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| **Company Name:**  Site: | | NCSG-Logo- SUPPLIED BY MAC email 2 | **COSHH**  **Assessment** | |
|  |  |  |  |  |
| Supplier: | Alcohols Ltd | | COSHH Number | 47 |
|  |  | | | page 1 |
| Assessment By: | Activity: | | Review Date | Assessment Date |
|  | Use as a thinning agent for shellac | |  |  |
|  | Persons/Groups at Risk | |  |  |
|  | Joiners | |  |  |

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| **NAME OF HAZARDOUS SUBSTANCE USED OR CREATED** |
| **Substance: METHYLATED SPIRITS** |

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| **FLAMMABLE** | |  | **TOXIC** | |  | **IRRITANT** | |  | **OXIDISING** | |  | **HARMFUL** | |  | **CORROSIVE** | |
| **YES** | **NO** |  | **YES** | **NO** |  | **YES** | **NO** |  | **YES** | **NO** |  | **YES** | **NO** |  | **YES** | NO |
| ✓ |  |  |  | ✓ |  |  | ✓ |  |  | ✓ |  | ✓ |  |  |  | ✓ |
| Insert ✓ in appropriate boxes | | | | | | | | | | | | | | | | |

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| Please add comments into boxes where required. | | Insert ✓ in appropriate boxes | | **YES** | **NO** | |
| Is Manufacturers Safety Data Sheet available? | | |  | ✓ |  | |
| Does the Substance have a Workplace Exposure Limit (WEL)? | | |  | ✓ |  | |
| If the substance has a WEL please state. if un-sure check HSE document – EH40 | | | See safety data sheet | ✓ |  | |
| Can a safer substance be used or can the substance be enclosed or extracted. | | |  |  | ✓ | |
| Will employees be given information and training? | | |  | ✓ |  | |
| Will Personal Protective Equipment be provided for employees? | | |  | | | |
| State the standard of RPE (respirators) | | | Not normally required in well ventilated areas |  | ✓ | |
| State the standard of Goggles or Spectacles | | | BS EN 166 3 goggles or glasses | ✓ |  | |
| State the standard of Gloves | | | Nitrile | ✓ |  | |
| State the standard of Overalls | | |  |  | ✓ | |
| State the standard of Boots | | | BS EN 345 | ✓ |  | |
| Other Equipment | | | Attach details if YES |  | ✓ | |
| Will Exposure Monitoring and/or Control Measures be required? | | | Attach details if YES |  | ✓ | |
| Will Health Surveillance be necessary? | | | Attach details if YES |  | ✓ | |
| Does this Substance need to be disposed of by a Waste Disposal Contractor? | | | | ✓ |  | |
| Have all necessary First-aid requirements been provided? | | |  | ✓ |  | |
| Have Storage requirements for the substance been provided/arranged on site? | | |  | ✓ |  | |
| **FIRST AID, FIRE FIGHTING, STORAGE & HANDLING, DISPOSAL AND ACCIDENTAL RELEASE INSTRUCTIONS ARE PROVIDED ON PAGES 2 & 3** | | | **Number of Sheets attached to this Assessment** | | |  |
| FIRST AID INSTRUCTIONS | | | | | | |
| **Route of Exposure, or**  **Type of Injury** | **First Aid Treatment** | | | | | |
| Skin Contact | Remove all contaminated clothes and footwear immediately unless stuck to skin. Drench the affected skin with running water for 10 minutes or longer if substance is still on skin. Consult a doctor | | | | | |
| Eye Contact | Bathe the eye with running water for 15 minutes. Consult a doctor. | | | | | |
| Inhalation | Move the exposed person to fresh air at once. When breathing is difficult, properly trained personnel may assist affected person by administering oxygen. Perform artificial respiration if breathing has stopped. Keep the affected person warm and at rest. Get prompt medical attention. | | | | | |
| Ingestion | Wash out mouth with water. Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a doctor. | | | | | |
| General Information | Move the exposed person to fresh air at once. Get medical attention if any discomfort continues. | | | | | |

