

RISK ASSESSMENT - BLANK

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

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.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

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:	<ol style="list-style-type: none"> 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”.								

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:								
	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)
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.								

