

Risk assessment form

Site/operation: KELVIN TOP-SET	Task assessed: Road Use	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>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>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	H o C	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Vehicle <ul style="list-style-type: none"> Unroadworthy Company vehicles. Vehicle breakdown at roadside. 	<ul style="list-style-type: none"> Loss of control of vehicle, leading to injury etc. 	Drivers Passengers Other road users	Vehicles must have valid MOT (if older than 3 years). Vehicles must have current insurance cover & tax. Vehicles must be maintained as per manufacturers schedule. Authorised drivers should carry out daily checks and complete the Vehicle Checklist. Authorised drivers inform Senior Partner-Executive Director if vehicle is needing repairs etc.,	4	Drivers	On-going	4	1	4			
<ul style="list-style-type: none"> Vehicle breakdown 	<ul style="list-style-type: none"> Injury at roadside 	Drivers Passengers Other road users	Supply PPE for all company vehicles. Remind all drivers of breakdown procedures. Supply vehicles with Emergency Triangle, First Aid Kit, fire extinguisher and torch. Notify Breakdown service and office immediately.	5	Drivers Senior Partner-Executive Director (BM)	On-going	4	2	8			
Drivers <ul style="list-style-type: none"> Dangerous driving/not observing Highway Code 	<ul style="list-style-type: none"> Loss of control of vehicle, leading to injuries etc. 	Drivers Passengers Other road users	Drivers must observe and obey ALL the requirements of The Highway Code and rules of the road. Driver Awareness Training is available to all staff and workers. Annual checks of drivers' licences and copies retained. Any incident will potentially require the driver to receive external driver training from a driving school to improve skills.	4	Drivers	On-going	3	3	9			

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Hazards	Risks	Persons potentially affected	Current controls	H o c	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Drivers <ul style="list-style-type: none"> Driving whilst tired/under influence of drugs or alcohol. Untrained employees driving vehicles 	<ul style="list-style-type: none"> Loss of control of vehicle, leading to injuries etc. Loss of control of vehicle, leading to injuries etc. 	Drivers Passengers Other road users	All drivers must contact the Senior Partner-Executive Director if they believe they are showing signs of fatigue. Drivers must comply with the law in connection with alcohol and substance abuse. Drivers must comply with DVLA requirements of notification (medication).	4	Drivers	On-going	4	2		8		
Journey <ul style="list-style-type: none"> Drivers speeding due to bad journey planning 	<ul style="list-style-type: none"> Loss of control of vehicle leading to injuries etc. 	Drivers Passengers Other road users	All drivers must hold a valid driving licence. New recruits to the company will receive external driver training from a driving school if necessary.	4	Drivers	On-going	4	1	4			
			All drivers to plan sufficient travelling time into their journeys. Drivers to contact destination if unduly delayed.	4	Drivers	On-going	3	2	6			

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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: <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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									"L"	"M"	"H"	
Journey <ul style="list-style-type: none"> Use of mobile phones & SAT NAV's Fatigue 	<ul style="list-style-type: none"> Loss of control of vehicle, leading to injuries etc. Loss of control of vehicle, leading to injuries etc. 	Drivers Passengers Other road users	The use of hand held mobile devices is prohibited at all times whilst in control of a vehicle. Hands Free devices may be used, but drivers should be aware of the possibility of distraction whilst using devices and minimise their use. No initiating of calls whilst in control of a vehicle. SAT NAV devices must only be programmed prior to the start of a journey, whilst the vehicle is stationary and the park brake applied and the car in neutral/park. No adjusting SAT NAV whilst the vehicle is in motion.	4	Drivers	On-going	4	3		12		
				4	Drivers	On-going	4	3		12		
				4	Drivers	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

Risk Assessment Sign-off Sheet

Name	Initials	Review date	Review date	Review date	Review date