**risk assessment - blank**

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| **Risk assessment - topic/area covered** | |
| Location(s): |  |
| Department/staff: |  |
| Tasks/activities: |  |
| Other information: |  |

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| **Risk assessment sign off** | | | | | |
| Prepared by: |  | Signature: |  | Date: |  |
| Reviewed by: |  | Signature: |  | Date: |  |
| Date for review: | This risk assessment should be reviewed if additional risks not covered in this assessment are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. | | | | |

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| **Document issue record** | | | | |
| Amendment number | Issue date | Date amended | Person amending | Remarks |
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| **Distribution schedule** | | | | |
| Registered number | Issue number | Date | Name | Designation |
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| **Risk Matrix** | | | | | | | | | |
| Risk rating guidance | Likelihood (L) | 5 - certain | | 5 | 10 | 15 | 20 | 25 | Likelihood (L) x Severity (S) =  Risk Rating (RR). |
| 4 - likely | | 4 | 8 | 12 | 16 | 20 |
| 3 - possible | | 3 | 6 | 9 | 12 | 15 |
| 2 - unlikely | | 2 | 4 | 6 | 8 | 10 |
| 1 - remote | | 1 | 2 | 3 | 4 | 5 |
|  | | 1  trivial injury | 2 minor injury | 3  notable injury | 4 major injury | 5  fatal |
| Severity (S) | | | | | | |
| Acceptability of risk guidance | **High-risk: 15 – 25** | | High-risk activities should cease immediately.  Further effective control measures to mitigate risks must be introduced. | | | | | | |
| **Medium-risk: 8 – 12** | | Medium-risks should only be tolerated for the short-term and only whilst further control measures to mitigate the risks are being planned and introduced. | | | | | | |
| **Low-risk: 1-6** | | Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further. | | | | | | |
| Guidance. When completing a risk assessment, you should: | 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. | | | | | | | | |
| **Note.** Ideally, you should look to reduce the risks so that the task can be classified as “low-risk”. | | | | | | | | | |

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| **Personal protective equipment (PPE) assessment** | | | | | | | | |
| In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here: | | | | | | | | |
| Type of PPE: | Description: FM104_a | Description: FM104_d | Description: FM104_b | Description: FM104_e | Description: FM104_c | Description: vis vest | Description: FM104_g | Description: FM104_h |
| **Head**  (BS EN 397) | **Foot**  (BS EN 345-1) | **Eye**  (BS EN 165:2005) | **Hand**  (BS EN 420:2003) | **Hearing**  (EN 352-1) | **Hi-Visibility Vest**  (BS EN 471) | **RPE** | **Fall Arrest**  (BS EN 361) |
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| Additional requirements  (list here): |  | | | | | | | |
| **Note.** PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so. | | | | | | | | |

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| **Risk assessment** | | | | | | | | | |
| **Activity** | **Persons at risk** | **Significant hazards** | **Initial** | | | **Risk control measures** | **Residual** | | |
| **L** | **S** | **RR** | **L** | **S** | **RR** |
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