

Risk assessment form

Risk Assessment Number:

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Company: KELVIN TOPSET	Task assessed: Slips and Trips	Scoring system Severity ("S") scored between 1 - 5 dependent on severity Likelihood ("L") scored between 1 - 5 dependent on likelihood Risk factor = severity x likelihood. Scored between 1 – 25 where: 15 – 25 = high ("H"), 7 – 14 = medium ("M"), 1 – 6 = low ("L") Overall risk rating = if all risk factors identified are low overall risk rating is "low". If any risk ratings identified are medium and/or high overall risk rating is "high/medium"		
Completed by: Health and Safety Representatives Brian McConnell (Executive Director); Euan Dyer (Development)	Date of review: June 2023			
Overall risk rating (high/medium/low): Medium	Next review due: June 2025			
Approval signature: <i>Brian McConnell</i>		<table border="0"> <tr> <td>Severity ("S") 1. = No Injury 2. = Minor Injury (no time lost) 3. = Time Lost up to 3 days 4. = Time Lost above 3 days 5. = Severe Injury/Death</td> <td>Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty</td> </tr> </table>	Severity ("S") 1. = No Injury 2. = Minor Injury (no time lost) 3. = Time Lost up to 3 days 4. = Time Lost above 3 days 5. = Severe Injury/Death	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Outdoors												
<ul style="list-style-type: none"> A build-up of leaves, moss, wet grass or mud on paths, steps and fire escapes. 	Slip hazards <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Path, car park and fire escapes kept clear at all times.	4	Partner-Courses (SW)	On-going	3	2	6			
<ul style="list-style-type: none"> Ice on paths 	Slip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Path and car park salted during freezing spells.	4		During winter	3	3		9		
Entrance Hall												
<ul style="list-style-type: none"> Entrance hall slippery when wet. 	Slip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Fixed matting used in entrance hall to prevent slips. Floor kept clean regularly. Entrance area heated.	3	Cleaning Contractors; Staff	On-going	3	2	6			
<ul style="list-style-type: none"> Trip hazards Mat with curled up edges. 	Trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Good housekeeping arrangements in place.	4			3	2	6			

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Completed by: Health and Safety Representatives Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review: June 2023		
Overall risk rating (high/medium/low): Medium	Next review due: June 2025		
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									"L"	"M"	"H"	
Corridors and offices												
<ul style="list-style-type: none"> Changes to the floor level such as slopes and small steps 	Trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Good lighting throughout the office and corridors.	3	Senior Partner-Executive Director (BM)		3	2	6			
<ul style="list-style-type: none"> Spillage and litter. 	Slip and trip hazard. <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Corridors and offices cleaned regularly. Spillage clean-up straight-away. Bins provided for all litter.	1	Cleaning Contractors Staff	On-going	2	2	4			
<ul style="list-style-type: none"> Loose floor tiles, carpet edges 	Trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Maintenance programme in place.	1	Internal facilities management team; external contractors		2	2	4			
<ul style="list-style-type: none"> Trip hazards such as trailing cables, delivery boxes, equipment 	Trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Corridors kept clear at all times. Cables kept away from traffic routes, cable covers used where necessary. Delivery boxes and equipment stored away.	1	Staff; Partner-Courses (SW)		2	2	4			

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Overall risk rating (high/medium/low): <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; background-color: yellow;">Medium</div>	Next review due: June 2025			
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									"L"	"M"	"H"	
<ul style="list-style-type: none"> Poor lighting 	Slip and trip hazard. <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Good lighting provided throughout the building.	3			1	1	1			
<u>Stairs</u> <ul style="list-style-type: none"> Damaged steps, edges not clearly visible, slippery. No handrails 	Slip and trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Good lighting in stairwell. Edge of steps clearly visible. Stairs kept clean and dry. Regular maintenance.	3			2	2	4			
<u>Kitchen and stores</u> <ul style="list-style-type: none"> Spillages and waste 	Slip and trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Handrails provided on both sides of the stairs. Handrails fitted to the legal height and pitch of the stairs.	3			2	2	4			
<u>Washrooms</u> <ul style="list-style-type: none"> Wet floors spillages and or leaking pipes 	Slip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	All spills (worktops and floor) cleaned up when spillage occurs. Worktops kept clean and tidy. Bins provided for all waste.	1	Staff		2	2	4			
			Regular inspection of the washrooms. Maintenance of taps and pipes as required.	4	Partner-Courses (SW)		2	2	4			

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Cleaning <ul style="list-style-type: none"> Spillages left for a period of time. Cleaning areas not identified Cleaning equipment left blocking walkways 	Slip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Staff and cleaning contractors encouraged clean-up any spillage straight-away. Cleaning regime in place.	1	Cleaning Contractors All Staff		2	2	4			
	Slip and trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Cleaning areas clearly sign-posted with a yellow warning sign.	4	Cleaning Contractors		2	2	4			
	Trip hazard <ul style="list-style-type: none"> Broken bones Muscle strains 	Employees, visitors and Contractors	Cleaning equipment stored away when not in use.	1	Cleaning Contractors		2	2	4			

Additional comments:

Notes

Definitions

- **Harm** is illness, injury, or both, and includes physical and mental harm caused by work-related stress
- A **hazard** is anything that does or could cause harm, and includes a situation where a person's behavior may be an actual or potential cause or source of harm to themselves or to another person (for example, due to the effects of fatigue or drugs and alcohol)
- A **serious hazard** is a hazard that does or could cause a serious injury or fatality
- **Risk** means a chance of harm
- A **serious risk** means a chance of a serious injury or fatality
- **Hierarchy of Controls:** 1= Eliminate
2= Substitution
3= Engineering controls or separation
4= Safe System of Work or Administrative Controls
5= Personal Protective Equipment

Risk Assessment Sign-off Sheet

Name	Initials	Review date	Review date	Review date	Review date