

Risk Assessment How to Guide

In this title of the template, rename this to reflect the activity that is being risk assessed e.g. working from height

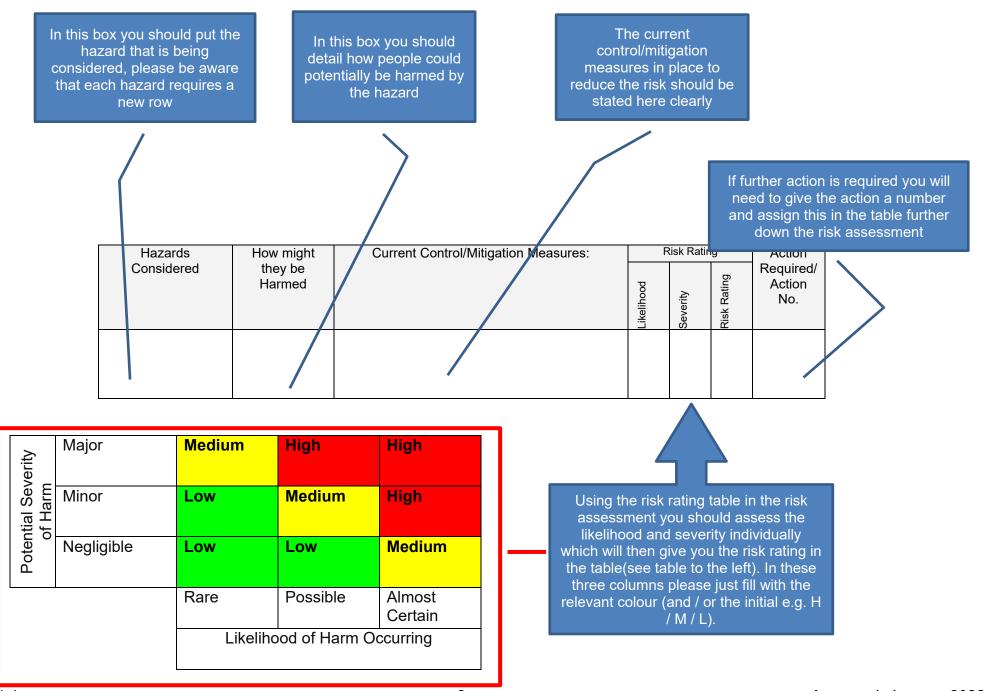


F45-1: Risk Assessment Record

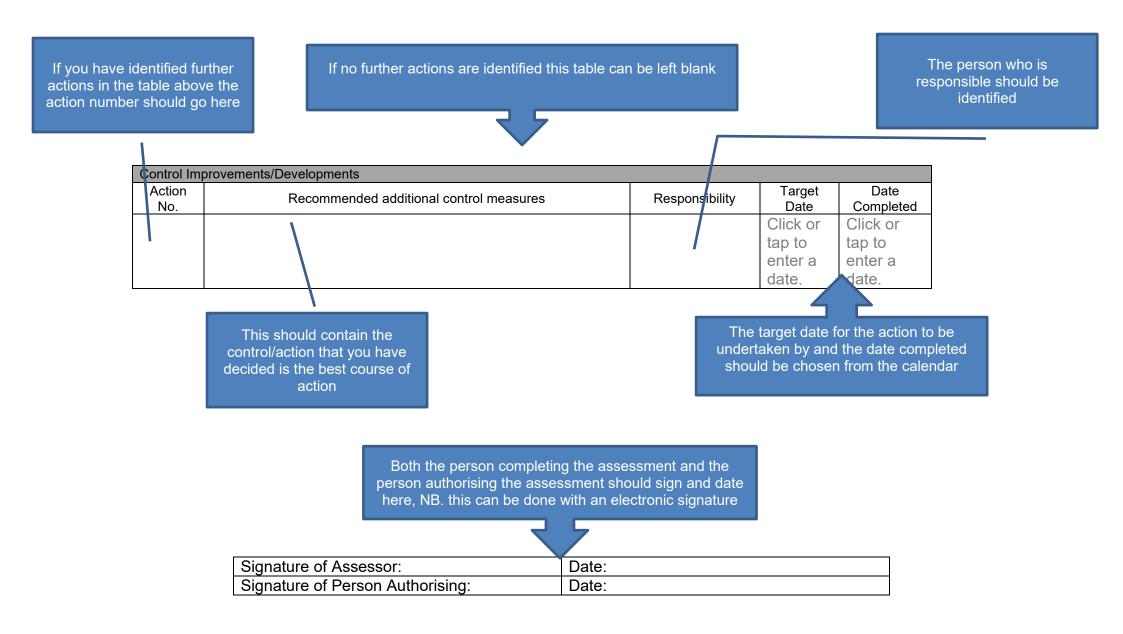
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	In this box the site address or location where the activity is taking place should be entered			operatio or spec	ox you should pu on that is taking p cific activity that t sessment will co		Type/Write your team name in to this box The person undertaking/completing the risk assessment should put their name here		
	Operations/Work Activ by this assessment: Site Address/Location:		\		Departme	ent/Service/Team:	1 1		
	Assessment Date:	Click or tap to en	ter a date.	Lead Ass	Lead Assessor:				
	Authorised By:								
	Who Might Be Affected			Contractor	Visitor	Visitor Pupil		Member of Public/Third Party	
Note: A person specific assessment must be carried out for young persons, pregnan Each person who could be affected by this activity should have their box ticked. NB This can be done electronically The person signing off/authorising the assessment's name signing here.									

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This Table allows you to review the risk assessment without having to complete a new assessment each time and allows a clear audit trail of when reviews are undertaken and any comments that were made at the time of review



Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personal, work environment or following an incident										
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature		
Click or tap					Click or tap					
to enter a					to enter a					
date.					date.					

This Table allows you and staff members to sign when they have read the risk assessment and shows that the risk assessment has been communicated with staff



The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date	Print Name	Signature	Date

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