

**RISK ASSESSMENT TEMPLATE**

Enterprise:

Section/unit:

Date:

**STEP 1:**

What are the hazards?

Spot hazards by:

- Walking around the workplace;
- Asking employees what they think;
- Checking manufacturer's instructions;
- Contacting your trade association.

Don't forget long-term hazards.

**STEP 2:**

Who may be harmed and how?

Identify groups of people. Remember:

- Some workers have particular needs;
- People who may not be in the workplace all the time;
- If you share your workplace think about how your work affects others;
- Members of the public

Say how the hazard could cause harm.

**STEP 3:**

What are you already doing?

List what is already in place to reduce the likelihood of harm or make any harm less serious

What further action is necessary?

You need to make sure that you have reduced risks "so far as is reasonably practicable". An easy way of doing this is to compare what you are already doing with best practice. If there is a difference, list what needs to be done.

**STEP 4:**

How will you put the assessment into action?

Remember to prioritize. Deal with those hazards that are high-risk and have serious consequences first.

Action by whom	Action by when	Done
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**Step 5:**

Review date:

Review your assessment to make you are still improving, or at least not sliding back

If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.

Assessment completed by:

(signature)