

# Risk assessment form

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<b>Site/operation:</b> KELVIN TOPSET	<b>Task assessed:</b> Manual Handling	<b>Scoring system</b> <b>Severity ("S")</b> scored between 1 - 5 dependent on severity <b>Likelihood ("L")</b> scored between 1 - 5 dependent on likelihood <b>Risk factor</b> = severity x likelihood. Scored between 1 – 25 where: 15 – 25 = high ("H"), 7 – 14 = medium ("M"), 1 – 6 = low ("L") <b>Overall risk rating</b> = 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"		
<b>Completed by:</b> Health and Safety Representatives Brian McConnell (Executive Director); Euan Dyer (Development)	<b>Date of review:</b> June 2023	<table border="1"> <tr> <td><b>Severity ("S")</b> 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><b>Likelihood ("L")</b> 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty</td> </tr> </table>	<b>Severity ("S")</b> 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	<b>Likelihood ("L")</b> 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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<b>Overall risk rating (high/medium/low):</b> Medium	<b>Next review due:</b> June 2025			
<b>Approval signature:</b> <i>Brian McConnell</i>				

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
<b>Manual Handling</b> <ul style="list-style-type: none"> <li>Lifting boxes of course materials</li> <li>Receiving and carrying deliveries of materials and equipment</li> <li>Pushing or pulling equipment or bins</li> </ul>	Potential risks of: <ul style="list-style-type: none"> <li>Slipped disc in the lower spine</li> <li>Muscle strain and sprains</li> <li>Torn tendons</li> <li>Hernia</li> <li>Cuts</li> <li>Bruises, fractures or crushing injuries</li> </ul>	Employees	The following factors are to be considered before commencing a lift: <ul style="list-style-type: none"> <li>Load (Size, weight, sharp)</li> <li>Individual capability</li> <li>Task to be carried out.</li> <li>Lifting environment (lighting, space, floor)</li> </ul>	4	All Staff	On-going	3	3		9		Manual handling training to be provided to employees as required.
			The use of the lift to transfer materials or equipment to the top floor is mandatory.	2	All Staff	On-going						
			Main storeroom located on the ground floor.  High shelves for light objects only.	4	Senior Partner-Executive Director (BM)	On-going						

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