

Risk assessment form				Risk Assessment Number:							
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Company: <div style="text-align: center; margin-top: 10px;">KELVIN TOPSET</div>			Task assessed: <div style="text-align: center; margin-top: 10px;">Stress / Human Behaviour</div>			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: <div style="text-align: center; margin-top: 5px;">Health and Safety Representatives Brian McConnell (Executive Director); Euan Dyer (Development)</div>			Date of review: <div style="text-align: center; margin-top: 10px;">June 2023</div>			<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 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 </div> <div style="width: 45%;"> Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty </div> </div>					
Overall risk rating (high/medium/low): <div style="text-align: center; margin-top: 5px; background-color: yellow; padding: 2px 10px;">Medium</div>			Next review due: <div style="text-align: center; margin-top: 10px;">June 2025</div>								
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Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	“S”	“L”	Risk factor			Additional controls required
									“L”	“M”	“H”	
<u>Demands</u> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Ill health 	Employees	<ul style="list-style-type: none"> 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		

Additional comments:

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									"L"	"M"	"H"	
Controls <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Ill health 	Employees,	<ul style="list-style-type: none"> 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		
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									"L"	"M"	"H"	
Support <ul style="list-style-type: none"> No support from Management. No controls implemented. 	<ul style="list-style-type: none"> Ill health 	Employees	<ul style="list-style-type: none"> 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		
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Relationships <ul style="list-style-type: none"> Poor relationships with others. Staff complaints or rising absence trends. Bullying or confrontational communications styles. Fear culture for management and co-workers. 	<ul style="list-style-type: none"> Ill health 	Employees,	<ul style="list-style-type: none"> 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			
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									“L”	“M”	“H”		
Roles <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Ill health 	Employees,	<ul style="list-style-type: none"> Communication structure is in place from top to bottom. Management encourage good communication and close employee involvement. Management will acknowledge successes. Management are approachable (adopt an open door policy). Management to lead by example. Management will avoid staff working unreasonable hours. 	4	Senior Partner-Executive Director (BM & JS) Employees	On-going	3	3		9			
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									"L"	"M"	"H"	
Change <ul style="list-style-type: none"> Fear about job security. Uncertainty about work matters Fear of new technology Personal fears 	<ul style="list-style-type: none"> Ill health 	Employees	<ul style="list-style-type: none"> 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		
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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