

Risk assessment form

KTS.RA.008 Page 1 of 4

Site/operation: KELVIN TOPSET	Task assessed: Lone Working and Travel	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>		<table border="0"> <tr> <td style="width: 50%;">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</td> <td style="width: 50%;">Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty</td> </tr> </table>	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	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty			

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Travel UK & Abroad • Travel to dangerous countries	• Not reviewing travel advice.	KTS Associate Tutors	The Company will provide general travel advice to all Associate Tutors based on Foreign Office travel advice. Associate Tutor not sent to dangerous countries	4	Senior Partner-Executive Director (BM & JS)		4	2		8		
• Inadequate travel and contact information provided.	• KTS Associate Tutors not contactable when abroad.	KTS Associate Tutors	All Associate Tutors given a travel itinerary prior to commencing a journey.	4	Partner-Learning & Support (RM); Partner-Courses (LS)		4	2		8		
• Lack of communication	• KTS unable to monitor Tutor movement and health while working in the UK or abroad.	KTS Associate Tutors	All Associate tutors to carry a mobile phone for regular contact.	4	KTS Associate Tutors		4	2		8		
• Illness • Food poisoning	• Lack of vaccination resulting in potential illness. • Illness through the provision of inadequate quality of food and water. • Financial costs for medical care.	KTS Associate Tutors	Vaccination requirements for the location confirmed. Associate Tutor to have vaccination if required. A review of the hotel or Client venue undertaken to ensure the premises are suitable and comfortable.	1	Senior Partner-Executive Director (JS)		4	2		8		

Additional comments:

Risk assessment form

KTS.RA.008 Page 2 of 4

Site/operation: KELVIN TOPSET	Task assessed: Lone Working and Travel	Scoring system Severity ("S") scored between 1 - 5 dependant on severity Likelihood ("L") scored between 1 - 5 dependant 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 Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review: June 2023			
Overall risk rating (high/medium/low): Medium	Next review due: June 2025			
Approval signature: (CEO) <i>Brian McConnell</i>		<table border="0"> <tr> <td>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. = Sever Injury/Death</td> <td>Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty</td> </tr> </table>	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. = Sever Injury/Death	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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. = Sever Injury/Death	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty			

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional control/s required
									"L"	"M"	"H"	
Travel UK & Abroad • Unsuitable venue	• Potential for injury using unsuitable venues. • Financial costs for medical care	KTS Associate Tutors	Requirements for delivering the course forward to the venue or Client. Only venues that have appropriate insurance cover will be approved.	4	Senior Partner-Executive Director (BM & JS); Partner-Courses (LS)		3	2	6			
• Inadequate medical and insurance cover	• Poor medical care resulting in: fatality; harm; lost time; excessive medical costs.	KTS Associate Tutors	Confirmation with the venue or Client that medical facilities are accessible. A check of the Associate Tutor's insurance is carried out to ensure they have it in place prior to travel.	4	Senior Partner-Executive Director (BM & JS), Tutor		4	2		8		
• Illness through underlying health condition.	• Financial costs for medical care.	KTS Associate Tutors	The company to confirm the health condition of the appointed Associate Tutor prior to appointing them to a course.	4	Senior Partner-Executive Director (BM & JS)		3	2	6			
Road traffic accidents	• Risk of injury through road traffic accidents	KTS Associate Tutors	It is the responsibility of the Associate Tutor to ensure they have a valid driving licence, and that they are fit to drive abroad.	4	Senior Partner-Executive Director (BM & JS), Tutor		2	2	4			

Additional comments:

Risk assessment form

KTS.RA.008 Page 3 of 4

Site/operation: KELVIN TOPSET	Task assessed: Lone Working and Travel	Scoring system Severity ("S") scored between 1 - 5 dependant on severity Likelihood ("L") scored between 1 - 5 dependant 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 Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review: June 2023			
Overall risk rating (high/medium/low): Medium	Next review due: June 2025			
Approval signature: (CEO) <i>Brian McConnell</i>		<table border="0"> <tr> <td>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. = Sever Injury/Death</td> <td>Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty</td> </tr> </table>	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. = Sever Injury/Death	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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. = Sever Injury/Death	Likelihood ("L") 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty			

Hazards	Risks	Persons potentially affected	Current cntrols	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Offshore • Illness through underlying health condition. • Sending unqualified Associate Tutors on Offshore Courses	<ul style="list-style-type: none"> Financial costs for medical care. Risk of harm to unqualified Offshore Tutor 	KTS Associate Tutors KTS Associate Tutors	The company to confirm the health condition of the appointed Associate Tutor prior to appointing them to a course. Offshore Safety Certificates and Offshore Medical Health Certificates held on file for those Associate Tutors presenting training courses or investigating offshore	4 4	Senior Partner-Executive Director (BM & JS) Senior Partner-Executive Director (BM & JS); Partner-Development		3 4	2 2	6		8	

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