

Risk Assessment: <Insert Activity/Event>

Date:	Assessed by:	Location :	Review :
/ /20	<Insert Name>	<Insert location>	< Review Date>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
Slips and trips Spillages/loose cables	Staff may be injured if they slip on spillages or trip on cables or objects left on the floor.	- There is general good housekeeping policy in the organisation - Wet floor signs are always used - Staff use electrical sockets nearest to where they are working to reduce the risk of tripping over leads	L	- Introduce a two-mop system for cleaning floors (wet mopping followed by dry mopping) - Remind staff to wear sensible shoes, e.g. flat shoes with a good grip	L	Joe Bloggs	25/12/16	Yes 14/09/15 Joe Bloggs
		•	L	•	L			
		•	M	•	L			
		•	H	•	L			

NB Copy and paste rows as required