Risk assess	ment form			Risk Assessment	Number:	:							
				KTS	S.RA.006	Page 1 of 6							
Company:		_		Task assessed:				Scoring	g syste	m			
	KELVIN TOPSET	-		Stre	ss / Hum	an Behaviour		Likelihoo	d ("Ll") s	scored be	etween	1 - 5 de	ndent on severity pendent on likelihood
Completed by:													between 1 – 25 where: 15
	ealth and Safety Repres (Executive Director); Eu		ment)	Date of review:									1 – 6 = low ("L") entified are low overall risk
	·	an Byer (Bevelop	nont)		luno	2023							ed are medium and/or high
Overall risk rating (h	Medium				June	2023		overall ris	k rating i	s "high/r	nedium"	,	
	Wedium			Next review due:				Severity	("S")			Like	elihood ("L")
Approval signature:								1. = No Inju	iry				Rare
(Brian McCo	" "			luna	2025		2. = Minor 3. = Time L					Unlikely Probable
ت	Drian McCo	nnell			June	2020		4. = Time L	ost above	3 days		4. =	Very Likely
								5. = Severe	Injury/De	eath		5. =	Certainty
Hazards	Risks	Persons		Current	HoC	Responsibility	Actione	ed "S"	"L"	R	isk fact	or	Additional
		potentially affected		controls						"L"	"M"	"H"	controls required
Demands		anecteu									141	''	
Work load	Ill health	Employees	Work	load managed	4	Senior Partner-	On-goin	g 3	3		9		
 Long hours 				gh delegation of		Executive							
Proper rest and bolidays				tasks.		Director (BM &							

Hazards	Risks	Persons potentially	Current controls	HoC	Responsibility	Actioned	"S"	"L"	R	isk facto	or	Additional controls required
		affected							"L"	"M"	"H"	•
Demands Work load Long hours Proper rest and holidays Inadequate staffing Inappropriately qualified for the job Boring or repetitive work Inadequate resources for tasks Threat of aggression or violence Verbal abuse Poor management practices	• III health	Employees	Workload managed through delegation of work tasks. Regular reviews of workloads and staffing levels undertaken. Ensure holiday leave is being taken. Training provided to carry out work tasks. Career development and training need discussions encouraged. Monitoring of workplace policies in practice. Provide appropriate equipment to carry out work tasks. Management encourage an open door policy. All acts of violence or verbal abuse are to be reported to management for investigation	4	Senior Partner- Executive Director (BM & JS)	On-going	3	3		9		

Risk assessment form	Risk Assessment Number:		
	KTS.RA.006 Page 2 of 6		
Company:	Task assessed:	Scoring system	
KELVIN TOPSET	Stress / Human Behaviour	Severity ("S") scored between 1 - Likelihood ("LI") scored between	1 - 5 dependant on likelihood
Completed by:		,	Scored between 1 – 25 where: 15
Health and Safety Representatives Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review:		ctors identified are low overall risk
Overall risk rating (high/medium/low): Medium	June 2023	overall risk rating is "high/medium"	identified are medium and/or high
	Next review due:	Severity ("S")	Likelihood ("L")
Approval signature:		1. = No Injury 2. = Minor Injury (no time lost)	1. = Rare 2. = Unlikely
(CEO) Brian McConnell	June 2025	3. = Time Lost up to 3 days 4. = Time Lost above 3 days 5. = Sever Injury/Death	3. = Probable 4. = Very Likely 5. = Certainty

Hazards	Risks	Persons potentially	Current controls	HoC	Responsibility	Actioned	"S"	"L"	R	isk fact	or	Additional controls required
		affected							"L"	"M"	"H"	
Not being able to balance work and home life. Rigid work patterns and breaks. Fixed deadlines occurring in different parts of the year. Lack of control over work. Conflicting work demands.	Ill health	Employees,	 Ensure employees take their allocated holiday allowance. Ensure all employees have adequate breaks from work. Discussions with staff on how to meet work deadlines and work priorities encouraged. Set realistic deadlines for work tasks. Be clear about work task requirements. 	4	Senior Partner- Executive Director (BM & JS) Employees	On-going	3	3		9		

Risk assessment form	Risk Assessment Number:		
	KTS.RA.006 Page 3 of 6		
Company:	Task assessed:	Scoring system	
KELVIN TOPSET	Stress / Human Behaviour	Severity ("S") scored between 1 - 5 Likelihood ("LI") scored between 1	- 5 dependant on likelihood
Completed by:		Risk factor = severity x likelihood.	
Health and Safety Representatives Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review:	- 25 = high ("H"), 7 - 14 = medium (Overall risk rating = if all risk fact	ors identified are low overall risk
Overall risk rating (high/medium/low): Medium	June 2023	rating is "low". If any risk ratings id overall risk rating is "high/medium"	entified are medium and/or high
	Next review due:	Severity ("S")	Likelihood ("L")
Approval signature:		1. = No Injury	1. = Rare
(CEO) Brian McConnell	June 2025	2. = Minor Injury (no time lost) 3. = Time Lost up to 3 days 4. = Time Lost above 3 days 5. = Sever Injury/Death	2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
<u> </u>			

Hazards	Risks	Persons potentially	Current controls	HoC	Responsibility	Actioned	"S"	"L"	R	isk fact	or	Additional controls required
		affected							"L"	"M"	"H"	
No support from Management. No controls implemented.	Ill health	Employees	Policies in place and monitored. New staff given induction training prior to commencing work. Special attention for young people as required. Sickness and absence monitored with trends identified and actions to reduce such absences implemented.	4	Senior Partner- Executive Director (BM & JS) Employees	On-going	3	3		9		

