



Uppertunity Limited




Risk Assessment for










Uppertunity Activities










This risk assessment covers the premises and general activities conducted at Uppertunity by service users, staff and volunteers (members of the public).













Reference number	RA001
Assessor	Danielle du Plooy
Date completed	10/02/25
Review Schedule	Annually
Review date	10/02/26
Approved date	10/02/25
Approved by	Danielle du Plooy
Assisted by	Joanne Munro
Affected site(s)	Uppertunity Limited - Main Site (DD3 6HF)













Hazards and controls







 Hazard: Choking Hazard		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of choking upon food caught in the throat making it difficult/impossible to breathe</p>	<p> Appropriate first aid provided</p> <p>Staff and Volunteers trained in emergency first aid</p>	<p> Low Risk: 9</p> <p>Likelihood: 1/9</p> <p>Severity: 9/9</p>








 Hazard: Cross-contamination/allergic reactions		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of ill-health due to poor hygiene controls and cleaning down procedures.</p>	<p> Adequate supervision provided</p> <p> All workers/ service users receive induction training</p> <p> Appropriate first aid provided</p> <p>Staff and Volunteers trained in emergency first aid</p> <p> Food allergen information available</p> <p> Information, instruction and training given on hygiene</p> <p> Staff allergen training carried out</p> <p> Supervision provided for the task</p>	<p> Low Risk: 9</p> <p>Likelihood: 1/9</p> <p>Severity: 9/9</p>











 Hazard: Driving At Work		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury/ill-health whilst driving at work</p>	<ul style="list-style-type: none">  Authorised drivers only  Driving risk assessment - driver considerations  Driving risk assessment - journey considerations  Driving risk assessment - vehicle considerations  Mobile phones not used whilst driving  Only competent persons can carry out the task  Only competent/licensed drivers drive the vehicles 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>









 Hazard: Electricity (General)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<ul style="list-style-type: none">  All workers/ users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Damaged electrical equipment taken out of service  Electrical distribution board access is secure  Electrical equipment fit for purpose  Electrical equipment visually checked before use  Electrical extension leads fully unwound when used  Electrical fixed mains wiring inspection performed (as per BS7671)  Only competent persons can carry out the task  Only competent persons can operate the equipment 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>
<p>Further actions to take to control this risk</p>		
<p>To be completed by Danielle du Plooy before 31/03/25.</p>		
<p>1: Obtain a copy of the most recent electrical inspection condition report (EICR) from the landlord.</p>		







 Hazard: Fire		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<ul style="list-style-type: none">  Appropriate first aid provided  Fire action/emergency plan displayed  Fire assembly point  Fire blanket provided  Fire emergency call points provided and maintained  Fire fighting equipment tested and maintained (provided by the landlord)  Fire fighting equipment training is provided.  Fire risk assessment in place  Fire training carried out  Regular fire drills undertaken 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>
<p>Further actions to take to control this risk</p>		
<p>To be completed by Danielle du Plooy before 31/03/25.</p> <p>1: Obtain copies of any service and maintenance documentation from the landlord (fire extinguishers, fire alarm, emergency lights).</p>		







 Hazard: Insect bites or stings		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury/ill health (possible anaphylactic shock) due to stings from flying insects</p>	<ul style="list-style-type: none">  Additional dynamic/specialised risk assessment for individuals  Adequate supervision provided  All workers/ service users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>









 Hazard: Legionella Bacteria		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of ill health & disease due to exposure to Legionella bacteria in contaminated water systems</p>	<ul style="list-style-type: none">  All water outlets are used regularly  Legionella controls in place  Mains fed cold water  Point of use hot water  Reporting procedures followed 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>
<p>Further actions to take to control this risk</p>		
<p>To be completed by Danielle du Plooy before 31/03/25.</p>		
<p>1: Obtain a copy of the legionella assessment, maintenance and testing records from the landlord.</p>		











 Hazard: Aggressive Behaviour		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury and distress to victims and those assisting victims of violent conduct.</p>	<ul style="list-style-type: none">  Additional dynamic/specialised risk assessment for individual service users  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Challenging behaviour/violence at work policy in place  Documented and communicated health and safety policy, working arrangements and procedures  Mental health first aiders available  Personal safety - aggressive behaviour awareness  Personal safety - body language awareness  Personal safety : de-escalation techniques used 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>









