

GENERIC RISK ASSESSMENT FORM INSTRUCTIONS FOR COMPLETION

Use a new box each time this assessment is reviewed

- **Activity/Task**

Describe the work or task being considered in this risk assessment.

- **Hazards**

All of the hazards that could arise from the work or task should be noted here. You may find that some hazards are present in every activity while some may be very specific to the task being considered. A list of possible hazards is enclosed to help you complete this section. (see next page)

- **Those at Risk**

This section identifies the groups of people who could be affected by this work. This can be useful when you decide how the hazard can be controlled. For example, if staff will be affected, you may be able to control the hazard by training. However, you cannot train the public, so hazards affecting them would need a different control method.

- **Current Control Measures**

Think of the ways you may already work to reduce the chances of hazards occurring. The following questions might help you:

Do you have an agreed procedure for doing the job?

Do you train staff for the work?

Do they have suitable equipment to use?

Do you maintain it?

Have you agreed main points on how the work is to be done?

Are there any physical controls, like barriers or guards to keep them safe?

In some cases, you may already have records of procedures in training manuals etc. If so, you can simply refer to these in your controls section.

- **Assessing the risk**

To help in this section, you could ask yourself the following questions:

Do your current controls adequately control the risk?

If any specific legal requirements exist, are you meeting them?

Is it likely that anyone could still be harmed?

Have you done everything that could reasonably be done?

- **Further Controls**

Consider whether anything else can reasonably be done to make the job safer, such as introducing a new piece of equipment or providing additional training. If the risk is still high, you may need to consider whether the job can be done in a totally different, safer way.

If, after doing this, the risk is still unacceptable, the work will need to be stopped as it is placing staff and/or the public at too great a risk of injury.

- **Review**

You should review your assessment regularly to make sure that any controls are still working effectively. Many businesses review their assessments annually as part of their safety management system.

You should also review specific assessments whenever circumstances change, or if an incident suggests that the risks are not being adequately controlled.