Risk assess	sment forr	n		Risk Assessment	Number	:	·							
				K ⁻	TS.RA.006	Page 4 of 6								
Company:				Task assessed:		<u> </u>		Scor	ing s	ysten	n			
	KELVIN TO	PSET		Str	ess / Hum	an Behaviour		Severi Likelih	ity ("S' hood (") score "LI") sc	d betwe	ween 1	- 5 depe	ant on severity endant on likelihood
Completed by:														etween 1 – 25 where: 15
	ealth and Safety R	tepresentatives icola Curtis (HSEQ Sp	ecialist)	Date of review:										- 6 = low ("L") tified are low overall risk
Overall risk rating (I	, ,,	· · ·	- Columbi,	<u> </u>	luna	2023								are medium and/or high
Overall risk rating (i	,				ounc	2025		overall	l risk ra	ating is	"high/me	edium"		
	Mediu	m _		Next review due:				Severi	itv ("S	;")			Likeli	ihood ("L")
Approval signature:								1. = No	Injury	,			1. = R	are
	W 1	100 11			luno	2025				ry (no ting up to 3 o			2. = U	nlikely robable
(CEO)	Brian Mi	Connell			June	2025				above 3			-	ery Likely
								5. = Se	ver Inju	ry/Death	1		5. = C	ertainty
Hazards	Risks	Persons potentially affected		Current controls	HoC	Responsibility	Action	ed '	"S"	"L"	R	isk facto	or	Additional controls required
		uncotcu									"L"	"M"	"H"	
Relationships • Poor relationships	Ill health	Employees,		s problems openly ividuals.	4	Senior Partner- Executive	On-goi	ng	3	3		9		

Hazards	RISKS	potentially affected	controls	HoC	Responsibility	Actioned	5″	L"	K	ISK TACTO	or	controls required
									"L"	"M"	"H"	
Relationships Poor relationships with others. Staff complaints or rising absence trends. Bullying or confrontational communications styles. Fear culture for management and co-workers.	• III health	Employees,	Discuss problems openly with individuals. Follow complaint procedures. Encourage positive and constructive communication between staff. Management will discuss and address bullying and or confrontational communication with the member of staff who displayed such behaviour. Management will ensure all staff is made aware of the Bullying and Harassment policy.	4	Senior Partner- Executive Director (BM & JS) Employees	On-going	3	3		9		

Risk assess	ment forr	n		Risk Assessme	ent Numbe	er:							
						06 Page 5 of 6							
Company:	KELVIN TO	NDCET		Task assessed				Scoring					
Completed by:	KELVIN IC	JF3E1			Stress / Hu	ıman Behaviour		Likelihoo	d ("Ll") so	cored be	tween 1	- 5 depe	ant on severity endant on likelihood etween 1 – 25 where: 15
. He	ealth and Safety R nell (CEO), Ms. N	epresentatives icola Curtis (HSEQ Sp	pecialist)	Date of review:				– 25 = hig	h ("H"), 7	-14 = r	nedium (("M"), 1 -	- 6 = low ("L") tified are low overall risk
Overall risk rating (hi	<u> </u>	<u>`</u>	<u> </u>	-	Jui	ne 2023		rating is " overall ris				entified	are medium and/or high
Approval signature:	Wedia	<u>'''</u>		Next review du	e:				ry			1. = R	
(CEO)	Brian Mi	Connell			Jui	ne 2025		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				4. = V	nlikely robable ery Likely ertainty
Hazards	Risks	Persons potentially affected		Current ontrols	HoC	Responsibility	Actione	d "S"	"L"				Additional controls required
								"L" "N			"M"	"H"	
Roles No clear lines of accountability and responsibility Lack of communication and consultation Blame culture Failure to recognise success High level of expectation, such as working long hours	Ill health	Employees,	structui from to Manag good co and clo involve Manag acknow succes Manag approa open d Manag exampl Manag staff wo	ement will vledge ses. ement are chable (adopt an oor policy). ement to lead by le. ement will avoid	4	Senior Partner- Executive Director (BM & JS) Employees	On-goin	g 3	3		9		

Risk assess	sment for	m	ı	Risk Assessm	ent Num	ber:						
					KTS.RA	.006 Page 6 of 6						
Company:			1	Task assesse	d:			Scoring 9	systen	n		
	KELVIN T	OPSET			Stress / H	Human Behaviour		Likelihood	("Ĺl") sc		· 5 deper	ndant on likelihood
Completed by:										,		etween 1 – 25 where: 15
	lealth and Safety nnell (CEO), Ms. l	Representatives Nicola Curtis (HSEQ	Specialist)	Date of review	' :			Overall risk	rating		rs identi	fied are low overall risk
Overall risk rating (h	nigh/medium/low Medi				J	lune 2023				y risk ratings ide "high/medium"	entified a	are medium and/or high
			1	Next review di	ıe:			Severity ("S	3")		Likelih	nood ("L")
Approval signature:								1. = No Injury			1. = Ra	•
(CEO)	Brian M	lc Connell			J	lune 2025		2. = Minor Inju 3. = Time Los 4. = Time Los 5. = Sever Inju	t up to 3 o t above 3	days days	2. = Un 3. = Pro 4. = Ve 5. = Ce	obable ry Likely
Hazards	Risks	Persons	Curren	nt	HoC	Responsibility	Actione	d "S"	"L"	Risk facto	r	Additional controls

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	R	isk fact	or	Additional controls required
									"L"	"M"	"H"	
Change • Fear about job security. • Uncertainty about work matters • Fear of new technology • Personal fears	• III health	Employees	Provide effective support to all staff when required. Consultation with staff regarding changes undertaken.	4	Senior Partner- Executive Director (BM & JS) Employees	On-going	3	3		9		

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