

General Risk Assessment Form



Service		Section	
Assessment Number			
Applicable to Job Roles			
Scope of Assessment			

This proforma should be used to guide an assessor through the general risk assessment process. Risk Assessment is the first step in preparing a safe system of work that must be available to all employees that undertake related work activities.

Additionally it may be necessary to provide copies of this assessment to other Services and/or Contractors to allow them to complete their own risk assessments.

Having identified hazards and/or concerns on this form, it is important to then evaluate risk. A risk evaluation matrix and risk rating calculation have been incorporated into this form to allow this to take place. The risk rating calculation will assist in the development of a prioritised action plan and relevant safe system of work. An assessor will make recommendations on what measures can be taken to reduce the identified risks and comment on the measures already in place. The residual risk column on the summary page will seek a view as to the risk category likely to be achieved if the recommendations made are implemented. The risk matrix diagram will help identify the relevant category. The aim is to reduce the risk to a level that that is as low as reasonably practicable. If an assessor feels that risk levels cannot be reduced below medium then advice from the Health and Safety Team should be sought.

Administrative Details and Management Ownership

Risk Assessment Team/Assessor	
Anticipated Review Date	

(reviews are required on a regular basis and when there has been significant change to an activity/ operation that means the assessment is no longer valid).

Whilst the principal recommendations are made within the pages to follow, the following notes should also be considered when implementing the findings of this risk assessment.

Additional Notes

Formal Adoption Statement

The content and actions outlined within this assessment are an appropriate reflection of the activities and remedies required to permit this work activity to be undertaken in a manner that is as safe as is reasonably practicable. In signing this form I accept that implementation work allocated to responsible persons will be monitored by myself and a review process followed to ensure that the assessment continues to be relevant.

Manager / Supervisor (Signature)	
Date	
This assessment has been superseded by	
Review Date	
Initials	

General Risk Assessment Form



Date of Assessment: _____

Activity/ Location: _____

Service Reference: _____

Aide Memoir √ - present and considered, X considered not to be present				1.Machinery	2.Weather/ Environment	3.Traffic	4.Dangerous/Substances
5.Workplace	6.Access Equipment	7.Handling /Lifting	8.Temperature	9.Pressurised Systems	10.Electricity	11.Moving/ Falling Objects	
12.Hygiene	13.Fire/ Explosion	14.Working at Heights	15.Slip/trip	16.Tools/ Work Equipment	17.Noise/ Vibration	18.Violence/ Lone Working	
19.DSE	20.Others						

Total Exposed to Risk (number):	Frequency: √	Monthly	Weekly	Daily	Hourly	Occasionally
---------------------------------	--------------	---------	--------	-------	--------	--------------

Hazard/ Concerns	Employee	Service User	Public	Contractor	Young Person	Mother	Likelihood	Consequence	Risk Rating	Current Control Measures	Further Action Required (Yes/No)
							Persons Affected (use tick as appropriate)		Risk Rating (numerical)		

Signed (Manger/Supervisor) _____ Date: _____

Summary of Actions

Actions must be developed that will reduce risks to a level that is as low as reasonably practicable. In practice this should be to a level equal to low risk. For medium risks and above seek further advice from line managers or the Health and Safety team.

Action	Timescales	Residual Risk	Responsible Person
Standard Actions			
Provision of Information, Instruction and training			
Passing on the details to others within NLC or partners/contractors			
Preparation of Safe System of Work			
Commissioning other specialist risk assessments (list relevant assessments)	1)		
	2)		
	3)		

Risk Matrix. Use the matrix below to give a general evaluation of risk, based on the **most likely** outcome

Almost Certain (90% - 100%)	5	10	15	20	25
Likely, only to be expected (65 - 88%)	4	8	12	16	20
Probable, not surprising (40 - 64%)	3	6	9	12	15
Unlikely (10 - 39%)	2	4	6	8	10
Rare (0 - 9%)	1	2	3	4**	5**
Likelihood Consequence	Insignificant (scratch, minor cut/bruise)	Minor (Lacerations/sprain strains, mild health effects)	Moderate (Minor bone break, temporary minor illness/eye injury)	Major (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	Catastrophic (Fatality)
** If a fatality or major injury is being considered as a potential outcome, discussion should take place with the H&S team					

Risk Categories(Cat.*)	low	Medium	High	Unacceptable
------------------------	-----	--------	------	--------------

Summary sheet _____ of _____
HSF 4a Page 3