

Risk assessment form

Site/operation: KELVIN TOPSET	Task assessed: Knife 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>		

Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Knife Use	Potential risks of:	Employees	The following factors are to be considered before using a knife:				2	2	4			Knife use training to be provided to employees as required
<ul style="list-style-type: none"> Misuse of knife (Stanley knife) Knife slips in use (Stanley knife) 	<ul style="list-style-type: none"> Cuts / lacerations to hand, fingers, body, bleeding Stabbling injury, bleeding 		<ul style="list-style-type: none"> Alternative options to eliminate risk: <ul style="list-style-type: none"> - small auto-retracting blades available - use scissors instead of knife for box opening Use of gloves Correct use of knife: cutting away from and not towards hands / body Don't leave knives lying around. Store them correctly when they're not in use Don't carry knives from one part of the office to another. Use them in designated spaces only (packing room) 	2	All staff							
				5	All staff							
				4	All staff							
				4	All staff							

			<ul style="list-style-type: none"> • Housekeeping: keep surfaces clean, wipe up floor spillages, dispose of waste material, ensure lighting is adequate 	4	All staff								
			<ul style="list-style-type: none"> • Use an appropriate work surface where the item to be cut is stable and there is sufficient working room 	4	All staff								
			<ul style="list-style-type: none"> • Take care not to drop knives 	4	All staff								
			<ul style="list-style-type: none"> • First aid 	4	First aider to provide first aid								
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