

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 (HellioKim), Warehouse managers within the company	21/02/2014	21/02/2014