

Risk assessment form

Site/operation: KELVIN TOPSET	Task assessed: First Aid Provision	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" style="width: 100%;"> <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"	
Movements <ul style="list-style-type: none"> Internal and external of the building Vehicle movements 	Slip hazard <ul style="list-style-type: none"> Cuts & bruises Broken bones 	Employees Visitors Contractors	Trained First Aider appointed and available during working hours. First aid equipment available.	4	Senior Partner-Executive Director (JS & BM)		3	2	6			Aim to have at least two first aiders so holidays etc are covered.
	Collision hazard <ul style="list-style-type: none"> Cuts & bruises Broken bones 	Employees Visitors Contractors	Emergency Preparedness plan in place and displayed.	4	Senior Partner-Executive Director (JS & BM)		3	2	6			
	Manual Handling <ul style="list-style-type: none"> Lifting and pulling / pushing 	Handing hazards <ul style="list-style-type: none"> Strains Sprains Back injuries Cuts Torn tendons Hernia 	Employees	First aid boxes & equipment clearly identified. First aid boxes checked regularly and re-stocked where required.	4	First Aider (Partner-Mktg & Comm.)		3	2	6		
Ill health	<ul style="list-style-type: none"> Heart attack Strokes Fainting 	Employees Visitors Contractors			First Aider		3	2	6			

Additional comments:

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Completed by: Health and Safety Representatives Mr. Brian McConnell (CEO), Ms. Nicola Curtis (HSEQ Specialist)	Date of review: June 2021			
Overall risk rating (high/medium/low): <div style="background-color: green; color: white; padding: 2px; display: inline-block;">Low</div>	Next review due: June 2023			
Approval signature: (CEO) <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. = Sever 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. = Sever 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"	
Use of electrical appliances	<ul style="list-style-type: none"> Electric shocks Burns 	Employees Contractors	PAT testing	4	Senior Partner-Executive Director (BM); Partner-Business Support (SB)		3	2	6			
Damaged or part stocked first aid equipment	<ul style="list-style-type: none"> Not having the required equipment available to deal with an incident. 	Employees Visitors Contractors		4	First aider (Partner-Mktg & Comm.)		3	2	6			

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