

# Risk assessment form

Risk Assessment Number:

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<b>Company:</b> KELVIN TOPSET	<b>Task assessed:</b> Minimisation of Virus Spread	<b>Scoring system</b> Severity ("S") scored between 1 - 5 dependant on severity Likelihood ("L") scored between 1 - 5 dependant 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"		
<b>Completed by:</b> Health and Safety Representatives Brian McConnell (Executive Director); Euan Dyer (Development)	<b>Date of review:</b> June 2023			
<b>Overall risk rating (high/medium/low):</b> Medium	<b>Next review due:</b> June 2025	<table border="0"> <tr> <td style="width: 50%;"><b>Severity ("S")</b> 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%;"><b>Likelihood ("L")</b> 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty</td> </tr> </table>	<b>Severity ("S")</b> 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	<b>Likelihood ("L")</b> 1. = Rare 2. = Unlikely 3. = Probable 4. = Very Likely 5. = Certainty
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<b>Approval signature:</b> <i>Brian McConnell</i>				

Hazards	Risks	Persons potentially affected	Mitigation	HoC	Responsibility	Actioned	"S"	"L"	Risk factor			Additional controls required
									"L"	"M"	"H"	
Irvine office workplace:  Spread of virus in Kelvin TOP-SET office premises, owing to close physical proximity between people	Illness of office staff and visitors, spread of virus to wider community	Staff Visitors Wider community	Only essential visitors allowed to the office	1	All staff	Ongoing	4	1	4			
			Masks to be worn when greeting visitors at the front or back doors	4	All staff							
			Physical distancing to two metres	4	All staff All visitors							
			Anyone noticing symptoms in themselves or members of their household to self-isolate at home	4	All staff							
			Lunchtimes staggered to permit physical distancing	4	All staff							
			Routine regular cleaning of office premises, including using bleach solution on surfaces and items people touch (handrail, switches etc)	4	Office staff Office cleaner							
			Routine handwashing with sanitiser or soap and water	4	All staff							
Display of posters on good hand hygiene	5	Senior Partner-Executive Director (BM);										

					Partner-Development								
			Alcohol-based hand sanitiser and disinfectant / alcohol wipes available	5	Senior Partner-Executive Director (BM); Partner-Development								
			Regular cleaning of handrails, switches, door handles with alcohol-based or bleach-based cleaner	4	Office staff								
			Open windows to change air in the office	4	Office staff								
			Regular cleaning of personal desks, computers	4	Office staff								
			Management of signing in of visitors by staff	4	All staff								
			Discuss preparedness with First Aider	4	Senior Partner-Executive Director (BM); First aider (Partner-Mktg-Comm.)								
			Arranging desks to allow social distancing	3	All staff								
			Maintenance of 'cough hygiene' i.e. coughing or sneezing into crook of elbow or using a tissue, disposing of tissue straight away, and washing of hands straight away. Try not to touch face.	4	All staff								
			Display of signage for safe distancing.	4	Senior Partner-Executive Director (BM); Partner-Development								
			Staff and visitors to use separate toilets. These to be identified by signage.	4	Senior Partner-Executive Director (BM); Partner-Development								
			Notify Public Health Scotland if two or more contract Covid. Carry out investigation.	4	Senior Partner-Executive Director (BM);								

			Encourage all staff to have vaccination boosters as appropriate		Partner-Development Senior Partner-Executive Director (BM); Partner-Development							
<b>Irvine office during courses:</b>  Spread of virus in Kelvin TOP-SET office premises, owing to close physical proximity between people	Illness of office staff, course delegates and visitors, spread of virus to wider community	Office staff Course delegates Wider community	Physical distancing to two metres  Anyone noticing symptoms to self-isolate at home  Updating of safety briefing for outset of course  Routine cleaning each day of surfaces with bleach-based disinfectant  Routine handwashing with sanitiser or soap and water  Display of posters on good hand hygiene  Alcohol-based hand sanitiser and disinfectant / alcohol wipes available  Regular cleaning of handrails, switches, door handles with alcohol-based or bleach-based cleaner  Open windows to change air in the office  Management of signing in of delegates by staff	4  4  4  4  5  5  4  4  4	All staff, delegates, tutor  All staff, delegates, tutor  Senior Partner-Executive Director (BM); Partner-Development  Office staff  All staff, delegates, tutor  Senior Partner-Executive Director (BM); Partner-Development  Senior Partner-Executive Director (BM); Partner-Development  Office staff  Office staff  All staff	Ongoing	4	2		8		

			Discuss preparedness with First Aider	4	Senior Partner-Executive Director (BM); First aider (Partner-Mktg-Comm.)							
			Maintenance of 'cough hygiene' i.e. coughing or sneezing into crook of elbow or using a tissue, disposing of tissue straight away, and washing of hands straight away. Try not to touch face.	4	All staff, delegates, tutor							
			Policy regarding illness or postponement	4	Senior Partner-Executive Director (BM)							
			Staff and visitors to use separate toilets. These to be identified by signage.	4	All staff							
			Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)	4	Delegates							
			Number of people in the building can be reduced by some staff working from home when courses are being run. Those at greater risk can work from home.	3	All staff							
			Display of signage for safe distancing.	4	Senior Partner-Executive Director (BM); Partner-Development							
			Notify Public Health Scotland if two or more contract Covid. Carry out investigation.	4	Senior Partner-Executive Director (BM); Partner-Development							