 Hazard: Lone working		
Who can be harmed/how?	Controls in place	Risk rating
<p>Management</p> <p>The health, safety & welfare of Lone Workers (Danielle and Caroline only) could be compromised without an assessment of risk.</p>	<ul style="list-style-type: none">  Access into the premises is controlled  Additional dynamic/specialised risk assessment  All workers/ service users receive induction training  CCTV installed for training, supervision and security purposes  Reporting procedures followed  The individual service user risk assessment is communicated to, and followed by all workers. 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>








 Hazard: Sharp objects		
Scissors, needles or other sharp objects used for arts and crafts		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Inappropriate use and storage of implements could cause injuries such as cuts to hands and fingers.</p>	<ul style="list-style-type: none">  All users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Only competent persons can carry out the task  Only competent persons can operate the equipment 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>










 Hazard: Zoonoses		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of ill health due to contact with animal faeces, contaminated skin, bedding, cages, saliva etc.</p>	<ul style="list-style-type: none">  Adequate supervision provided  All workers/ service users receive induction training  Good hand washing/hygiene procedures observed  Information, instruction and training given on hygiene 	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>





 Hazard: Chemicals used for cleaning		
General household materials		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury/ill health etc. associated with uncontrolled hazardous substances.</p>	<ul style="list-style-type: none">  Adequate supervision provided  All users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Only competent persons can carry out the task  Only competent persons can use the substances  Supervision provided for the task 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>
Further actions to take to control this risk		
<p>To be completed by Danielle du Plooy before 31/03/25.</p> <p>1: Obtain all MSDS for all substances from suppliers or manufacturers. 2: Conduct COSHH assessments for all substances. 3: Look to substitute for non-hazardous products.</p>		














 Hazard: Contamination of Food Products		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of ill-health due to poor hygiene control.</p>	<ul style="list-style-type: none"> CookSafe Scotland safety legislation  Food safety legislation requires application of food safety management procedures based on the principles of Hazard Analysis and Critical Control Point (HACCP) to their business  Employees trained in food hygiene procedures Strict kitchen rules regarding jewellery, long hair and nails.  Food - cleaning equipment is suitably stored  Food - cleaning schedules/procedures in place  Food - colour coded cutting boards and knives used  Food produce date marked and correctly stored  Food temperature probe regularly calibrated  Food temperatures recorded 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>










 Hazard: Hazardous Substances		
A selection of materials used for arts and crafts		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of ill health/disease/death due to exposure to hazardous substances.</p>	<ul style="list-style-type: none">  Adequate supervision provided  All workers/ service users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Only competent persons can carry out the task  Only competent persons can use the substance  Substitute for non-hazardous substance (e.g non-allergenic clays, water based paints, glues etc) 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>











 Hazard: Use of knives (Kitchen/food preparation activity)		
A selection of materials used for arts and crafts		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury whilst using sharp knives for food preparation.</p>	<ul style="list-style-type: none">  Adequate supervision provided  All employees receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Only competent persons can carry out the task  Only competent persons can operate the equipment 	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>









 Hazard: Adverse Weather		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice. Risk of illness due to heat stroke or injury of burns, in hot, sunny weather.</p>	<ul style="list-style-type: none">  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Regular breaks taken  Sun block used to protect against UV radiation  Thermal comfort clothing advised in cold conditions  Training for outdoor work in the sun given  Weather conditions checked and planned for  Work is postponed in adverse weather conditions 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>








 Hazard: Alcohol & Drugs		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury as activity could be impaired by the intake of alcohol and/or the use of drugs</p>	<ul style="list-style-type: none">  Alcohol and Drugs policy in place  No alcohol or drugs 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>






 Hazard: Hand Tools		
Who can be harmed/how?	Controls in place	Risk rating
Maintenance staff Risk of injury whilst using hand tools	<ul style="list-style-type: none">  All employees receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Battery or 110 volt electric tools/equipment used  Hand tools carried correctly  Only competent persons can carry out the task  Only competent persons can operate the equipment  Power tools carried safely  Power tools checked before use  Tools cleaned, checked and stored after use  Tools kept in good condition  Tools with excessive hand arm vibration not used 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block; color: green; font-weight: bold;">  Low Risk: 5 </div> Likelihood: 1/9 Severity: 5/9






 Hazard: Ladders & Step Ladders		
Who can be harmed/how?	Controls in place	Risk rating
All Staff, Members of the Public, Service user, Volunteers Risk of injury due to falling from ladders/step-ladders.	<ul style="list-style-type: none">  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Defective ladders not to be used and removed from workplace  Employees trained in the use of ladders  Ladder register and inspection regime in place  Only competent persons can carry out the task  Only competent persons can operate the equipment  Suitable step ladders provided 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block; color: green; font-weight: bold;">  Low Risk: 5 </div> Likelihood: 1/9 Severity: 5/9






