RISK ASSESSMENT FORM

**RISK ASSESSMENT NO:**

|  |  |
| --- | --- |
| Brief outline of work/activity : |  |

|  |  |
| --- | --- |
| **Location :** |  |

|  |  |
| --- | --- |
| **Significant hazards :** |  |

|  |  |
| --- | --- |
| **Who might be exposed to the hazards :** |  |

|  |  |
| --- | --- |
| **Existing control measures :** |  |

# Are risks adequately controlled : YES [ ]  / NO [ ]

|  |  |  |
| --- | --- | --- |
| **If NO, list additional controls and actions required :** | **Additional controls :** | **Action by :** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by :** |  |  |  |
| Name | ***Signature*** | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor :** |  |  |  |
| ***Name*** | ***Signature*** | ***Date*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of Reviews:** |  |  |  |  |
|  |  |  |  |

# GUIDANCE NOTES ON COMPLETING THE FORM

### Significant hazards

* Only list those that you could reasonably expect to cause significant injuries or affect several people.
* Will the work require the use of machines and tools, how can you or anyone else be injured, will it be significant.
* Will the work require the use of chemicals, check safety data sheets for harmful effects and any exposure limits.
* Will the work produce any fumes, vapours, dust or particles, can they cause significant harm.
* Are there any significant hazards due to where the work is to be done, such as confined space, at height, poor lighting, high/low temperature.

### Who might be exposed:

* Remember to include yourself, your supervisor, others working in or passing through the work area.
* Those more vulnerable or less experienced should be highlighted as they will be more at risk, such as children, people unfamiliar with the work area, disabled or with medical condition, *e.g.* Asthma.

Existing control measures:

* List the control measures in place for each of the significant hazards, such as machine guards, ventilation system, use of PPE, generic safety method statement/procedure.
* Remember appropriate training is a control measure and should be listed.
* List any Permits to Work which may be in force.

Are risks adequately controlled:

* With all the existing control measures in place, do any of the significant hazards still have a potential to cause significant harm.
* Use your judgement as to how the work is to be done, by whom and where.

Additional controls:

* List the additional control measures, for each of the significant hazards, which are required to reduce the risk to the lowest so far as is reasonably practicable.
* Additional measures may include such things as : increased ventilation, Permit to Work, confined space entry permit, barriers/fencing, fall arrest equipment, *etc*.
* PPE should only be used as a last resort, if all else fails.