


Risk assessment form

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Site/operation: KELVIN TOPSET	Task assessed: External Contractors	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): <div style="background-color: green; color: white; padding: 2px; display: inline-block;">Low</div>	Next review due: June 2025		
Approval signature: 		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

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
External contractors <ul style="list-style-type: none"> Work tasks not being carried out as per method statement requirements. Work being undertaken does not meet requirements identified in the scope of the works. 	Potential risks: <ul style="list-style-type: none"> Fire Electrical faults causing shock or burns Broken bones Sprained or pulled muscles 	Employees Contractors Visitors	External Contractors All contractors are vetted prior to being appointed by the company to undertake work at its office. The contractor is to supply the following documentation prior to approval: <ul style="list-style-type: none"> A copy of the contractors Health and safety Policy statement. Method statements, risk assessments or safe systems of work for the required work tasks. Training certificates Registration certificates (such as Gas Safe) if applicable. 	4	Senior Partner-Executive Director (BM)	On-going	3	2	6			
Additional comments:												

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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 Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty						
Overall risk rating (high/medium/low): <div style="background-color: green; color: white; padding: 2px; display: inline-block;">Low</div>			Next review due: June 2025									
Approval signature: (CEO) <i>Brian McConnell</i>												

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									"L"	"M"	"H"	
			Kelvin TOP-SET The company will provide the approved contractor with the following prior to work commencing: <ul style="list-style-type: none"> The scope of the works The company's emergency procedures 	4	Senior Partner-Executive Director (BM)	On-going	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