

Risk assessment form

KTS.RA.003 Page 1 of 3

Site/operation: KELVIN TOPSET	Task assessed: Fire, Electrical and Gas Safety	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	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
Overall risk rating (high/medium/low): Medium	Next review due: June 2025	
Approval signature: <i>Brian McConnell</i>		Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Fire <ul style="list-style-type: none"> Sources of ignition such as cigarettes, naked flames, faulty electrical equipment, arson. Sources of fuel such as textiles and furnishings, flammable liquids or chemicals, packaging materials, waste 	Potential risks: <ul style="list-style-type: none"> Burns, smoke inhalation, death. Fire starting on ground floor affecting the escape routes for persons on upper floor. Fire occurring in occupied or unoccupied spaces restricting escape Fire / smoke spreading throughout the building due to open or damaged doors 	Employees Contractors Visitors Public	Fire doors and appliances located throughout the building.	3	External contractor	6 Monthly Weekly	3	3		9		
			Fire alarm and smoke detectors installed throughout the office.	3	External contractor							
			Fire Marshals appointed for each floor (Ground and first)	4	Senior Partner-Executive Director (BM)							
			Fire evacuation drills carried out 6 monthly and recorded.	4	Fire Marshals (LS & KW)							
	Fire alarm and call point(s) tested weekly and recorded.	4	Fire Marshals (LS & KW)									

Additional comments:

Risk assessment form

Site/operation: KELVIN TOPSET	Task assessed: Fire, Electrical and Gas Safety	Scoring system Severity ("S") scored between 1 - 5 dependant on severity Likelihood ("L") scored between 1 - 5 dependant 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 Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review: June 2023	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. = Sever Injury/Death
Overall risk rating (high/medium/low): Medium	Next review due: June 2025	
Approval signature: (CEO) <i>Brian McConnell</i>		Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Electrical • Poor maintenance of equipment and cables.	Potential risks: • Electric shock • Electrical burns • Electrical fires • Electrical arcing • Death	Employees Contractors Visitors	If staff identify any defective electrical equipment they are to remove this equipment from use immediately and notify management.	4	All Staff		3	3		9		
			Plug to be removed from any faulty equipment to prevent use.	4	Partner-Courses (SW)							
			Portable Appliance Testing (PAT) and Fixed Wire testing (every 5 years) undertaken by a certified person with test certificates retained on file.	4	Senior Partner-Executive Director (BM)	On-going						
			Portable Appliance Testing carried out on all small appliances including laptops which are taken off-site for use.	4	Senior Partner-Executive Director (BM); Partner-Business Support (SB)							
			PAT testing equipment to be calibrated annually and certification retained.		Partner-Business Support (SB)							
			Staff instructed not to bring in their own electrical appliances to work, such as toasters, fans etc.	1	Senior Partner-Executive Director (BM); External Contractor	On-going						
						On-going						

			Rubber matting used when working on the main circuit board	3	Senior Partner-Executive Director (BM)	Ongoing						
Additional comments:			Use an RCD	4								

Risk assessment form												KTS.RA.003 Page 3 of 3		
Site/operation: KELVIN TOPSET				Task assessed: Fire, Electrical and Gas Safety				Scoring system						
Completed by: Health and Safety Representatives Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)				Date of review: June 2023				Severity ("S") scored between 1 - 5 dependant on severity Likelihood ("L") scored between 1 - 5 dependant 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"						
Overall risk rating (high/medium/low): Medium				Next review due: June 2025										
Approval signature: (CEO) <i>Brian McConnell</i>								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. = Sever Injury/Death			Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty			
Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required		
									"L"	"M"	"H"			
Gas boiler • Poor maintenance regime	<i>Potential risks:</i> • Emissions to air • Carbon Monoxide • Fire / explosion • Death	<i>Employees Contractors Visitors</i>	<i>Gas boiler subject to annual inspections and servicing by a qualified Gas Safe Engineer.</i> <i>Inspection reports retained on file.</i>	4	Senior Partner-Executive Director (BM); Partner-Development	<i>On-going</i>	3	2	6					
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