

Company Name

## ASSESSMENT OF RISK FOR

Activity being assessed

Company/dept  
name

**Date completed:**

**Assessment review date:**

**Responsible Person:**

**Address of risk:**

Hazard / Activity	Risk	Persons at risk	Risk factor	Existing control measures	Action to be taken	Date completed & sign	Revised risk factor
Name the hazard	What might happen ?	Who might it happen to?	See table on last page	What is in place currently to control the risk?	What can be put in place to reduce the risk further	Date and signature for action taken	New risk factor
Lifting/Manual handling	Strain/sprain	All participants	2x3=6	All lifting will be carried out in accordance with manual handling guidelines participants reminded to lift with consideration of these	First aider, kit and High vis available. Health information checked Supervision	Session leader daily	1x3=3


## Risk = likelihood x severity

Likelihood	Severity
1 = unlikely ever to occur	1 = slight inconvenience
2 = may occur but rarely	2 = minor injury requiring first aid
3 = may occur	3 = medical attention required
4 = may occur from time to time	4 = major injury leading to hospitalisation
5 = likely to occur often	5 = fatality or serious injury leading to disability

1 – 5 = low risk	Risks controlled
6 – 14 = medium risk	Further precautions required
15 – 25 = high risk	Stop activities, immediate action required

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### Instructions:

1. This risk assessment should be completed by the responsible person.
2. It should itemise every hazard identified within each work activity carried out. Right click in the table and Insert Rows for each hazard
3. Complete the assessment in context rather than sat at a desk e.g. go to the place the work activity is done.
4. The Risk Assessment process must be seen as 'on-going' and 'dynamic'; professional judgements and decisions regarding safety will need to be made during the activity.
5. Consult staff who are carrying out the tasks and look aback at previous accident reports.
6. Any risk over 14 should be stopped immediately until risk can be appropriately managed. Consult a health and safety specialist
7. File a copy AND leave a copy accessible to the work team with a pen and encourage them to add to it as work goes on
8. Act on their additions