

Risk Assessment Procedure

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1. Scope

The procedure describes the methodology for identifying health & safety hazards, and to measure, evaluate, and prioritise the associated risks for action.

2. Legal requirements

Health and Safety at Work Act 1974
 The Management of Health and Safety at Work Regulations 1999

3. Definitions

Hazard - source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these.

Hazard Identification - process of recognizing that a hazard exists and defining its characteristics.

Risk - combination of the likelihood and severity of consequence(s) of a specified hazardous event occurring.

Risk Assessment - overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.

Tolerable Risk - risk that has been reduced to a level that can be endured by the organisation having regard to its legal obligations and its own OH&S policy

4. Related documents

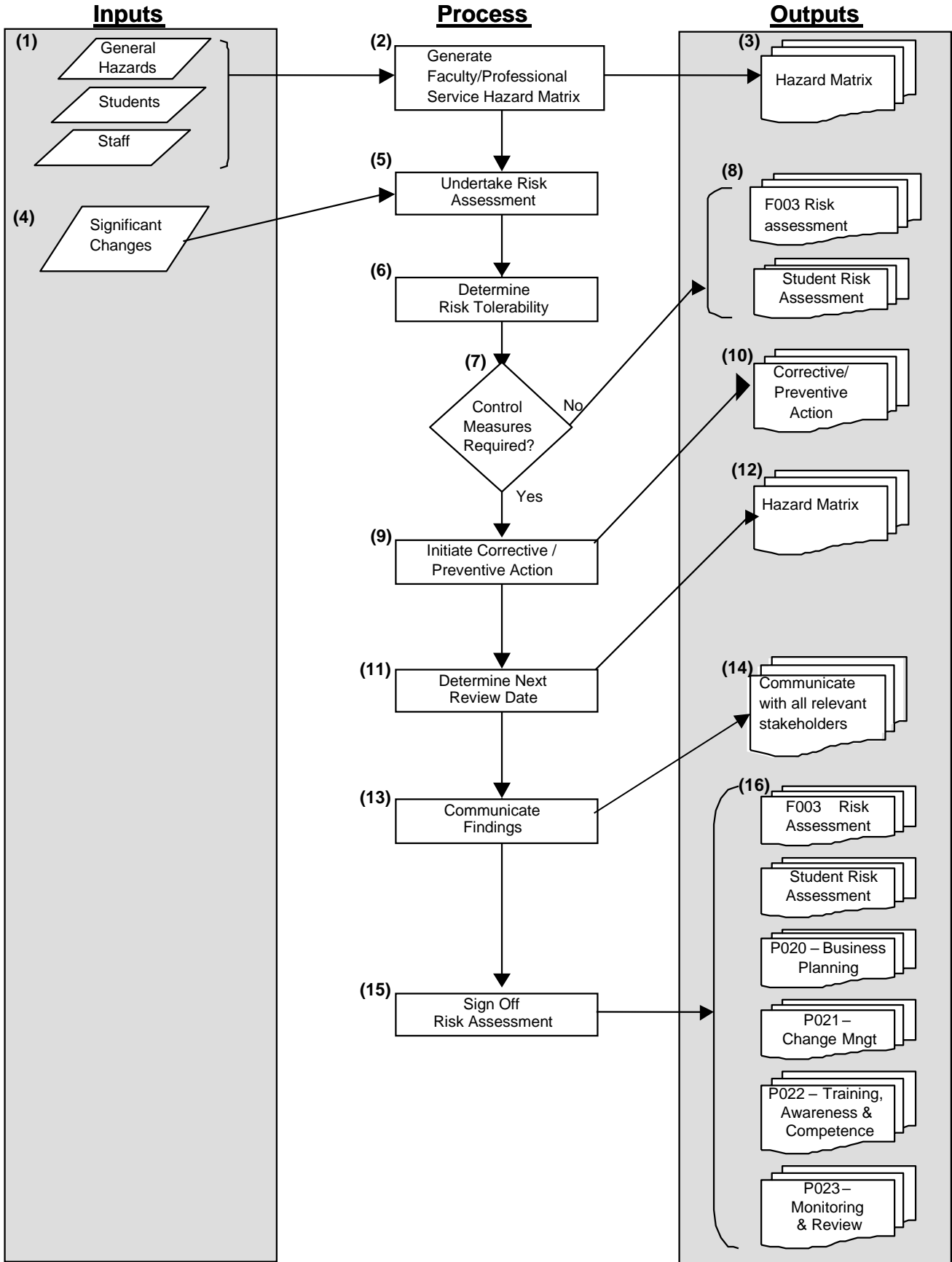
G013 Risk Assessment Guidance
 F003 Risk Assessment Form

