Risk Assessment Template

*Please find below a Risk Assessment Log based on the template from the Health and Safety Executive. This template is not perfect but a good starting point for anyone who needs to create a risk assessment from scratch. Please also see the Health and Safety Policy Template.*

*It is useful to begin each policy and procedure that you develop with a small table to highlight what the policy is, who is responsible for its adoption and when it should be reviewed.*

|  |  |
| --- | --- |
| Policy Title |  |
| Responsible Officer |  |
| Implementation Date |  |
| Review Date |  |
| Version |  |

This template will help you to keep a record of who might be harmed and how, what you are already doing to minimise the risk, who needs to take responsibility for the action, and when things need to be done by.

Risk Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk*What are the hazards?* | Impact*Who might be harmed and how?* | Mitigation*What are you doing to control the risks? What needs to be done?* | Priority Level*Probability & severity (use Risk Matrix)* | Owner*Who needs to carry out the action?* | Date*When is the action needed by?* |
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Risk Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Probability |  |  |  |  |  |
| Certainly (5) | 5 | 10 | 15 | 20 | 25 |
| Highly Likely (4) | 4 | 8 | 12 | 16 | 20 |
| Likely (3) | 3 | 6 | 9 | 12 | 15 |
| Unlikely (2) | 2 | 4 | 6 | 8 | 10 |
| Improbable (1) | 1 | 2 | 3 | 4 | 5 |
| Severity | Minimum (1) | Minor (2) | Major (3) | Serious (4) | Catastrophic (5) |

For more information:

[Managing risks and risk assessments at work](https://www.hse.gov.uk/simple-health-safety/risk/) – The Health and Safety Executive has a comprehensive list of the different things you will need to know about Health and Safety basics.