

# Risk assessment form

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<b>Site/operation:</b> KELVIN TOPSET	<b>Task assessed:</b> External Contractors	<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			
<b>Overall risk rating (high/medium/low):</b> <div style="background-color: green; color: white; padding: 2px; display: inline-block;">Low</div>	<b>Next review due:</b> June 2025			
<b>Approval signature:</b> <i>Brian McConnell</i>		<table border="0"> <tr> <td style="width: 50%;"><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 style="width: 50%;"><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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Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
<b>External contractors</b> <ul style="list-style-type: none"> <li>Work tasks not being carried out as per method statement requirements.</li> <li>Work being undertaken does not meet requirements identified in the scope of the works.</li> </ul>	Potential risks: <ul style="list-style-type: none"> <li>Fire</li> <li>Electrical faults causing shock or burns</li> <li>Broken bones</li> <li>Sprained or pulled muscles</li> </ul>	Employees Contractors Visitors	<b>External Contractors</b> 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"> <li>A copy of the contractors Health and safety Policy statement.</li> <li>Method statements, risk assessments or safe systems of work for the required work tasks.</li> <li>Training certificates</li> <li>Registration certificates (such as Gas Safe) if applicable.</li> </ul>	4	Senior Partner-Executive Director (BM)	On-going	3	2	6			

Additional comments:

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<b>Completed by:</b> Health and Safety Representatives Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	<b>Date of review:</b> June 2023			
<b>Overall risk rating (high/medium/low):</b> <div style="background-color: green; color: white; display: inline-block; padding: 2px 5px;">Low</div>	<b>Next review due:</b> June 2025			
<b>Approval signature:</b> (CEO) <i>Brian McConnell</i>		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><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. = Sever Injury/Death</td> <td style="width: 50%;"><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. = Sever Injury/Death	<b>Likelihood ("L")</b> 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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									"L"	"M"	"H"	
			<b>Kelvin TOP-SET</b> The company will provide the approved contractor with the following prior to work commencing: <ul style="list-style-type: none"> <li>The scope of the works</li> <li>The company's emergency procedures</li> </ul>	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