

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name: mirimstudent60

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|------------------------------------|---|--|--|--|-----------------|------------|
| Fire | Every staff and visitors | Install a fire extinguisher at the 100m point in company everywhere. forbid smoking near ignition materials. Sprinkler installation in company's everywhere. | Smoking is prohibited in all areas within a building that. Make smoking room. There are only the ashtray and a window. All other things are not exist. And To the electricity testing regularly. | Electrical manager | 21/02/2014 | 28/02/2014 |
| Electronic shock | danger to everyone in office. because There are the power supply around water in the office. or shooting in a rainy day | All employees received safety training. There are learning should not touch plug with wet hand. And electrical goods(camera, Camcorder) put into the bag when they move. | Plug will covered in order to prevent dust and water. Replace the indoor shooting on a rainy day, or to postpone the date. | All employees | 26/02/2014 | 26/02/2014 |
| High step in Exit | Every user of Exit | Display dangerous in exit to allow users to find | Make a few more stairs for make the slope. | Safety personnel in company (Jaewon) | 25/02/2014 | 27/02/2014 |
| Crashed of equipment in high place | All people in office if falls Stuff in a high place in the office, All people in office can be hit on the head or foot. | Heavy equipment sets are put in the closet. Or was placed in a warehouse. | Place the camera in the camera bag. And managed by photographer. | Photographer (HelloKim), Warehouse managers within the company | 21/02/2014 | 21/02/2014 |