


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

In this box the site address or location where the activity is taking place should be entered

In this box you should put the operation that is taking place or specific activity that this risk assessment will cover

Type/Write your team name in to this box

Operations/Work Activities covered by this assessment:						
Site Address/Location:				Department/Service/Team:		
Assessment Date:	Click or tap to enter a date.			Lead Assessor:		
Authorised By:						
Who Might Be Affected	Employee <input type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input type="checkbox"/>	Client <input type="checkbox"/>	Member of Public/Third Party <input type="checkbox"/>
<p>Note: A person specific assessment must be carried out for young persons, pregnant women and nursing employees</p>						

The date that the assessment was completed should be chosen from the calendar

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 risk assessment's name should go here

In this box you should put the hazard that is being considered, please be aware that each hazard requires a new row

In this box you should detail how people could potentially be harmed by the hazard

The current control/mitigation measures in place to reduce the risk should be stated here clearly

If further action is required you will need to give the action a number and assign this in the table further down the risk assessment

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	

Potential Severity of Harm	Major	Medium	High	High
	Minor	Low	Medium	High
	Negligible	Low	Low	Medium
		Rare	Possible	Almost Certain
		Likelihood of Harm Occurring		

Using the risk rating table in the risk assessment you should assess the likelihood and severity individually which will then give you the risk rating in the table(see table to the left). In these three columns please just fill with the relevant colour (and / or the initial e.g. H / M / L).

If you have identified further actions in the table above the action number should go here

If no further actions are identified this table can be left blank

The person who is responsible should be identified

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.

This should contain the control/action that you have decided is the best course of action

The target date for the action to be undertaken by and the date completed should be chosen from the calendar

Both the person completing the assessment and the person authorising the assessment should sign and date here, NB. this can be done with an electronic signature

Signature of Assessor:	Date:
Signature of Person Authorising:	Date:

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 to enter a date.					Click or tap to enter a 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