

Risk assessment form

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Site/operation: KELVIN TOPSET	Task assessed: Cleaning (Inc. Products)	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): <div style="background-color: green; color: white; padding: 2px; display: inline-block;">Low</div>	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
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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>Working at height</u> <ul style="list-style-type: none"> Cleaning windows <u>Electrical Equipment</u> <ul style="list-style-type: none"> Faulty equipment <u>Contact with cleaning chemicals</u>	<ul style="list-style-type: none"> Falls from height Bruising and fractures Electric shocks / burns Risk of fire Skin irritation Eye damage from direct contact with cleaning products Vapour from cleaning chemicals may also cause breathing difficulties. 	Employees Contractors	All external window cleaning contractors vetted as competent to undertake work. Use of extending rods only permitted when cleaning top floor windows.	4	Senior Partner-Executive Director (BM); Contractor	As required	2	2	4			
			All faulty electrical equipment identified through PAT testing and removed from service.	4	Senior Partner-Executive Director (BM)	As required						
			All new staff asked if they suffer from reactions to cleaning chemicals.	4	Senior Partner-Executive Director (BM)	As required						
			Mops, buckets and gloves (PPE) provided for cleaning.	5								
			Cleaning products stored in a designated location in the kitchen. Products used as per the Safety Data sheet instructions.	4								
			Products safety data sheets held on file.	4								

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

