

# Risk assessment form

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|   |  |  |   |  |
|---|--|--|---|--|
| <b>Site/operation:</b><br>KELVIN TOPSET   | <b>Task assessed:</b><br>Working at Height   | <b>Scoring system</b><br><b>Severity ("S")</b> scored between 1 - 5 dependent on severity<br><b>Likelihood ("L")</b> scored between 1 - 5 dependent on likelihood<br><b>Risk factor</b> = severity x likelihood. Scored between 1 – 25 where: 15 – 25 = high ("H"), 7 – 14 = medium ("M"), 1 – 6 = low ("L")<br><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><br>Health and Safety Representatives<br>Brian McConnell (Executive Director); Euan Dyer (Development)  | <b>Date of review:</b><br>June 2023  |  |   |  |
| <b>Overall risk rating (high/medium/low):</b><br><div style="background-color: yellow; display: inline-block; padding: 2px;">Medium</div>                             | <b>Next review due:</b><br>June 2025   |  |   |  |
| <b>Approval signature:</b><br><i>Brian McConnell</i>  |  | <table border="0"> <tr> <td style="width: 50%;"><b>Severity ("S")</b><br/>1. = No Injury<br/>2. = Minor Injury (no time lost)<br/>3. = Time Lost up to 3 days<br/>4. = Time Lost above 3 days<br/>5. = Severe Injury/Death</td> <td style="width: 50%;"><b>Likelihood ("L")</b><br/>1. = Rare<br/>2. = Unlikely<br/>3. = Probable<br/>4. = Very Likely<br/>5. = Certainty</td> </tr> </table>  | <b>Severity ("S")</b><br>1. = No Injury<br>2. = Minor Injury (no time lost)<br>3. = Time Lost up to 3 days<br>4. = Time Lost above 3 days<br>5. = Severe Injury/Death | <b>Likelihood ("L")</b><br>1. = Rare<br>2. = Unlikely<br>3. = Probable<br>4. = Very Likely<br>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>Working at Height</b> <ul style="list-style-type: none"> <li>Falls from ladders</li> <li>Falls from height (roof)</li> <li>Using unsuitable equipment (such as chairs, damaged ladders, harnesses not inspected)</li> <li>Overreaching at height</li> </ul>  | Potential risks of: <ul style="list-style-type: none"> <li>Broken bones</li> <li>Head injuries</li> <li>Death</li> </ul> | Employees<br>External<br>Contractors                        | Only suitable ladders used and checked before use.   | 3   | Partner-Courses (SW)                        | On-going                     | 3   | 3   |             | 9   |     |                              |
|   |  |   | Clear area and access while working at height. Warning signage to be displayed if working at height behind a door. | 4   | Partner-Courses (SW)                        | When using ladders           |     |     |             |     |     |                              |
|   |  |   | Restrict high level storage to light materials.  | 4   |   |                              |     |     |             |     |     |                              |
|   |  |   | Bulky materials stored at ground level where possible.   | 4   |   |                              |     |     |             |     |     |                              |
|   |  |   | 2 persons when using stepladders to change light fittings. (Refer to Risk Assessment KTS.RA.004)                   | 4   | External Contractor<br>Partner Courses (SW) | When carrying out such work. |     |     |             |     |     |                              |
| Appointed Contractor authorised to carry out roof inspections, cleaning and repairs as necessary with the following adhered to: <ul style="list-style-type: none"> <li>Use of suitable ladders.</li> <li>Safety harness inspected and to be worn when working on the roof.</li> <li>Man-Safe tension wire tested annually.</li> </ul> | 4  | Senior Partner-Executive Director (BM); External Contractor | Prior to commencing work activity.   |     |   |                              |     |     |             |     |     |                              |

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 |
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