

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G033
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Hazard Identification Guidance	Issue	1
		Date	June 2022
		Page	1 of 5

Hazard Identification

The overall purpose of the Hazard identification process is to identify the hazards that arise or might arise in the University's activities, and ensure that the risks to people arising from these hazards are assessed, prioritized and controlled to eliminate hazards or reduce risks to acceptable levels.

Hazards have the potential to cause injury, harm or ill health. They need to be identified before the risks associated with these hazards can be assessed and, if no controls exist or existing controls are inadequate, effective controls should be implemented according to the hierarchy of controls.

Hazard identification should aim to determine proactively all sources, situations or acts (or a combination of these), arising from an organization's activities, with a potential for harm in terms of injury or ill health.

Examples include:

- Sources (e.g. moving machinery, radiation or energy sources);
- Situations (e.g. working in confined spaces, working at height);
- Acts (e.g. manual handling, wearing PPE).

Hazard identification should consider the different types of hazards in the workplace, including:

1. Physical (e.g. slips, trips and falls, entanglement, noise, vibration, harmful energy sources);
2. Chemical (e.g. inhalation, contact with or ingestion of chemicals);
3. Biological (e.g. contact with allergens or pathogens such as bacteria or viruses);
4. Psychosocial (e.g. threat of physical violence, bullying or intimidation);

The University's hazard identification process should take account of the following:

- Routine and non-routine activities such as plant cleaning and maintenance, extreme weather conditions, refurbishment and plant start-ups/shut-downs;
- Activities of all persons having access to the workplace including contractors, visitors and home-based workers;
- Human behaviour, capabilities and other human factors;
- Identified hazards originating outside the workplace capable of adversely affecting the health and safety of person under the control of the organization within the workplace;
- Hazards created in the vicinity of the workplace by work-related activities under the control of the organization;
- Infrastructure, equipment and materials at the workplace, whether provided by the organization or others;
- Changes or proposed changes in the organization or its activities;
- Modifications to the OH&S management system, including temporary changes, and their impact on operations, processes and activities;
- Any applicable legal obligations relating to risk assessment and the implementation of necessary controls;
- The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities;

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G033
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Hazard Identification Guidance	Issue	1
		Date	June 2022
		Page	2 of 5

- Potential emergency situations;
- Changes in knowledge of, and information about, hazards;
- New or changed hazards.

Departmental Hazard Matrix

The University's hazard matrix is attached in the Appendix and the University Faculties and Professional Service Departments will populate the hazard matrix for their respective areas of responsibility.

Steps to complete the Hazard Matrix.

1. Review the list of hazards (you can also use the Hazard prompt sheet) to identify if the hazard is present in your area.
2. If the hazard is present select using one of the categories and answer the questions below.
 - **3** – Hazard present – regularly undertaken (daily/weekly)
 - **2** – Hazard present – activity completed occasionally (monthly – 6 months)
 - **1** – Hazard present – activity completed infrequently
 - Risk assessment in place? **Yes or No**
 - Dynamic Risk assessments process available? **Yes or No**
 - Procedure In Place and known to individuals undertaking activity? **Yes or No**

Relationship to Risk Assessment Procedure - P019

WHAT	WHO	WHEN	HOW
OUTPUT: F015 Hazard Matrix	HS&E Operational Group Representatives		Use F015 Hazard Matrix
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.

Hazard Prompt Checklist

This non-exhaustive checklist is intended to aid the hazard identification process.

Hazard	Y/N
Animals	
Asbestos	
Biological activities	
Clinical Waste	
Confined spaces	
Contractors and Service Providers	
Control of Substances Hazardous to Health (Including hazardous waste)	
Dangerous Substances and Explosive Atmospheres	
Display Screen Equipment (Including home working)	

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G033
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Hazard Identification Guidance	Issue	1
		Date	June 2022
		Page	3 of 5

Electrical Safety	
Events (Staff and public)	
Extreme Weather conditions	
Field Work/Trips	
Fire Safety	
Food Hygiene	
Gas Safety	
Genetic Modification	
Glazing	
Human factors	
Hazardous Waste	
Lead at Work	
High Pressure Systems (heating/cooling etc)	
Legionella	
Lifting and Lowering Equipment	
Local Exhaust Ventilation Systems	
Lone Working	
Manual Handling	
Noise at Work	
Open Access	
Personal Safety and Security	
Radiation – Artificial Optical	
Radiation – Electromagnetic Fields	
Radiation – Ionising	
Slips, Trips and Falls	
Social Factors	
Travel (Including Management of Road Risks)	
Stress	
Vibration	
Work at Height	
Working Off-Campus	
Work Equipment	
Work on/by Water (sailing, surveying, sampling etc)	

Hazard Matrix Aberystwyth University - Risk Appetite Matrix

This matrix should be used as guidance for assessing risk appetite in conjunction with the Risk Appetite Statement (available at <http://www.aber.ac.uk/en/pgbi/general-info/risk-management/>). Any high level strategic risks should be referred to Council.

