



Risk Assessment Form

Location :	Date Assessed:	Assessed by:
Task / Activity:	Review Date:	Reference N^o:

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required

Assessor 1 signature:	Office Use:
Assessor 2 Signature:	Signed:
Date:	Date:

RISK / PRIORITY INDICATOR KEY

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Helpful hints to help you complete a Risk Assessment

What is a Risk Assessment?

A risk assessment is simply a careful examination of what you are intending to do which could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

When thinking about your Risk Assessment, remember:

- a **hazard** is something that may cause harm.
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

■ **Step 1** – Identify the hazards

■ **Step 2** – Decide who might be harmed and how (e.g. young people, elderly/infirm, members of public, staff)

■ **Step 3** - Evaluate the risks and decide on precautions

Having spotted the hazards you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. Ask yourself can I get rid of the hazard altogether? If not, how can you control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue PPE (personal protective equipment)
- provide welfare facilities

■ **Step 4** – Record your findings and implement them. A Risk Assessment cannot be expected to be perfect, but it must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you dealt with all the significant hazards, taking account of the number of people who could be involved
- the precautions are reasonable, and the remaining risk is as low as you can get it
- regular checks are made to make sure that the control measure stays in place
- who will lead on what action

■ **Step 5** – Review your risk assessment and update if necessary.

Finally remember don't overcomplicate the process and have a good time 😊