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| --- | --- | --- | --- | --- | --- |
| **Step 1**  **What are the hazards?** | **Step 2**  **Who might be harmed and how?** | **Step 3**  **What are you already**  **doing?** | **Risk**  **rating** | **Step 4**  **Is anything further needed?** | **Step 5**  **Action & review** |
| Spot hazards by:   * walking around your workplace * asking those doing the task what they think * checking manufacturers’ instructions * considering health hazards | Identify groups of people, consider:   * employees * temporary / agency staff * contractors * volunteers * members of the public * children (including work experience) * lone workers * pupils * service users | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:   * guarding * training * procedures, safe systems of work * personal protective equipment (PPE) | Trivial, low, medium, high or stop (please see matrix below) | 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 good practice. If there is a difference, list what needs to be done. | Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first.  List:   * actions required * who needs to do them * by when * check actions completed |

**Risk rating**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Slightly harmful** | | | | **Harmful** | | | **Extremely harmful** | | |
| **Highly unlikely** | **Trivial risk** | | | | **Low risk** | | | **Medium risk** | | |
| **Unlikely** | **Low risk** | | | | **Medium risk** | | | **High risk** | | |
| **Likely** | **Medium risk** | | | | **High risk** | | | **STOP** | | |
| **Risk level** | **Action and timescale** | | | | | | | | | |
| **Trivial** | **No action required and no documentary record needs to be kept.** | | | | | | | | | |
| **Low** | **No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.** | | | | | | | | | |
| **Medium** | **Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.** | | | | | | | | | |
| **High** | **Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.** | | | | | | | | | |
| **Stop** | **Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.** | | | | | | | | | |
| **Activity / operation/ event:** | | | | | | | **Assessment date:** | | | |
| **Establishment:** | | | | | | | **Review date:** | | | |
| **Step 1** | | **Step 2** | **Step 3** | **Risk**  **rating** | | **Step 4** |  | | **Step 5**  **Action & review Review** |  |
| **Identify the hazards** | | **Who might be**  **harmed & how?** | **What are you already**  **doing?** | **trivial/**  **low / medium /**  **high / stop** | | **Is anything further**  **needed?** | **Action required** | | **Responsible**  **person** | **Date**  **completed** |
|  | |  |  |  | |  |  | |  |  |
|  | |  |  |  | |  |  | |  |  |
|  | |  |  |  | |  |  | |  |  |
| **Assessor name(s):** | | | | | | **Job title:** | | | | |
| **Signature:** | | | | | | **Review date:** | | | | |