

Risk assessment form

Risk Assessment Number:

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|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company: KELVIN TOPSET | Task assessed: Stress / Human Behaviour | 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): Medium | Next review due: June 2025 | |
| Approval signature: <i>Brian McConnell</i> | | |

| Hazards | Risks | Persons potentially affected | Current controls | HoC | Responsibility | Actioned | "S" | "L" | Risk factor | | | Additional controls required |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------|----------|-----|-----|-------------|-----|-----|------------------------------|
| | | | | | | | | | "L" | "M" | "H" | |
| Demands <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 | | |

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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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| 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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| 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 | | |

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