5. Procedure

5.1 The criteria for evaluating the level of risk during risk assessments is outlined in the following matrix:

Risk Rating		OH&S Criteria	
Severity <i>(potential severity of consequences of injury or damage)</i>	5	Very Severe	Imminent danger exists, hazard capable of causing death and illness on a wide scale. e.g. death, permanent disability
	4	Severe	Hazard can result in serious illness, severe injury, and property and equipment damage. e.g. fracture, loss of consciousness
	3	Moderate	Hazard can result in serious strains, illness, and stress. e.g. deep cut, torn muscle
	2	Slight	Hazard can cause illness injury or equipment damage but the results would not be expected to be serious. e.g. small cut, deep bruise
	1	Negligible	Hazard will not result in serious injury or illness remote possibility of damage beyond minor first - aid. e.g. small bruise
Likelihood <i>(likelihood of failure of control measures)</i>	5	Very Likely	Very likely to occur immediately/very soon
	4	Likely	Likely to occur in the near future.
	3	Fairly Likely	Probably will occur in time.
	2	Unlikely	May occur in time.
	1	Very Unlikely	Unlikely to occur.

The flow diagram below describes the procedure for risk assessment:



WHAT	WHO	WHEN	HOW
1 INPUTS			
2 PROCESS: Generate and maintain Hazard Matrix	HS&E Co-ordinator HS&E Operational Group Representatives Faculty and Professional Services Department Management Teams Local Health, Safety & Environment committee (s)	Annually Upon completion of risk assessment	Classify and prioritise activities requiring risk assessment including: a) geographic areas within/outside the organisation's premises b) planned work c) reactive work (i.e. work carried out that is reacting to an unplanned event) – hazard spotting d) defined tasks (e.g. driving, window cleaning) e) identified affected groups or persons (i.e. students, tenants, home workers, employees at other premises, contractors, visitors, work experience, young people, new & expectant mothers) f) normal, abnormal, and emergency operating conditions
3 OUTPUT: F015 Hazard Matrix	HS&E Operational Group Representatives		Use F015 Hazard Matrix
4 INPUTS: Significant Changes			Undertake a new or review risk assessment for significant changes.
5 PROCESS: Undertake Risk Assessment	Risk Assessor	As indicated by "Fxxx Hazard Matrix"	Use F003 – Risk Assessment or Student Risk Assessment
6 PROCESS: Determine Risk Tolerability	Risk Assessor	Upon evaluating level of risk	Determine and indicate the tolerability of the risk based on: - risk rating (action required for risk levels of greater than 6) - simplicity of risk reduction/elimination measures - time, effort and resources of controls versus level of risk - whether it is an absolute requirement to reduce/eliminate risk
7 DECISION: Control Measures Required?	Risk Assessor	Upon determining the tolerability of the risk	Trained risk assessor to evaluate whether the risk control measures are sufficient to reduce the risk to a tolerable level. Determine need for further control / improvement measures where risks are not tolerable and make reference to and allocate any corrective/preventive actions to a responsible person.
8 OUTPUT: F003 - Risk Assessment	Risk Assessor	Upon determining and referencing any actions	
9 PROCESS: Initiate Corrective/Preventive Action	Risk Assessor / Department Manager(s)	Upon identifying further control/improvement measures	Use P024 – Corrective / Preventive Action Where appropriate, consult the Health, Safety & Environment Team for guidance.
10 OUTPUT: P024 – Corrective / Preventive Action	Risk Assessor /	Upon identifying further control/improvement measures	Use P024 – Corrective / Preventive Action