<p><b>Irvine office during courses:</b></p> <p>Spread of virus owing to food preparation</p>	<p>Illness of office staff, course delegates and visitors, spread of virus to wider community</p>	<p>Office staff Course delegates Wider community</p>	<p>Only provide externally prepared food from reputable providers. Ingredients list provided.</p> <p>Food supplied fresh daily.</p> <p>Special care in preparation of all food, drinks for delegates, including staff to wash hands before and after handling foodstuff and crockery etc.</p> <p>Staff handling food have received appropriate training.</p> <p>Ensure all cups, plates, glasses and cutlery washed in dishwasher.</p> <p>Individually packaged lunch items (salad, wraps, crisps, biscuits, fruit).</p> <p>Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)</p>	<p>2</p> <p>1</p> <p>4</p> <p>4</p> <p>3</p> <p>1</p> <p>4</p>	<p>Partner-Courses (SW / LS)</p> <p>Partner-Courses (SW / LS)</p> <p>Partner-Courses (SW / LS)</p> <p>Partner-Courses (SW / LS)</p> <p>All staff</p> <p>Partner-Courses (SW / LS)</p> <p>Delegates</p>	<p>Ongoing</p>	<p>4</p>	<p>2</p>		<p>8</p>		
<p><b>Irvine office during courses:</b></p> <p>Spread of virus owing to interaction between delegates and staff on courses</p>			<p>Delegates should each be given their own stationery to eliminate sharing of pens, post-its</p> <p>Exercise and case study materials for each individual to be produced to eliminate sharing of materials</p> <p>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</p>	<p>4</p> <p>4</p> <p>4</p>	<p>Tutor</p> <p>Tutor; Partner-Courses (SW / LS)</p> <p>Tutor</p>	<p>Ongoing</p>	<p>4</p>	<p>2</p>		<p>8</p>		

<p><b>Irvine office during courses:</b></p> <p>'Port health' – spread of virus as a result of delegates' travel to Kelvin TOP-SET Irvine office through airports, stations</p>	<p>Illness of office staff, course delegates and visitors, spread of virus to wider community</p>	<p>Office staff Course delegates Wider community</p>	<p>Physical distancing to two metres</p> <p>Anyone noticing symptoms to self-isolate</p> <p>Routine handwashing with sanitiser or soap and water</p> <p>Alcohol-based hand sanitiser and disinfectant / alcohol wipes available</p> <p>Regular cleaning of handrails, switches, door handles with alcohol-based or bleach-based cleaner</p> <p>Maintenance of 'cough hygiene' i.e. coughing or sneezing into crook of elbow or using a tissue, disposing of tissue straight away, and washing of hands straight away. Try not to touch face.</p> <p>Selection of tutor to consider use of more local and within reasonable driving distance</p> <p>Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)</p> <p>Staff and visitors to use separate toilets. These to be identified by signage.</p> <p>Safe distancing signage to be displayed</p>	<p>4</p> <p>4</p> <p>4</p> <p>5</p> <p>4</p> <p>4</p> <p>2</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>	<p>All staff, delegates, tutor</p> <p>All staff, delegates, tutor</p> <p>All staff, delegates, tutor</p> <p>Senior Partner-Executive Director (BM); Partner-Development</p> <p>Office staff</p> <p>All staff, delegates, tutor</p> <p>Senior Partner-Executive Director (JS)</p> <p>Delegates</p> <p>Senior Partner-Executive Director (BM); Partner-Development</p> <p>Senior Partner-Executive Director (BM); Partner-Development</p>	<p>Ongoing</p>	<p>4</p>	<p>2</p>	<p>8</p>					
				4										

			Notify Public Health Scotland if two or more contract Covid. Carry out investigation.		Senior Partner-Executive Director (BM); Partner-Development							
<b>Irvine office during courses:</b>  Spread of virus as a result of delegates' stay in hotel	Illness of office staff, course delegates and visitors, spread of virus to wider community	Office staff Course delegates Wider community	Physical distancing to two metres  Anyone noticing symptoms to self-isolate  Routine handwashing with sanitiser or soap and water  Alcohol-based hand sanitiser and disinfectant / alcohol wipes available – wipe down remote controls, surfaces, furniture in hotel room  Maintenance of 'cough hygiene' i.e. coughing or sneezing into crook of elbow or using a tissue, disposing of tissue straight away, and washing of hands straight away. Try not to touch face.  Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)  Notify Public Health Scotland if two or more contract Covid. Carry out investigation.	4  4  4  5  4  4  4	All staff, delegates, tutor  All staff, delegates, tutor  All staff, delegates, tutor  Delegates, tutor  All staff, delegates, tutor  Delegates  Senior Partner-Executive Director (BM);	Ongoing	4	2		8		

					Partner- Development							
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## 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