 Hazard: Maintenance Activities		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury/ill health whilst carrying out maintenance activities such as general gardening activities</p>	<ul style="list-style-type: none">  Adequate supervision provided  All workers/ service users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Damaged/defective equipment is removed from use  PPE (gloves, ear defenders, goggles) issued, worn and kept in good condition  Reporting procedures followed  Supervision provided for the task  Visual pre-use safety check undertaken 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>







 Hazard: Manual handling		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury whilst undertaking the manual handling of tall, awkward & unwieldy loads.</p>	<ul style="list-style-type: none">  Good manual handling techniques/postures used  Manual handling procedures in place  Manual handling risk assessment carried out  Manual handling training given  Split loads to reduce the manual handling risks  Unnecessary manual handling avoided 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>








 Hazard: People Movement (Risk of Slips, Trips & Falls)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls</p>	<ul style="list-style-type: none">  Aisles and gangways kept clear for good housekeeping  All staff trained in expected housekeeping standards  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Good housekeeping observed during the task  Suitable and sufficient lighting provided 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>

 Hazard: Poor Lighting		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury during access & egress due to poor lighting.</p>	<ul style="list-style-type: none">  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Reporting procedures followed  Suitable and sufficient lighting provided 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>

 Hazard: Very Hot Water (>44 deg C)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of scalding if water temperatures are not controlled by the installation of T.M.V's.</p>	<ul style="list-style-type: none">  Adequate supervision provided  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Only competent persons can carry out the task 	<p> Low Risk: 5</p> <p>Likelihood: 1/9 Severity: 5/9</p>
<p>Further actions to take to control this risk</p>		
<p>To be completed by Danielle du Plooy before 01/02/25.</p> <p>1: Display warning signage at sinks.</p>		

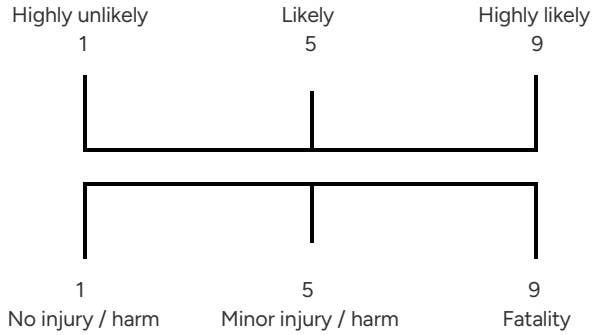
 Hazard: Cash Handling Activities		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury/ill health due to the effects of robbery/assault whilst undertaking cash handling</p>	<ul style="list-style-type: none">  All workers/ service users receive induction training  Only competent persons can carry out the task  Supervision provided for the task 	<p> Low Risk: 4</p> <p>Likelihood: 1/9 Severity: 4/9</p>

 Hazard: Hot Surfaces		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>Risk of injury (skin burns etc.) due to coming into contact with hot surfaces.</p>	<ul style="list-style-type: none">  All users receive induction training  Appropriate first aid provided Staff and Volunteers trained in emergency first aid  Only competent persons can carry out the task  Only competent persons can operate the equipment 	<p> Low Risk: 4</p> <p>Likelihood: 1/9 Severity: 4/9</p>

 Hazard: Display Screen Equipment		
Risk of Repetitive Strain Injury, Eye Strain & other Work Related Upper Limb Disorders		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Members of the Public, Service user, Volunteers</p> <p>The use of computer workstations or equipment can be associated with neck, shoulder, back/arm pains, fatigue and eyestrain.</p>	<ul style="list-style-type: none">  Adequate breaks taken by DSE "users"  DSE - suitable chair provided at the workstation  DSE equipment fit for purpose  DSE training given  Individual DSE assessment carried out 	<p> Low Risk: 3</p> <p>Likelihood: 1/9 Severity: 3/9</p>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Severity ↑	9	9	18	27	36	45	54	63	72	81
	8	8	16	24	32	40	48	56	64	72
	7	7	14	21	28	35	42	49	56	63
	6	6	12	18	24	30	36	42	48	54
	5	5	10	15	20	25	30	35	40	45
	4	4	8	12	16	20	24	28	32	36
	3	3	6	9	12	15	18	21	24	27
	2	2	4	6	8	10	12	14	16	18
	1	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9	
	Likelihood →									

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Danielle du Plooy

Approved by signature: Danielle du Plooy

Acknowledgements

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Full name	Signature	Date

Full name	Signature	Date