

# Risk assessment form

Risk Assessment Number:

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<b>Company:</b> KELVIN TOPSET		<b>Task assessed:</b> Protection within office of worker(s) with reduced immune system		<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> Nov 2023		<table border="1"> <tr> <td><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><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>Overall risk rating (high/medium/low):</b> Medium		<b>Next review due:</b> June 2025					
<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"			
<b>Irvine office workplace:</b>  Spread of infections in Kelvin TOP-SET office premises to person with reduced immune system, owing to close physical proximity between people, and contaminated surfaces	Increased risk of serious illness for person(s) with reduced immune system	Person(s) with reduced immune system	Anyone noticing symptoms of illness in themselves or members of their household to remain at home. Especially relevant are any virus, flu, shingles, chicken pox	4	All staff	Ongoing	5	2		10				
			If knowingly in contact with anyone who has had a virus such as covid, flu, shingles, chicken pox, let the office and the person(s) in the office at risk know, so that they can opt to stay at home (including if you have no symptoms yourself)	4	All staff									
			Test for Covid if it's suspected	4	All staff									
			Alcohol-based hand sanitiser and disinfectant / alcohol wipes available	5	Senior Partner-Executive Director (BM); Partner-Development									
			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														
			Regular cleaning of personal desks, computers	4	Office 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														
			Encourage all staff to have vaccination boosters as appropriate	4	Senior Partner- Executive Director (BM); Partner- Development														
			Open windows to change air in the office (particularly first thing and early pm)	4	Office staff														
			Routine regular cleaning of office premises	4	Office cleaner														
			Maintain cleanliness in the kitchen. Clean surfaces, utensils and cooking items, i.e. Foreman grill, after use. Wash or rinse cups, cutlery and other items if the dishwasher is operating rather than leaving the items dirty at the side of the sink	4	Office staff														
			Staff and visitors to use the toilets in the lobby. These to be identified by signage.	4	Senior Partner- Executive Director (BM); Partner- Development														
			Worker with reduced immune system not expected to answer door to visitors	4	Office staff														
			Be considerate to others and maintain reasonable physical distancing where possible	4	Office staff														



## 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