

RISK ASSESSMENT TEMPLATE		Enterprise:	Section/unit:	Date:																		
STEP 1: What are the hazards?	STEP 2: Who may be harmed and how?	STEP 3: What are you already doing?	What further action is necessary?	STEP 4: How will you put the assessment into action?																		
Spot hazards by: <ul style="list-style-type: none"> ■ Walking around the workplace; ■ Asking employees what they think; ■ Checking manufacturer's instructions; ■ Contacting your trade association. Don't forget long-term hazards.	Identify groups of people. Remember: <ul style="list-style-type: none"> ■ 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.	List what is already in place to reduce the likelihood of harm or make any harm less serious	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.	Remember to prioritize. Deal with those hazards that are high-risk and have serious consequences first.																		
				<table border="1"> <thead> <tr> <th>Action by whom</th> <th>Action by when</th> <th>Done</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Action by whom	Action by when	Done															
Action by whom	Action by when	Done																				
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)																				