



TEMPLATE

Risk Assessment Template

A clean, editable five-step risk assessment aligned with HSE guidance, including a worked example and a blank pro-forma you can print or copy.

The five steps

- **1. Identify the hazards** — walk the area, talk to the people doing the work, review accident and near-miss records.
- **2. Decide who might be harmed and how** — employees, contractors, visitors, members of the public, and anyone at greater risk.
- **3. Evaluate the risks** — score likelihood × severity, then decide what further controls are reasonably practicable.
- **4. Record your findings** — use the pro-forma below and share it with everyone affected.
- **5. Review** — at least annually, and whenever the work, equipment, people or premises change.

Risk rating matrix

Likelihood \ Severity	1 — Minor	2 — Moderate	3 — Major
3 — Likely	3 — Medium	6 — High	9 — Intolerable
2 — Possible	2 — Low	4 — Medium	6 — High
1 — Unlikely	1 — Low	2 — Low	3 — Medium

Scores of 6 and above require additional controls before work proceeds. Scores of 9 mean the activity must stop until the risk is reduced.

Worked example — manual handling in a stores area

Hazard	Who & how	Existing controls	Rating	Further action
Lifting boxes above shoulder height from racking	Stores staff — musculoskeletal injury to back and shoulders	Manual handling training; kick-step provided; heavy items labelled	4 — Medium	Re-slot loads over 15 kg to waist-height racking. Owner: Stores Supervisor. Due: 30 days.
Repetitive pallet breaking down at floor level	Warehouse operatives — cumulative lower back strain	Job rotation each two hours; pump truck available	4 — Medium	Introduce scissor lift table at the decant bay. Owner: Ops Manager. Due: 60 days.



Blank pro-forma

Assessment title: _____ Location: _____

Assessor: _____ Date: _____ Review date: _____

Hazard	Who & how	Existing controls	Rating	Further action / owner / date

Signed (assessor): _____ Signed (responsible manager):
