

## GENERAL RISK ASSESSMENT FORM

Use this form to undertake general health and safety risk assessments in the workplace. The Health and Safety Policy should be read before completion of this form. Consult and involve staff and their representatives (such as union safety representatives) when undertaking the assessment and share the assessment with them when completed. Once completed the risk assessment form should be kept at the work base and readily available in order to show staff and others who may be affected what precautions have been taken to reduce risk levels. Health and safety risk assessments are a legal requirement and will be required during an internal audit or external inspection by the regulatory authorities or in the case of an action for civil liability.

1. Identify the hazards i.e. anything that can cause harm such as chemicals, working at height, violent patients, electricity, moving and handling;
2. Secondly, identify those groups who may be at risk e.g. Employed staff, Associated Trainers, Agency Staff. Don't forget those who are disabled, young persons, new or expectant mothers, outside contractors, staff working for another employer on the premises, staff who work in the community, lone workers etc.
3. Identify the control measures required to reduce the risk, e.g. staff trained, equipment provided, warning notices, personal protective equipment, induction, use of buddy systems etc.
4. Confirm if required controls are in place; Answer YES or NO. If No then actions will need to be detailed in section 2.
5. Identify the Likelihood rating (L) and the Severity rating (S) (see below).
6. Multiply L x S to determine the Risk Rating Number (RRN). **The higher the score the greater the priority and urgency for action.**
7. Where there are shortfalls in control measures complete the Action Plan (Section 2). Note the action required, by whom and the target date.
8. Re-assess the Risk Rating Number after actions (i.e. additional control measures in Section 2) have been implemented and update the Local / Service based Health & Safety Risk Register as appropriate.
9. Review the assessment regularly, i.e. at least every two years, when circumstances change significantly, or when an incident occurs.

Service / Department		Site / Location	
Assessment Subject			
Assessment Completed by		Signature:	
Agreed by Director		Signature:	
Date of Original Assessment		Review Date	
Date Reviewed		Review Date	

<b>Risk Rating Number = Likelihood x Severity</b>	
<b>1 - 3 Low</b>	Has all that is reasonably practicable been done?
<b>4 - 6 Moderate</b>	Review activity - identify further - measures implement as soon as practicable.
<b>7-12 High</b>	Implement further control measures urgently
<b>15 - 25 Extreme</b>	Cease activity

### Likelihood

Likelihood of Occurrence	Definition	LR
Rare	Arrangements appear acceptable	1
Remote/unlikely	Minor areas for improvement identified	2
Possible (50/50)	Significant areas for improvement identified	3
Likely	Major inadequacies in arrangements	4
Certain	Grossly inadequate controls	5

### Severity

Degree of Injury	Definition	SR
No Injury	No time off work	1
Minor Injury	Less than 3 days absence from work	2
Moderate Injury	4 -14 days absence from work	3
Major injury/Long term incapacity	More than 15 days absence from work	4
Fatality / Fatalities or Permanent disability	Death(s) / Permanent disability	5

**L X S = RRN**

**Section 1: Hazard Identification & Risk Rating**

Local Ref no.	Hazard	Groups of people at risk and how many	Controls required (list control that need to be in place)	Are Controls in place (Y/N) (If NO - Detail Action Required in Section 2)	L Likelihood	S Severity	Risk Rating ( L x S )

**Section 2: Summary of Action Required**

Local Ref no.	Action	By When	By Whom	Date Underway	Date completed

For more information and support on completing risk assessments, why not visit our website [www.mccrudden-training.co.uk](http://www.mccrudden-training.co.uk) where you can view details of [up-coming health & safety training courses](#), and visit the resource centre regularly to see the latest [downloadable information and advice](#).

Or call 0845 257 5871 or email [info@mccrudden-training.co.uk](mailto:info@mccrudden-training.co.uk) to get your **free Training Needs Analysis** for yourself or your organisation.