

Glossary of terms and acronyms

1. **Suitable and Sufficient** – with regard to risk assessments, refers to the objective of identifying the hazards, risks and control measures for the activity being studied and assessing if the residual risk is as low as reasonably practicable. The degree of sophistication applied, the applicability of the methodology etc. depend on the nature of the work, the significance of the consequences and many other factors.
2. **Risk Assessment** is a structured and systematic examination of the premises, processes and work activities to identify what could cause harm to people to enable decisions to be made as to whether sufficient precautions have already been taken or whether further controls are needed.
3. **'Health and Safety at Work etc Act 1974 (HASAWA)'** is a piece of primary legislation covering occupational health and safety in the UK. It defines the main duties imposed on employers (Sections 2 and 3), employees (Sections 7 and 8) and on the body corporate of a company. It also defines the rights of inspectors and the rights of trade union representatives. Note that the duties of employers extend beyond their employees to those who may be affected by the work of the business undertaking such as visitors. Section 4 applies to domestic premises where these are used as a place of work: it is often referred to as the "landlord's duties" i.e. duties of the owner to a cleaning company who rents from them a part of a building for the operation of their business. Section 6 applies to the manufacturers and suppliers of articles and substances for use at work.
4. **'So far as is reasonably practicable'** means that proportionate measures are taken; any further measures become grossly disproportionate to the risk. The greater the risk, the more likely it is that it is reasonable to go to substantial expense, trouble and invention to reduce it. It means weighing up time, cost and effort vs. the risk.
5. The **Management of Health and Safety at Work Regulations 1999**. These regulations are made within the framework of the requirements of the Health and Safety at Work etc. Act 1974 and they extend the employers' general safety obligations by requiring additional specific actions on the employers' part such as risk assessment, training, and cooperation and coordination with other employers. Risk assessment is a fundamental proactive process for the control of risks in the workplace. It is required by these regulations and specifically for other risks such as hazardous substances by the COSHH Regulations.
6. **Control of Substances Hazardous to Health Regulations (COSHH) 2002**. These regulations require a risk assessment approach to the control of substances hazardous to health. The definition of 'hazardous' for the purposes of these regulations does not include flammable substances, lead, asbestos and radioactive materials where more specific regulations are already in place. It does, however, have a 'catch-all' clause that includes other substances that could cause harm to health due to their chemical or toxicological properties and if the way that they are used or are present in the workplace creates a risk to health. The main areas covered by these regulations are chemicals and biological substances.
7. **The Regulatory Reform (Fire Safety) Order 2005** – regulations placing a duty on employers or persons in charge of premises to carry out a fire risk assessment and implement the identified control measures.
8. **The Manual Handling Operations Regulations 1992** – regulations specific to manual handling covering a wide scope covering the load, the task, the individual and the working environment
9. **The Noise at Work Regulations** – regulations specific to controlling the risk of harm from noise at work using accepted risk management practices
10. **Personal Protective Equipment at Work (PPE)** is defined as "all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work to protect them against one or more risks to their health and safety". PPE is used as a barrier to protect personnel from contact with hazardous materials and infectious agents. Appropriate clothing may also be beneficial in protecting the experiment from contamination.

- 11 The **Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)** requires employers to control the risks to safety from fire and explosions.
- 12 **The Health & Safety (Display Screen Equipment) Regulations 1992** requires employers to analyse workstations, to assess and reduce risk, make sure controls are in place, provide information instruction and training and provide eye and eyesight tests on request. It applies to employees who regularly use DSE equipment as a significant part of their normal day.
- 13 '**Reasonably foreseeable**' means those occurrences where a 'reasonable man' would expect the consequence being considered to occur. It is to take reasonable care to avoid acts or omissions which you can reasonably foresee are likely to injure your neighbour. The severity and likelihood are then used to decide if action is required.
- 14 **Hazard** - is the potential to cause harm
- 15 **HSE '5 Steps to Risk Assessment' INDG 163** is a leaflet in which the HSE describes the practical steps to protect people from risks that cause real harm to health and safety of persons.
- 16 **Royal Society of Chemistry** - The RSC is the largest organisation in Europe for advancing the chemical sciences. Supported by a worldwide network of members and an international publishing business, activities span education, conferences, science policy and the promotion of chemistry to the public.
- 17 **Likelihood** – the probability that the actual consequence (harm) will occur
- 18 **Severity** is an assessment of the scale of the consequence that could occur if the risk was not controlled properly
- 19 **Risk Rating** is obtained by multiplying the severity 'number' by the likelihood to arrive at a risk factor
- 20 **Hazardous Substances** – defined in the COSHH Regulations as toxic, corrosive, harmful, irritant etc. – and also biological and dusts
- 21 "**COSHH Essentials**" – a web-based assessment system available through HSE
- 22 **EHSC Notes on Environmental Risk Assessment** – Guidance produced by the RSC which covers environmental risk assessment.