Risk Appetite	Example Risk Areas (May be subject to change)	Potential Impact (Not all will apply in each case)	Potential Reward
High Risk Appetite: The University is prepared accept risks in order to further its strategic objectives	<ul style="list-style-type: none"> Innovation / Enterprise Achievement of Strategic Objectives 	Reputational: Possibility of some damage if undertakings do not deliver. Legal: Risk of legal issue arising from undertakings	Financial: Additional income of more than 5% of turnover Reputational: Boost to University's reputation on a national or

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G033	
	Hazard Identification Guidance		Issue	1
			Date	June 2022
			Page	4 of 5

<p>or because the potential rewards are considered to be significant.</p>	<ul style="list-style-type: none"> International Delivery and Recruitment Change of delivery methods including hi-tech DL Recruitment of FTUG Home/EU students 	<p>Students: Limited negative impact on student experience (e.g. building work); some disruption as systems are changed.</p> <p>Staff: Some disruption to day-to-day activities. No more than 5 days of senior staff time</p>	<p>international scale. Potential rise up the League Tables.</p> <p>Legal: N/A</p> <p>Students: Significant improvement to student experience, and/or 10-20% increase in student numbers / 40% increase in applications.</p> <p>Staff: Significant improvement to staff satisfaction and potential for staff development; recruitment and retention.</p>
<p>Medium Risk Appetite: The University is prepared to accept some risks in order to improve upon student experience or deliver strategic targets.</p>	<ul style="list-style-type: none"> Estate Development Investment in Facilities Partnerships Research 	<p>Financial: Investment / potential loss of £500k</p> <p>Reputational: As above</p> <p>Legal: As above</p> <p>Students: Possibility of short-term, negative impact on student experience (e.g. building work etc.)</p> <p>Staff: Over 5 days of senior staff time</p>	<p>Financial: Additional income of 2% of turnover</p> <p>Reputational: Improvement to reputation on a national or local level.</p> <p>Legal: Improvement to compliance.</p> <p>Students: Improvements to student experience in the medium / long term. 5-10% increase in student numbers / 25 % increase in applications.</p> <p>Staff: Improvement to staff satisfaction in the medium / long term.</p>
<p>Medium / Low Risk Appetite: The University is generally risk adverse but will accept some small risks as a necessary part of day-to-day operations.</p>	<ul style="list-style-type: none"> Service delivery IT Innovation Teaching Quality 	<p>Financial: Investment of up to 2% of turnover, including staff time</p> <p>Reputational: As above.</p> <p>Legal: As above</p> <p>Students: As above.</p> <p>Staff: Significant (more than 45 days of senior staff) time required for dedicated projects</p>	<p>Financial: Limited possibility of financial gain / gaining new business</p> <p>Reputational: Limited positive impact on reputation.</p> <p>Legal: None</p> <p>Students: Limited immediate improvement to student satisfaction, possibly only in one area of the NSS.. Increase student numbers in some areas.</p> <p>Staff: Limited positive outcomes for small numbers of staff.</p>
<p>Low Risk Appetite: The University will seek to avoid taking any risks in these areas and, where risks are unavoidable, will seek to mitigate as much as possible.</p>	<ul style="list-style-type: none"> Regulatory Compliance Health & Safety Environmental Compliance 	<p>Financial: Investment of more than 2% of turnover, either in terms of cash or staff time/effort</p> <p>Reputational: Damage to reputation on a national level</p> <p>Legal: Severe breach of compliance resulting in legal action and possible heavy sanctions.</p> <p>Staff: Physical danger to staff and severe negative impact on staff satisfaction.</p>	<p>No possible reward would compensate for taking these levels of risk.</p>
<p>The University will proactively mitigate to the fullest extent possible any risks with these potential impacts</p>		<ul style="list-style-type: none"> Physical danger / loss of life. Severe negative impact on student experience Financial loss of more than 10% of turnover Severe damage to reputation on a national and international level. 	

Additional Information

- Risk Management Policy and Procedures
- P019 Risk Assessment Procedure

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G033
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Hazard Identification Guidance	Issue	1
		Date	June 2022
		Page	5 of 5

- G013 Risk Assessment Guidance
- ISO 45001 – Clause 6.1.2: 8
- The Management of Health and Safety at Work (Amendment) Regulations 2006:
<https://www.legislation.gov.uk/uksi/2006/438/note/made>
- Health and Safety Executive HSG65 Managing for health and safety:
<https://www.hse.gov.uk/pubns/priced/hsg65.pdf>
- Health and Safety Executive Risk assessment: A brief guide to controlling risks in the workplace:
<https://www.hse.gov.uk/pubns/indg163.pdf>
- Health and Safety Executive Managing risks and risk assessment at work:
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- Aberystwyth University Risk Assessment Webpage: <https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/>