	Department Manager(s)		
11 PROCESS: Determine Next Review Date	Risk Assessor / Department Manager(s)	Upon initiation of corrective/preventive actions	Use F003 – Risk Assessment or Student Risk Assessment Trained risk assessor to indicate next review date on risk assessment form. If there is significant changes prior to the review date, instigate an earlier review. All Student risk assessments should be reviewed at a minimum quarterly.
12 OUTPUT: F015 Hazard Matrix	Risk Assessor / Department Manager(s)	Upon initiation of corrective/preventive actions	Trained risk assessor or work activity instigated new hazards as identified.
13 PROCESS: Communicate Findings	Department Manager(s)	Upon initiation of corrective/preventive actions	Communicate any new findings to people affected using existing and well-established organisational communication/information dissemination routes.
14 PROCESS: Sign Off Risk Assessment	Department Manager(s)	Upon initiation of corrective/preventive actions	Risk assessment saved, accessible on Departmental systems, and accessible for audit or inspection programmes.
15 OUTPUTS			

Appendix 1

The following table outlines the direct primary requirements for risk assessment:

Type	Legislation	Purpose	Scope
General Hazards (Physical & Mental)	Management of Health and Safety at Work Regulations 1999	To identify measures, which need to be taken to comply with the requirements and prohibitions, imposed by or under the relevant statutory provisions.	Risks to health and safety: 1 to which employees and the self-employed are exposed while at work; and 2 to which third parties are exposed arising out of or in connection with the conduct of the undertaking
Manual Handling	Manual Handling Operations Regulations 1992 (amended 2002)	To consider the questions set out in column 2 of Schedule 1 relating to the factors listed in that schedule	Manual handling operations which involve a risk of injury (with regard to factors - task, load, working environment, individual capability, other factors – listed in Schedule 1)
Personal Protective Equipment	Personal Protective Equipment at Work (Amendment) Regulations 1996 (amended 2022)	To determine whether the Personal protective equipment is suitable	Risks to health and safety which have not been avoided by other means assessment includes: 1 definition of the characteristics which the PPE must have in order to be effective against the risks (taking into account any risks which the equipment itself may create) 2 comparison of the characteristics of the PPE available with the required characteristics
Display Screen Equipment	Health & Safety (Display Screen Equipment) Regulations 1992 (amended 2002)	To assess workstations for health and safety risks to which users/operators are exposed	Risks to health and safety to which users and operators are exposed in consequence of using the workstations
Noise	Noise at Work Regulations 1989 (amended 2005)	1 To identify which employees and self-employed people are exposed 2 To provide the employer or self-employed person with such information, with regard to the noise, as will aid compliance with Regulations 7, 8, 9 and 11	Exposure to noise
Hazardous Substances	Control of Substances Hazardous to Health Regulations 2002	To identify risk to enable a decision to be made on the measures to take to prevent or adequately control exposures	Risks to health resulting from work which involves exposure to substances hazardous to health assessment should include the steps that need to be taken to comply with other requirements of the regulations
Asbestos	Control of Asbestos at Work Regulations 2012	1 To identify type of asbestos 2 To determine nature and degree of exposure 3 To set out steps to reduce exposure to lowest level reasonably practicable	Exposure of people to asbestos

Lead	Control of Lead at Work Regulations 2002	To assess whether the exposure of any employees to lead is liable to be significant	Exposure of people to lead
Electricity	Electricity at Work 1989		Exposure of people to electrocution.
Fire	The Regulatory Reform (Fire Safety) Order 2005	To identify measures which need to be taken to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997 (as amended)	Risks to health and safety: 1 to which employees and the self-employed are exposed from fire, while at work; and 2 to which third parties are exposed from fire whilst at premises under the groups control
Workplace	Workplace (Health, Safety & Welfare) Regulations 1992	To assess workplace for health and safety risks to which staff/visitors or contractors are exposed	Risks to health and safety to which staff/visitors or contractors are exposed in consequence of using the workplaces.

