

RISK ASSESSMENT TEMPLATE



Company Name	Assessors Signature	Date of Risk Assessment	Persons Affected By This Risk Assessment

To help you carry out an awesome Risk Assessment, we've started one off below. You'll see an example hazard entry (based on an office environment) to demonstrate what's required. Think about how this format could apply to your organisation as you identify the real hazards in your workplace. Once done – copy the table onto a new page for each task/location and complete as necessary!

Task Description	Day-to-Day Office Work			Location	Office 1	Person	[DATE]	
	What are the Hazards?	Who could be injured and how?	Likelihood	Severity	What control processes are already in place?	Are any other processes needed to control this risk?	Who needs to take action?	When?
Slips, trips and falls	Employees and visitors could be hurt by falling if they trip over objects or slip on any spillages	2	2 - 3	<ul style="list-style-type: none"> Keeping the office generally tidy Ensuring all work environments are well lit No trailing cables/leads Keeping walkways clear 	<ul style="list-style-type: none"> Better housekeeping in kitchen required, e.g. spills Arrange for loose carpet tile in conference room to be repaired/replaced 	<ul style="list-style-type: none"> All employees Supervisors to monitor 	[DATE]	[DATE]

	Likelihood	Severity
1	Highly Unlikely	Trivial
2	Unlikely	Minor Injury
3	Possible	Over 3 Days Injury
4	Probable	Major Injury
5	Certain	Incapacity or Death

Risk Assessments should be regularly reviewed and updated to ensure they're up to speed with any workplace hazards. This template is for general guidance/information purposes only. SMI won't be liable for any injury, loss or damage suffered as a result of the use of this material. Risk Assessment Template provided by SMI.