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| **FIRE FIGHTING MEASURES** | |
| **Hazard** | **Measures** |
| Fire | Alcohol or polymer foam. Carbon dioxide. Dry chemical powder. Use water spray to cool  Containers. Highly flammable. In combustion emits toxic fumes. Forms explosive air-vapour mixture. Vapour may travel considerable distance to source of ignition and flash back.  **Protection of fire-fighters:** Wear self-contained breathing apparatus. Wear protective clothing to prevent contact with skin and eyes. Keep run-off water out of sewers and water sources. Dike for water control. If risk of water pollution occurs, notify appropriate authorities. |
| Stability | Stable under normal conditions. Stable at room temperature. |
| Decomposition Products | In combustion emits toxic fumes. Carbon Monoxide and Carbon Dioxide. |

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| **MANUFACTURERS INFORMATION** | |
| **Manufacturers Name and Address** | ALCOHOLS LTD  CHARRINGTONS HOUSE  THE CAUSEWAY  BISHOP'S STORTFORD CM23 2ER |
| **Manufacturers Health & Safety Data Sheet Reference** | 1014 |
| **24 Hour Emergency Telephone Number** | 01865-407333 |
| **Regulatory Information: Warning Label Phrases** | R11 Highly flammable.  R20/21/22 Harmful by inhalation, in contact with skin and if swallowed.  R68/20/21/22 Harmful: possible risk of irreversible effects through inhalation, in contact with skin and if  swallowed.  S9 Keep container in a well-ventilated place.  S16 Keep away from sources of ignition - No smoking.  S51 Use only in well-ventilated areas.  S36/37 Wear suitable protective clothing and gloves.  S60 This material and its container must be disposed of as hazardous waste. |

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| **STORAGE AND HANDLING** | |
| **Hazard** | **Measures** |
| Handling | Keep away from heat, sparks and open flame. Avoid spilling, skin and eye contact. Ventilate well, avoid breathing vapours. Use approved respirator if air contamination is above accepted level. Avoid acids, moisture, and combustible materials. Provide good ventilation. Wear full protective clothing for prolonged exposure and/or high concentrations. Do not use in confined spaces without adequate ventilation and/or respirator. Static electricity and formation of sparks must be prevented. Storage tanks and other containers must be grounded. |
| Storage | Flammable/combustible - Keep away from oxidisers, heat and flames. Store in tightly closed original container in a dry, cool and well-ventilated place. May attack some plastics, rubber and coatings. Aluminium is not suitable Ground container and transfer equipment to eliminate static electric sparks. |

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| DISPOSAL MEASURES | |
| **Hazard** | Measures |
| Pollution of water courses or drains | **Personal precautions:** Refer to SDS for personal protection details. If outside do not approach from downwind. If outside keep bystanders upwind and away from danger point. Mark out the contaminated area with signs and prevent access to unauthorised personnel. Turn leaking containers leak-side up to prevent the escape of liquid. Eliminate all sources of ignition.  **Environmental precautions:** Do not discharge into drains or rivers. Contain the spillage using bunding.  Waste is classified as hazardous waste. Disposal to licensed waste disposal site in accordance with the local Waste Disposal Authority. Contaminated packages must be completely emptied before sending away for laundering and re-use |

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| ACCIDENTAL RELEASE MEASURES | |
| **Hazard** | Measures |
| Spillage | Extinguish all ignition sources. Avoid sparks, flames, heat and smoking. Ventilate. Remove sources of ignition. Stop leak if possible without risk. Let evaporate. Keep out of confined spaces because of explosion risk. Provide ventilation and confine spill. Do not allow runoff to sewer. Should be prevented from entering drains. Do not contaminate water sources or sewer. Inform Authorities if large amounts are involved. Dike far ahead of larger spills for later disposal. Absorb in vermiculite, dry sand or earth and place into containers. Containers with collected spillage must be properly labelled with correct contents and hazard symbol. Avoid contact with skin or inhalation of spillage, dust or vapour. Clean-up personnel should use respiratory and/or liquid contact protection. |

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| USAGE/EXPOSURE | |
| **Frequency and Duration of use** |  |
| **Maximum number of people involved in activity** |  |
| **Quantities stored/used** |  |
| **Exposure levels** |  |

**Safe System of Work**

1. Ensure adequate ventilation prior to use.

2. Ensure correct PPE is used as per this sheet.

3. Good hygiene routine to be followed after use (wash hands before eating, drinking or smoking.

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**Operatives Acknowledgement**

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| **Name:** | **Signature:** | **Date:** | **Name:** | **Signature:** | **Date:** |
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