

Risk Assessment Report Form

Organisation:

Department/area/location:

Assessor:

Date of assessment:

Next review due:

Hazard	Who might be harmed and how?	Level of risk (likelihood and severity)	Current control measures	What else needs doing?	Action by who?	Delivery date

Notes:

1. Use additional forms until all hazards relating to the particular department/area/location have been assessed.
2. For guidance on conducting a risk assessment, please refer to the Health and Safety Executive website **www.hse.gov.uk**
3. Keep a copy of this assessment, or write up in a clear and understandable format. Although risk assessments do not need to be in writing if you have fewer than 5 employees, keeping a written record aids transparency and clarity, and is therefore good practice.
4. Take all actions arising from the assessment; and review within suitable timeframe (or more frequently in the event of an accident).

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