Appendix 2

In addition to the implied requirements under the Health & Safety at Work Act 1974, and the general duties for risk assessment under the Management of Health & Safety at Work Regulations 1999, the following table outlines further examples of the indirect items that may require risk assessment.

Type	Primary Legislation/ Secondary Guidance
Abrasive Wheels	HSG17 (2000) - Safety in the use of abrasive wheels
Blood Borne Viruses	INDG342 (2001) - Blood-borne viruses in the workplace
Compressed Air	L96 (1996) - A guide to the Work in Compressed Air Regulations 1996 HSG39 (1998) - Compressed air safety
Confined Spaces	INDG258 (1999) - Safe work in confined spaces L101 (1997) - Safe work in confined spaces: Approved Code of Practice
Diesel Emissions	HSG187 (1999) - Control of diesel engine exhaust emissions in the workplace
Excavations	HSG185 (1999) - Health and safety in excavations
First Aid	The Health and Safety (First-Aid) Regulations 1981 L74 (1997) - First aid at work: Approved Code of Practice and guidance
Gas Cylinders	INDG308 (2000) - The safe use of gas cylinders HSG88 (1994) - Hand-arm vibration
Hand Arm Vibration	HSG170 (1997) - Vibration solutions 1997 INDG126 (1998) - Health risks from hand-arm vibration: Advice for employees INDG175 (1998) - Health risks from hand-arm vibration : Advice for employers INDG296 (1999) - Hand-arm vibration syndrome INDG338 (2001) - Power tools: How to reduce vibration health risks
Homeworking	INDG226 (1996) – Homeworking: Guidance for employers
Injection Moulding	PPS4 (1999) - Safety at injection moulding machines
Knives	PPS12 (2000) - How to reduce your hand knife injuries
Legionnaires	Notification of Cooling Towers and Evaporative Condensers Regulations 1992 Control of Substances Hazardous to Health Regulations 2002 IACL27 (2000) - Legionnaires' disease: A guide for employers L8 (2000) - Legionnaires' disease: Approved Code of Practice and guidance
Leptospirosis	INDG84 (1990) – Leptospirosis: Are you at risk?
Lighting	HSG38 (1998) - Lighting at work
Lone Working	INDG73 (1998) - Working alone in safety
LPG	CHIS5 (1999) - Small-scale use of LPG in cylinders CHIS4 (1999) - Use of LPG in small bulk tanks
Passive Smoking	INDG63 (1997) - Passive smoking at work
Power Presses	L112 (1998) - Safe use of power presses: Approved code of Practice and guidance
Pressure Vessels	HSG93 (1993) - The assessment of pressure vessels operating at low temperature L96 (1996) - A guide to the Work in Compressed Air Regulations 1996

