

# Risk Assessment

Adviceline: **0800 019 2211**  
**www.healthyworkinglives.com**



**Company/Organisation**

**Assessor**

**Activity/Task** *Complete the relevant details of the activity being assessed*

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**Hazards** *All hazards associated with the activity should be entered here. See over*

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**Those at risk**

*Staff, public and others*

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**Current control measures** *List current control measures*

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**With these controls the risk is (circle)**

Unacceptable

Further controls  
required

Adequately  
controlled

**Further control measures required**

*List further action needed to adequately control risks*

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**Date**

**Initial**

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Use a new box each time this assessment is reviewed

# Risk Assessment

The risk assessment form is based on the HSE's 5 steps approach. After completing company, assessor and details of the activity you are assessing, you should:

- 1. Identify the hazards;** the list below should help you with this.
  - A hazard is anything with the potential to cause harm (so include everything you consider could cause significant harm carrying out the activity) and record it in the hazards box.
  - Risk considers the likelihood and severity of harm taking place
- 2. Identify those who could be harmed** by the activity; this should consider everyone, not just employees, e.g. customers, clients, sub-contractors or the general public.
- 3. Identify what you are currently doing to manage the risks** in the current controls box. Now decide if these controls are adequate or you should undertake further steps to reduce the risks. If they can't be introduced immediately, put your proposed actions in the next box. Decide what the level of risk is with the current controls.
- 4. Record the findings of your assessment and inform those at risk** of the controls. Once the assessment is completed, initialled and dated, bring it to the attention of all who need to know.
- 5. Review the risk assessment** on a regular basis, e.g. if circumstances change, i.e. the staff, the activity, or the equipment used etc. In any case it is a good idea to review the assessments at least annually. The review can be initialled and dated in the boxes at the bottom of the page.

This list is intended to assist you in identifying the hazards involved in the activity. It is not exhaustive and is intended as a guide only. Any other hazards identified should be added to the list below.

Workplace					
Slips & trips		Fire		Other (list below)	
Heating		Services			
Lighting		Working space			
Ventilation		Storage			
Access and egress		Edge protection			
Obstructions		Traffic routes			

Equipment					
Lifting equipment		Electrical equipment		Other (list below)	
Workplace transport		Display screen equipment			
Machinery		Pressure vessels			
Hand tools					

Physical					
Manual handling		Repetitive work		Other (list below)	
Noise		Vibration			
Radiation					

Substances					
Chemicals		Asbestos		Other (list below)	
Dusts/fumes		Legionella			
Flammables		Biological			
Pesticides		Body fluids			

Processes					
Work at heights		Outdoors		Other (list below)	
Confined spaces		Hot works			

Work Organisation					
Lone working		Workload/working hours		Other (list below)	
Violence and aggression		Stress			
Driving		Contractors			

Other					
Cuts/burns				Other (list below)	
Radiation					

For advice on using this risk assessment form or free confidential advice on any occupational health and safety issues, including a free workplace visit from one of our advisers; Telephone 0800 019 22 11 or visit our website at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)