

Risk assessment form

KTS.RA.015 Page 1 of 5

Site/operation: KELVIN TOPSET	Task assessed: Conducting Courses in 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
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Hazards	Risks	Persons potentially affected	Current controls	HoC	Responsibility	Actioned	S	L	Risk factor			Additional controls required
									"L"	"M"	"H"	
Seasonal infections (aside from major outbreaks) See KTS.RA.016 for RA regarding serious outbreaks	Infections being spread in the office environment	Staff	Discuss risks with all staff. Display posters on good hand hygiene. Alcohol based hand sanitiser available. Regular cleaning of handrails with alcohol or bleach based cleaner (in case of a serious vifus outbreak). Open windows to change air in the office. Discuss preparedness with First Aider. Display safe distancing signage as appropriate	4 4 5 4 4 4 4	Senior Partner-Executive Director (BM); Partner-Development Senior Partner-Executive Director (BM); Partner-Development Senior Partner-Executive Director (BM); Partner-Development Office staff Office staff Senior Partner-Executive Director (BM); First aider (Partner-Mktg & Comm.) Senior Partner-Executive Director (BM); Partner-Development	Ongoing	4	2		8		

			If displaying virus like symptoms, discuss with Senior Partner-Executive Director option of working from home	4	Senior Partner-Executive Director (BM); all staff							
Seasonal infections (aside from major outbreaks) See KTS.RA.016 for RA regarding serious outbreaks	Infections being spread in the office environment	Delegates and tutors Other visitors	Change event Health & Safety briefing to include good hand hygiene and what to do if feeling unwell during the course.	4	Senior Partner-Executive Director (BM); Partner-Development	Ongoing	4	2		8		
			Display posters on good hand hygiene.	4	Senior Partner-Executive Director (BM); Partner-Development							
			Alcohol-based hand sanitiser available.	5	Senior Partner-Executive Director (BM); Partner-Development							
			Regular clean of handrails with alcohol or bleach-based cleaner (in case of a serious virus outbreak).	4	Office staff							
			Open windows to change air in training room.	4	Office staff							
			Thorough wipe down of all surfaces at end of each day.	4	Office staff							
			Special care in preparation of all food, drinks for delegates, including staff to wash hands before and after handling foodstuff and crockery etc.	4	Partner-Courses (SW / LS)							
			Staff handling food have received appropriate training.	4	Partner-Courses (SW / LS)							
			Ensure all cups, plates, glasses and cutlery washed in dishwasher.	3	All staff							
			Discuss preparedness with First Aider.	4	Senior Partner-Executive Director (BM); Partner-Development							
			Individual wrapped packets of crisps supplied	1	Partner-Courses (SW / LS)							
			Individual wrapped packets of biscuits	1	Partner-Courses (SW / LS)							

			Where possible provide individual packs of sandwiches	1	Partner-Courses (SW / LS)						
			If platters provided – also provide individual forks for self service	4	Partner-Courses (SW / LS)						
			Restrict fruit to bananas, easy peelers etc.	1	Partner-Courses (SW / LS)						
			Display safe distancing signage as appropriate	4	Senior Partner-Executive Director (BM); Partner-Development						
			Visitors and staff to use separate toilets. These to be clearly identified by signage	4	Senior Partner-Executive Director (BM); Partner-Development						
Food contamination	Food poisoning Transfer of seasonal infections	Delegates, tutors and staff	Only provide externally prepared food from reputable providers. Ingredients list provided.	2	Partner-Courses (SW / LS)	Every course	4	2		8	
			Food supplied fresh daily. Allergens clearly identified.	1	Partner-Courses (SW / LS)						
			Special care in preparation of all food, drinks for delegates, including staff to wash hands before and after handling foodstuff and crockery etc.	4	Partner-Courses (SW / LS)						
			Staff handling food have received appropriate training. (Relevant to courses run in Irvine office only. Training to be updated as required.)	4	Partner-Courses (SW / LS)						
			Ensure all cups, plates, glasses and cutlery washed in dishwasher.	3	All staff						
			Discuss preparedness with First Aider.	4	Senior Partner-Executive Director (BM); Partner-Development						
			Individual wrapped packets of crisps supplied	1	Partner-Courses (SW / LS)						
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Food allergens	Severe allergic reaction	Delegates and tutors	Ask all visitors in advance if they have dietary requirements or allergies.	1	Partner-Courses (SW / LS)	Every course	4	1	4		
			Provide foods according to responses.	1	Partner-Courses (SW / LS)						
			Have copy of all identified allergens on file.	4	Partner-Courses (SW / LS)						
			Check with First Aider preparedness.	4	Senior Partner-Executive Director (BM); Partner-Development						
Slips / trips and falls	Muscular-skeletal injuries	Delegate, tutors and staff	Maintain fabric of building to high standard.	1	Senior Partner-Executive Director (BM); Partner-Development	Ongoing	3	2	6		
			Clearly separate out areas of concern until repaired.	3	Senior Partner-Executive Director (BM); Partner-Development						
			Where possible eliminate trailing cables by using wi-fi / bluetooth and use covers where possible.	2	Senior Partner-Executive Director (BM); Partner-Development						
			Signage for handrails in place.	4	Senior Partner-Executive Director (BM); Partner-Development						
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