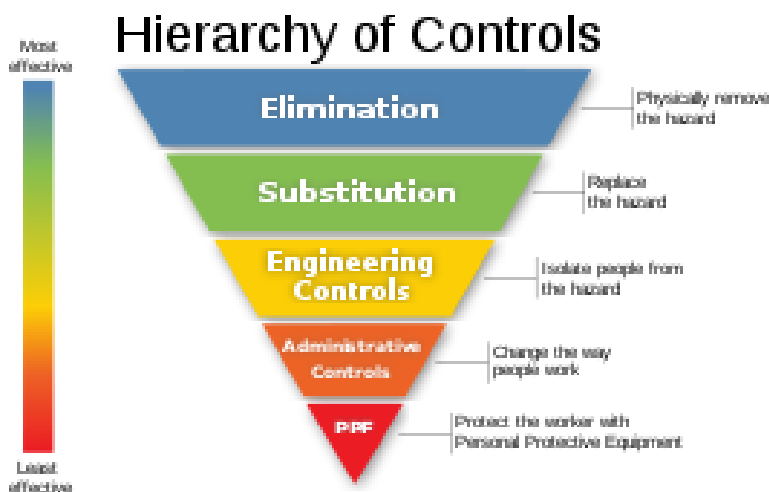
	L122 (2000) - Safety of pressure systems: Approved Code of Practice INDG178 (2002) - Written schemes of examination 2002 INDG261 (2001) - Pressure systems - safety and you 2001
Roof Work	HSG33 (1998) - Health and safety in roof work INDG284 (1999) - Working on roofs
Scaffolds and Ladders	CIS10 (1997) - Tower scaffolds CIS49 (1997) - General access scaffolds and ladders
Seating	HSG57 (1998) - Seating at work
Slips and Trips	HSG155 (1996) - Slips and trips: Guidance for employers
Stress	INDG341 (2001) - Tackling work-related stress HSG218 (2001) - Tackling work-related stress: A managers' guide
Temperature and Ventilation	HSG194 (1999) - Thermal comfort in the workplace: Guidance for employers HSG202 (2000) - General ventilation in the workplace: Guidance for employers
Unloading Steel Stock	INDG313 (2000) - Safe unloading of steel stock
Upper Limb Disorders	HSG60 (2002) - Upper limb disorders in the workplace INDG171 (1994) - Upper limb disorders INDG90 (1994) - If the task fits: Ergonomics at work
Violence	INDG69 (1996) - Violence at work: A guide for employers
Visitors/Public/Trespassers	HSG151 (1997) - Protecting the public: Your next move MISC227 (2000) - Good Neighbour Scheme: A guide for employers
Woodworking	L114 (1998) - Safe use of woodworking machinery: Approved Code of Practice and guidance
Work Equipment	Provision and Use of Work Equipment Regulations 1998 L22 (1998) - Safe use of work equipment: Approved Code of Practice L113 (1998) Lifting Operations and Lifting Equipment: Approved Code of Practice
Working in the Sun	INDG147 (1998) - Keep your top on: Advice for outdoor workers INDG337 (2001) - Sun protection: Advice for employers of outdoor workers
Workplace Transport	HSG136 (1995) - Workplace transport safety

Appendix 3

The organisation is under a general duty within the Health and Safety at Work Act 1974 to reduce risks “so far as is reasonably practicable”.

Using the hierarchy of control measures within regulation 4 of the Management of Health & Safety at Work Regulations 1999, this shall include:

- a) **Elimination** - Eliminating the risk completely is the best control possible, because then the hazard 'does not exist' anymore and can not cause any harm
- b) **Substitution** - Substitution is the second best 'option' when it comes to the hierarchy of risk control. Substitution involves replacing the risk, hazard or method with a different one which doesn't involve risk (or as much risk).
- c) **Isolation** - Isolation comes after substitution, and involves separating the risk from people - or as many people as possible.
- d) **Engineering controls** - Engineering controls involve making engineering changes to the risk or situation, such as an adjustment or alteration to a machine or landscape.
- e) **Administrative controls** - Administrative controls typically lessen risk by helping make people more aware of the hazard.
- f) **Personal protective equipment (PPE)** - PPE is the lowest (weakest) in the hierarchy of risk controls, and includes wearing and relying on any type of personal protective equipment. This is often counterintuitive, as many people see PPE as the first line of safety defence - while it is actually the defence of last resort.



These steps should be considered as part of a safe system of work. Personal protective equipment should normally be regarded as an interim measure, pending a reduction of risk by more reliable and permanent means.

The preventative and protective measures will depend on relevant legislation and can include:

- i. avoid the risk altogether;
- ii. combat the risk;
- iii. adapt the work to the individual;
- iv. adapt to technical progress;
- v. foster a policy of progressive risk reduction;
- vi. give priority to where the greatest benefits can be achieved (e.g. treat risk affecting the whole workplace before individual measures);
- vii. educate the workforce to understand what they need to do.