

Risk Assessment Form Template

Task being assessed	
Location of Assessment	
Date	
Time	
Reference Documents:	
Duration of Task	
Name of Assessor	
Review Date	
Signature	

IDENTIFIED HAZARDS This list is non-exhaustive and additional hazards can be included at the time of assessment.				
Noise Exposure		Falling Loads		Other Hazards – e.g. work near water, temporary workplaces etc.
Lighting		Machinery (power hand tools, conveyor belts, mechanical / electrical equipment etc.)		
Adverse Weather (hot/cold/lightning/Strong Winds etc.)		Hot Works (Welding, Grinding, Cutting etc.)		
Access/Egress (Obstructions?)		Lifting Equipment (ETV, scissor lifts, high loaders, TBLs, cherry pickers, de-icing rigs, forklift truck etc.		
Confined Spaces (a place which is substantially enclosed)		Operation/Movement of Vehicles (forklift trucks, tractors etc.)		Human Factors
Slips, Trips & Falls		Pedestrians walking in proximity of moving vehicles		
Hazardous Substances / Dangerous Goods (Use COSHH risk assessment form if required)		Manual Handling (Manual Handling Risk assessment form if required)		
Flammable Materials		Office Equipment		
Compressed Gas (Storage & Use)		Storage (racks, shelves etc)		
Radiation (RF, Microwave etc)		Display Screen Equipment (DSE) (use DSE risk assessment form if required)		
Electricity (including portable appliances)		Violence (physical & verbal attack and public disorder)		
Fire Safety		Lone Working (isolated areas, where there are no other person's present)		
Heights (including ladders, scaffolding, platforms)		Vulnerable persons		

Risk Rating Calculator

Likelihood that hazardous event will occur: 1 – very unlikely 2 - unlikely 3 – fairly likely 4 - likely 5 – very likely	Consequence of hazardous event: 1 – insignificant – no injury 2 – minor – minor injuries needing first aid 3 – moderate – up to three days' absence 4 – major – more than seven days absence 5 – catastrophic - death
Action Level	
Risk Rating (Likelihood X Consequence = Risk)	Action
20-25	Stop – stop activity and take immediate action
15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action – improve within specified timescale
3-6	Monitor – look to improve at next review or if there is a significant change
1-2	No action – no further action but ensure controls are maintained and reviewed

Identify and list the hazards, use the hazards identified in the table above	Identify and list who is at risk and how harm may occur	What are you already doing, list any existing control measures, procedures or safeguards that already exist	Risk rating (see above)			Have risks been reduced “as far as is reasonably possible” if not then state what additional measures must be considered	New risk rating (Residual) (see above)			Action/Reponsible person	Agreed completion date(s)
			L	C	R		L	C	R		
						1.				1.	
						1.				1.	
						1.				1.	

					2.				2.	
					3.				3.	