This will bring up the following table:

You must highlight the role you are searching under - eg are you the creator, PI etc)

Select your role

- Creator
- Safety co-ordinator of school
- Worker
- Supervisor
- Head of building
- Building indirect role
- Head of school
- Safety co-ordinator of building

Find using unique risk assessment number

eg. 12 or ra12 or RA12 **Go!**

search in table 10 records per page Showing 1 to 1 of 1 entries

Title	Supervisor	School	Locations	Submitted	Workers	Substances	Approved	
1 Making carbon	Dr Paul Szawłowski (pwss)	Environmental Health and Safety Services	• BSRC Annex (Rooms: 2.06) • Biomolecular Sciences Building (BMS) (Rooms: 2.06)	03-Mar-2014	• Dr Paul Szawłowski (pwss)	• potassium cyanide (5 T)	pending	

This shows the status of the approval process

To reactivate the risk assessment - Press this button

NOTE:

If you have any problems regarding the use of the CHARM system, you should in the first instance contact Paul Szawłowski at EHSS using the e-mail address: ehss@st-andrews.ac.uk