

Risk assessment template

All you need
to get your risk
assessments
right first time.







Risk Assessment Template
Identify Hazards & Controls Measures

Task / Operation Being Assessed: _____

Company Name & Address: _____ Reference Number: _____

Name Of Person Undertaking the Assessment: _____ Signature: _____

Date Of Assessment: _____ Date Review Due By: _____

 Significant Hazard Include Hazards Associated with The Work Here.	 Who May Be Harmed & How? List Here Employees, Workers and Others who May Be Harmed by The Activity, Including The Method of Harm.	 How Is The Risk Presently Controlled? Detail Here Your Present Control Measures, If Further Action Is Required, Include This at The End Of The Document.	 Risk Rating Severity X Likelihood - See Risk Scale at The End Of The Document

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For access to this and thousands more specific risk assessment templates – as well as a smart online risk assessment creation tool – just call **0345 844 1111** or visit our [risk assessment page](#) for more detail!

As we all know, risk assessments are a legal necessity – and, if you employ five or more people, they must be documented. So, how do you make sure yours are done correctly to pass a Health & Safety inspection and keep everyone on your premises safe?

It's easy - just follow these five, simple steps:



Risk assessment checklist

1. Identify the hazards

When identifying hazards, don't just rely on your own knowledge, because you can't be in multiple places at once. Speak to trade associations, employees and anyone else who directly carries out work for you and ask them what hazards they come across on a day-to-day basis. Our risk assessment tool in our Health & Safety software, **Atlas**, recommends the most common hazards for your activities so you can do this quickly and accurately.

You should also look back at all your accident book for hazard trends (again, you can store and manage this in Atlas), as well as operating manuals and instructions.

You might find it easiest and simplest to work with a Health & Safety professional who can give you 24/7 advice on your risk assessments (which is what we're here for).

In 2021/22* in Great Britain:

- 135 workers killed at work
- 1.8 million workers suffering from work-related ill health
- 914,000 workers suffering from work-related stress, depression or anxiety
- 477,000 workers suffering from work-related musculoskeletal disorders
- 565,000 workers injured at work
- 36.8 million working days lost due to work-related illness and workplace injury
- £18.8 million estimated cost of injuries and ill health (2019/20)

*Health and Safety Executive (HSE)



2. Assess who's at risk

It may seem obvious, but this step isn't always done right. Make sure you include everyone that could be affected by the hazard. For example, a tree surgeon is at risk of harm when carrying out their job, but so are the general public if the trees are being cut down in a public park.

3. Evaluate the risk

Once you've got your list of hazards together, it's time to put them in priority order by looking at how likely the hazards are to happen and if they were to happen, how much harm they could cause. For example, if you've got an employee working from a poorly erected scaffold with no handrail on the fourteenth floor of a block of flats, the risk could potentially be fatal. So this would be a high priority and you'd need to put in some immediate control measures in place to prevent it.

As well as putting your hazards in priority order and making sure the right control measures are in place, you should revisit your current hazards to check they still apply to your business. If they do and are still deemed as 'high priority', can you change the process of managing them so they're less of a risk?

4. Record your findings

This is what an HSE inspector will ask to see when they visit your site – proof you've actually carried out a risk assessment. The document itself should include everything outlined in steps one, two, and three and if you're still unsure about what to include or how the document should look, you can access thousands of templates and an intuitive risk assessment tool in Atlas – just call **0345 844 1111** to find out more.

5. Review, review, review

Your risk assessments are living documents and change with the business, so they'll need revisiting on a routine basis. There's also some specific times you should revisit them, including:

- ✓ A change in occupancy in the business
- ✓ New machinery or tools introduced
- ✓ Changes to Health & Safety legislation
- ✓ Structural change to yours or a neighbouring premises
- ✓ Changes that are outside of your control but affect your business – e.g. pandemics or extreme weather

Attention: most common workplace risks



1. Slips, trips or falls on the same level
2. Handling/lifting/carrying
3. Struck by an object
4. Falls from a height
5. Acts of violence
6. Display screen equipment

No more risky business

Workplace risk assessments are a legal requirement. But do you know which ones your business needs? Do you know how to go about them? And do you find it easy to keep them up to date and distribute them?

If you've answered no to any of the above, you'll probably like what you're about to read next. Our **Health & Safety consultants** provide workplace risk assessment support day in, day out and, as part of our hits-all-the-spots package of Health & Safety solutions, will help you identify the risk assessments you need to complete, show you how to get them done, and make sure you keep them updated with any legal or business changes.

Oh, and our handy online H&S management hub, **Atlas**, lets you store all your risk assessments in one place, send them to employees, and create new ones in seconds from thousands of templates.

Sound good? Then simply give us a call on **0345 844 1111** to chat a bit more about how we can help.