Risk Assessment

Template: fill in every section for this job

1. Assessment details

What the assessment covers, who made it and when it will be looked at again.

Activity or job	*A short name for the work being assessed, for example "Replacing gutters and fascias" or "Using the bandsaw in the workshop".*
Location	*The site address with postcode, or the part of your premises, and where exactly the work happens.*
Company	*Your business name and address, as they appear on your quotes and invoices.*
Client	*Who the work is for and who to contact on the day. Write "Own premises" for work at your own workplace.*
Assessed by	*Name and role of the person who made this assessment. They should know the work well and should have talked to the people who do it.*
Date and review date	*The date of this assessment, and when it will be looked at again: before the work starts, whenever anything changes, and after any accident or near miss.*

2. The work

A plain description of the work, so anyone reading the assessment knows what it covers and what it does not.

Description of the work	*What will be done, in a few sentences, from setting up to clearing away.*
Dates and hours	*When the work happens and for how long, with any limits on working hours or conditions under which work stops.*
Equipment and substances	*Access equipment, plant, power tools and any hazardous substances, with the check each item needs. A substance hazardous to health needs its own COSHH assessment.*
Related documents	*Documents that go with this one, such as a method statement, COSHH assessments, an asbestos survey, inspection records, permits or the site rules.*

3. People

Who does the work, and everyone else who could be harmed by it.

People doing the work	*Names or roles, how many, and the training, cards or qualifications that make each person competent for this work.*
Others who could be affected	*Anyone else nearby: occupants, staff, visitors, members of the public, other trades, neighbours.*
People at particular risk	*Anyone who needs extra thought: young or inexperienced workers, new or expectant mothers, lone workers, people with a disability, children or older people nearby. Write "None identified" if there are none.*

4. Emergency arrangements

What happens if someone is hurt or something goes wrong. Everyone doing the work should know this before they start.

First aid	*Who the first aider is, where the first aid kit is, and where the nearest defibrillator is, if known.*
Nearest A&E	*Name and location of the nearest hospital with a full emergency department, not a minor injuries unit, and roughly how long it takes to get there.*
Emergency procedures	*How the alarm is raised, the escape route and meeting point, and anything specific to this work, such as how someone would be rescued from height or from a confined space.*
Reporting accidents	*How accidents and near misses are recorded, and who reports to HSE under RIDDOR when the law requires it.*

5. Hazards and controls

List each significant hazard, and who could be harmed and how. Score it before controls: likelihood (1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain) times severity (1 negligible, 2 minor, 3 moderate, 4 major, 5 catastrophic, meaning death or permanent disability). Write the controls you will actually use, then score it again. 1 to 4 is low, 5 to 9 medium, 10 to 16 high, 17 to 25 critical. If a risk is still high or critical after controls, change how the work is done or add controls before it starts.

#	Hazard	Who might be harmed	Initial risk (L x S = score)	Control measures	Residual risk	Responsible
1						
2						
3						
4						
5						
6						
7						
8						

6. Sign-off

	Name	Signature	Date
Prepared by			
Approved by			

Briefing register

Signing below confirms you have been briefed on this risk assessment and understand the controls.

Name	Company	Signature	Date

Risk scoring key

Find the cell where Likelihood meets Severity to get the risk score and level.

		SEVERITY				
	LIKELIHOOD	**1** Negligible	**2** Minor	**3** Moderate	**4** Major	**5** Catastrophic
5	Almost Certain	5	10	15	20	25
4	Likely	4	8	12	16	20
3	Possible	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Rare	1	2	3	4	5

Low (1 to 4)

Medium (5 to 9)

High (10 to 16)

Critical (17 to 25)

Risk Score = Likelihood (1 to 5) x Severity (1 to 5)