

# Risk Assessment Form

Company Name	Test Company LTD	Date	30-01-2120
Assessment completed by	Mr. John Smith		

<b>Make judgement about your competence regarding training and experience to carry out this risk assessment</b>		
Low training and experience <input type="radio"/>	Good training and experience <input checked="" type="radio"/>	High training and experience <input type="radio"/>

Activity or area being assessed	General office and admin work
Location or site	*****PLEASE NOTE THIS IS A SAMPLE RISK ASSESSMENT FOR INSTRUCTIONAL PURPOSES ONLY DO NOT USE !!!!!!!!!!!!!*****

<b>Step 1 who might be affected</b>						
Employees	Contractors	Visitors/Public	Young persons	Pregnant women or nursing mothers	Other (Please describe)	How many people maybe affected
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temp Staff	22

Step 2 Hazard Type	Location and type of hazard	Step 3 Risk Level (Table 1)				Guidance note or reference
		TR	MR	SR	IR	
Slips, trips & falls	Staff and visitors may be injured by a fall or trip over objects, cables, obstructions, wet floors and other obstructions in office	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Manual Handling	Staff may be injured when dealing with stationary orders, handling computers or moving office furniture, Lifting, Pulling, pushing or twisting while trying to move heavy or obscure loads	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Display Screen Equipment	Staff may experience problems with back and wrist problems due to poor layout of workstation. May also experience headaches and eye problems due to poor lighting, fatigue, seating position, poor posture, lighting, noise levels	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire	Risk of fire from electrical equipment being fueled by amounts of paper and office furniture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Falls from height	Staff may be injured while accessing high shelves, If staff are required to carry out maintenance ie, change of light bulbs ect	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Electricity	Staff and public can suffer electric shock/burns from faulty electrical equipment and installations,risk of electric shock from existing installations and other electrical equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Stress	All staff can be affected by work factors that cause stress, Long working hours and intensive pressure increase risk of stress	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
SAMPLE	*****PLEASE NOTE THIS IS A SAMPLE RISK ASSESSMENT FOR INSTRUCTIONAL PURPOSES ONLY DO NOT USE !!!!!!!!!!!!!*****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	SAMPLE

PPE Requirements							
Head Protection	Eye Protection	Foot Protection	Ear Protection	Respiration Protection	Hand Protection	Hi Visibility	Safety Harness
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4 hazard	Further action required	By who	By When	Completion Date
Slips, trips & falls	Good housekeeping, good lighting in offices and communal areas, staff operate a 'see it, sort it' policy, All cables are kept tidy, Items not being used and stored on shelves to be relocated	All involved	01-01-2112	01-01-2111
Manual Handling	Sack trolley used to transport goods, no items stored on high shelving that are used on a regular basis	All involved		
Manual Handling	Refresher manual handling training to be organized	All involved		
Display Screen Equipment	Work stations well laid out, good lighting, noise levels controlled, eye tests provided for those who are identified as requiring one	All using DSE		
Fire	Sufficient fire fighting equipment in place, drills carried out every quarter, fire risk assessment to be carried out	General Manager		
Falls from height	Minimise the need for items to be stored at high levels , If required to work at height, only competent staff to carry out	Office Manager		
Falls from height	Existing ladder to be replaced by podium steps	Office manager		
Electricity	Electrical installation to be inspected by NICEIC registered contractor, all electrical equipment to be PAT tested by competent contractor	Office Manager		
Stress	Procedures in place for dealing with stress, management operate an 'open door' policy for all staff, This is ongoing and not limited by a specific time period	all Managers		
SAMPLE	*****PLEASE NOTE THIS IS A SAMPLE RISK ASSESSMENT FOR INSTRUCTIONAL PURPOSES ONLY DO NOT USE !!!!!!!!!!!!!*****	SAMPLE		

Additional Notes
General knowledge it a big factor when considering any of the above. Managers should have control measures in place to educate staff with information, instruction and training. Continual monitoring and progression is a must with tool box talks and suggestions for improvement from all parties. And remember if in doubt ASK! *****PLEASE NOTE THIS IS A SAMPLE RISK ASSESSMENT FOR INSTRUCTIONAL PURPOSES ONLY DO NOT USE !!!!!!!!!!!!!*****

Assessors' signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line managers' signature: \_\_\_\_\_

Date: \_\_\_\_\_

Possible Outcome			
	Slightly Harmful	Harmful	Extremely harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Note: Tolerable here means that risk has been reduced to the lowest level reasonably practicable

Risk Level	Action and Timescale
Trivial	No action is required and documentary records need to be kept
TR Tolerable	No additional controls are required. Consideration maybe be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MR Moderate	Efforts should be made to reduce the risk but costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate 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.
SR Substantial	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.
IR Intolerable	Work should not be started or continue until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

Note: These tables are for guidance only, experienced and trained supervisor's discretion should always have the final say in any particular task or project. if in doubt ask!