

Risk assessment form

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Site/operation: KELVIN TOP-SET	Task assessed: Coronavirus measures (for clients)	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	HoC	Responsibility	Actioned	S	L	Risk factor			Additional controls required
									"L"	"M"	"H"	
Irvine office during courses: 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	4 4 4 4 4 5 5	All staff, delegates, tutor All staff, delegates, tutor Senior Partner-Executive Director (BM); Partner-Development All staff All staff, delegates, tutor Senior Partner-Executive Director; (BM) Partner-Development Senior Partner-Executive Director (BM);	Ongoing	4	2		8		

			Regular cleaning of handrails, switches, door handles with alcohol-based or bleach-based cleaner	4	Partner-Development; Office staff								
			Open windows to change air in the office	4	All staff								
			Management of signing in of delegates by staff	4	All staff								
			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. People at greater risk can work at 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							
Irvine office during courses: Spread of virus owing to food preparation	Illness of office staff, course delegates and visitors, spread of virus to wider community	Office staff Course delegates Wider community	Only provide externally prepared food from reputable providers. Ingredients list provided. Food supplied fresh daily. Special care in preparation of all food, drinks for delegates, including staff to wash hands before and after handling foodstuff and crockery etc. Staff handling food have received appropriate training. Ensure all cups, plates, glasses and cutlery washed in dishwasher. Individually packaged lunch items (sandwiches, crisps, biscuits). Fruit to be only peelable types (bananas, tangerines) Discuss preparedness with First Aider Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)	2 1 4 4 3 1 4 4	Partner-Courses (SW / LS) Partner-Courses (SW / LS) Partner-Courses (SW / LS) Partner-Courses (SW / LS) All staff Partner-Courses (SW / LS) Senior Partner-Executive Director (BM); First aider (Partner-Mktg & Comm.) Delegates	Ongoing	4	2		8		

<p>Irvine office during courses:</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>Partner-Courses (SW / LS)</p> <p>Tutor</p>	<p>Ongoing</p>	<p>4</p>	<p>2</p>		<p>8</p>		
<p>Irvine office during courses:</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>4</p> <p>4</p> <p>4</p> <p>5</p> <p>4</p> <p>4</p> <p>2</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>Courses / teaching department</p>	<p>Ongoing</p>	<p>4</p>	<p>2</p>		<p>8</p>		

			Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)	4	Delegates							
			Staff and visitors to use separate toilets. These to be identified by signage.	4	Senior Partner-Executive Director (BM); Partner-Development							
			Safe distancing signage to be displayed	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							
Irvine office during courses:												
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	4	All staff, delegates, tutor	Ongoing	4	2		8		
			Anyone noticing symptoms to self-isolate	4	All staff, delegates, tutor							
			Routine handwashing with sanitiser or soap and water	4	All staff, delegates, tutor							
			Alcohol-based hand sanitiser and disinfectant / alcohol wipes available – wipe down remote controls, surfaces, furniture in hotel room	5	Delegates, tutor							
			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							
			Delegates to inform Kelvin TOP-SET if they become ill subsequent to course (track, trace, isolate procedure)	4	Delegates							

			Notify Public Health Scotland if two or more contract Covid. Carry out investigation.	4	Senior Partner-Executive Director (BM); Partner-Development							
Conducting Courses and Investigations (outwith Irvine office)												
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); 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);							
			Policy for clients that have to postpone due to not being able to travel	4	Senior Partner-Executive Director (BM)							
			Letter to tutor team advising of precautions to take while travelling	4	Senior Partner-Executive Director (BM / JS)							
			Delegates should each be given their own stationery to eliminate sharing of pens, post-its	4	Tutor							
			Exercise and case study materials for each individual to be produced to eliminate sharing of materials	4	Partner-Courses (SW / LS)							
			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	4	Tutor							
			Check with venue what their anti-virus policies are	4	Partner-Courses (SW / LS)							

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