

F45-1: Risk Assessment Record

Operations/Work Activities covered by this assessment:							
Site Address/Location:				Department/Service/Team:			
Assessment Date:	Click or tap to enter a date.			Lead Assessor:			
Authorised By:							
Who Might Be Affected	Employee <input type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input type="checkbox"/>	Client <input type="checkbox"/>	Member of Public/Third Party <input type="checkbox"/>	
Note: A person specific assessment must be carried out for young persons, pregnant employees and nursing employees							

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
Additional Notes						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor:	Date:
Signature of Person Authorising:	Date:

Potential Severity of Harm	Major	Tolerable	Substantial	Substantial
	Minor	Trivial	Tolerable	Substantial
	Negligible	Trivial	Trivial	Tolerable
		Rare	Possible	Almost Certain
Likelihood of Harm Occurring				

Definitions	
Substantial	Take appropriate action within agreed period
Tolerable	Monitor Situation
Trivial	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident								
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			

The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date		Print Name	Signature	Date