

Risk assessment (worked example)



Company:

Any Company Ltd

Location:

Workshop

Assessor:

Mary Smith/Production Manager

Assessment review date:

Usually within one year, or earlier if working habits or conditions change.

12 months

Signed: (Employer)

John Jones

Date:

31 Jan 2015

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment and bring them to the attention of those at risk. Look at how this might apply to your business, using this form to record significant findings. 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 other example risk assessments a useful guide (see www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Employers with five or more employees should have a written health and safety policy and risk assessment. For advice and support, contact the Healthy Working Lives Adviceline on **0800 019 2211**. For further information go to www.hse.gov.uk/risk. Combined risk assessment and policy template adapted from the version published by the Health and Safety Executive 09/09.

Talk to the Healthy Working Lives experts FREE on:

0800 019 2211
www.healthyworkinglives.com

Note: Pages 2 to 4 can be reprinted if additional sheets are required.



Risk assessment

| What are the hazards? | Who might be harmed and how? | Control measures | Further actions necessary? | Action by? | Action done | Initial |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------|--------------|---------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | <ul style="list-style-type: none"> - Good housekeeping maintained throughout the premises. - All staff keep work areas and walkways clear. - Floor surfaces are maintained in good repair. - All areas are adequately lit. - No trailing cables or leads. - Non-slip safety footwear issued to workshop staff. | None | All staff, supervisor to monitor. | 8 April 2015 | MS |
| Electricity | Staff could be electrocuted resulting in shocks, burns and even death. Faulty electrical equipment can also cause fires. | <ul style="list-style-type: none"> - Residual current device fitted at electrical distribution board. - Suitable equipment purchased which is fit for purpose. - Staff aware they should visually check equipment before use and not use faulty equipment. Staff also know to report faulty equipment to their line manager immediately. - PAT inspection and testing programme in place. - Examination of the electrical system carried out periodically by qualified electrical engineer. | None | | | |
| Fire | Refer to separate fire risk assessment | | | | | |

Additional information

Area housekeeping checklists must be completed and signed by supervisors at the end of each shift to confirm that floor areas/walkways are clear for the next working day. Any unsatisfactory conditions must be reported to the appropriate line manager.

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Additional information

Risk assessment

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Additional information