

Risk assessment form

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Site/operation: KELVIN TOP-SET	Task assessed: Conducting Courses and Investigations (outwith Irvine office)	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
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Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	S	L	Risk factor			Additional controls required
									"L"	"M"	"H"	
Air Travel	Plane Crash	Tutor / Investigator	Use reputable business travel operator CAA registered / reputable flight companies only	4 4	Partner-Learning & Support (RM); Tutor Partner-Learning & Support (RM); Tutor	Ongoing	5	1	5			
Flights	Flights delays Course cancellations	Tutor / Investigator	Book flights with day in hand Book through business travel company Travel insurance checked Travel company traveller protection system	4 4 4 4	Partner-Learning & Support (RM); Tutor Partner-Learning & Support (RM); Tutor Partner-Learning & Support (RM); Tutor Partner-Learning & Support (RM); Tutor	Ongoing	1	2	2			
Taxis / road transfers	Car crash Serious injury Fatality	Tutor / Investigator	Only hotel cars / pre-booked vehicles Use of seat belts compulsory Use client company drivers Limit use of taxis Text on arrival at hotel to nominated contact Travel Insurance	4 4 1 4 4 4	Tutor / Investigator Tutor / Investigator Tutor / Investigator Tutor / Investigator Tutor / Investigator Tutor / Investigator	Ongoing	2	2	4			

Dangerous locations	Kidnap, ransom	Tutor / Investigator	Foreign office advice check	4	Senior Partner-Executive Director (BM & JS); Partner-Development; Tutor / Investigator	To action some items	4	1	4			
			Security advice from company contracted too	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Name and picture of airport pickup person to the tutor	4	Partner-Learning & Support (RM)							
			Security arrangements in country to be provided	4	Senior Partner-Executive Director (BM & JS); Partner-Development; Partner-Learning & Support (RM)							
			Extra daily communication measures in place	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Kidnap / ransom Insurance provided for extreme locations	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			No travel to areas on FCO watch list	1	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Stay in hotel teaching location and do not wander the streets	1	Tutor / Investigator							
			Register with FCO prior to travel	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Tutors can check business travel agent information	4	Tutor / Investigator							
Hospitalisation / lack of blood supplies / poor medical care	Fatality / major injuries	Tutor / Investigator	Travel insurance details on file	4	Tutor / Investigator	To action some items	3	2	6			
			Knowledge of location and good hospitals	4	Tutor / Investigator							

			Foreign office contacts	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Blood groups of tutors on file	4	Partner-Development							
			Medical conditions on file	4	Partner-Development							
			Tutors can check business travel agent information	4	Tutor / Investigator							
Poor logistics	Missing tutor / investigator Course cancellations	Tutor / Investigator	Emergency contact procedures	4	Senior Partner-Executive Director (BM & JS); Partner-Development	To action some items	1	2	2			
			Communication protocols	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Hotel contacts provided in advance	4	Partner-Development; Partner-Courses (LS)							
			Transfers booked in advance	4	Partner-Courses (LS)							
			Reputable travel company used	4	Senior Partner-Executive Director (BM & JS); Partner-Learning & Support (RM); Partner-Development							
			Contact made on arrival as per communication protocol	4	Tutor / Investigator							
			Clear logistical planning prior to arrival	4	Senior Partner-Executive Director (BM & JS); Partner-Development; Partner-Learning & Support (RM); Partner-Courses (LS)							
Food	Sickness of tutor / investigator	Tutor / Investigator	Only use reputable food outlets	4	Tutor / Investigator	Ongoing	3	2	6			
			Two tutors for large groups	1	Senior Partner-Executive Director (BM)							
			Travel Insurance	4	Tutor / Investigator							

Natural event / tsunami / earthquake etc	Death / serious injury	Tutor / Investigator	Monitor Foreign office advice for country	4	Senior Partner-Executive Director (BM & JS); Partner-Development	To action some items	5	1	5			
			Emergency contact protocols	4	Senior Partner-Executive Director (BM & JS); Partner-Development							
			Tutors can check business travel agent information	4	Tutor / Investigator							
Wildlife / mosquitoes, poor hygiene	Sickness / malaria Course cancellation	Tutor / Investigator	Vaccinations provided with plenty of time	1	Senior Partner-Executive Director (BM & JS); Partner-Development; Tutor / Investigator	Ongoing	4	1	4			
			Anti-malarials provided	1	Tutor / Investigator							
			Good hygiene by team in country	4	Tutor / Investigator							
			Use mosquito nets / spray room	5	Tutor / Investigator							
			Carry mosquito repellent	5	Tutor / Investigator							
			Good medical advice prior to travel	4	Tutor / Investigator							
			Bottled water	1	Tutor / Investigator							
			Avoid excess alcohol	1	Tutor / Investigator							
Dangerous areas	Robbery / assault	Tutor / Investigator	Avoid unknown areas`	4	Tutor / Investigator	To action some items	3	2	6			
			Limit night time walking in unfamiliar locations	4	Tutor / Investigator							
			Tutors can check business travel agent information with FCO advice on locations	4	Tutor / Investigator							
Tourist Activities	Injury	Tutor / Investigator	Avoid high risk activities	1	Tutor / Investigator	Ongoing	3	1	3			
Fire	Death / injury	Tutor / Investigator	Tutors to be familiar with emergency procedures of buildings, and walk the escape route so as to be familiar with it	4	Tutor / Investigator	To action some items	5	1	5			

Electrocution	Death / injury	Tutor / Investigator	Equipment used for teaching to be tested and tagged	4	Tutor / Investigator	To action some items	5	1	5			
			Check with venue staff before using venue equipment	4	Tutor / Investigator							
Virus outbreak	Hospitalisation Course cancellations Spread of virus	Tutor / Investigator	Avoid travel to areas where outbreak occurs. Seek Foreign Office travel advice	1	Senior Partner-Executive Director (BM & JS); Partner-Development	To action some items	4	1	4			
			Preprinted letters and composed emails with details for delegates should course be postponed	4	Senior Partner-Executive Director (BM & JS)							
			Policy for clients that have to postpone due to not being able to travel	4	Senior Partner-Executive Director (BM & JS)							
			Letter to tutor team advising of precautions to take while travelling	4	Senior Partner-Executive Directors (BM & JS)							
			Delegates should each be given their own stationery to eliminate sharing of pens, post-its (if required)	4	Tutor							
			Exercise and case study materials for each individual to be produced to eliminate sharing of materials (if required)	4	Tutor; Partner-Courses (LS & SW)							
			Using A0 charts, social distancing must be maintained, so only one person can be at a chart at a time, the rest must be at a 2m distance (if required)	4	Tutor							
			Check with venue what their anti-virus policies are (if required)	4	Partner-Courses (LS)							
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