SwiftRMS

RISK ASSESSMENT · FIVE STEPS

Risk Assessment Template (Five-Step Format)

Company name: [ ]

Activity / area assessed: [ ]

Assessment carried out by: [ ]

Date of assessment: [DD/MM/YYYY]

Date of next review: [DD/MM/YYYY]

Document ref: [ ]

Steps 1 to 3. Hazards, who might be harmed, and controls

Step 1: identify the hazards. Step 2: decide who might be harmed and how. Step 3: evaluate the risk, record what you already do to control it, and decide what further action is needed. One hazard per row.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done

Step 4. Record your findings and put them in place

Record the significant findings (a legal duty if you employ five or more people), tell the people affected, and note how and when they were told.

Step 5. Review the assessment and update it if necessary

Review when something changes: new equipment, substances or procedures, a new site, an accident or near miss, or a worker raising a concern.

Date reviewed	Reviewed by	What changed / action taken	Signature

Briefing record

Everyone carrying out this work must be briefed before it starts. By signing below each person confirms: "I confirm I have been briefed on this risk assessment, understand the hazards and control measures, and will work in accordance with it."

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			

Sign-off

Assessed by

Name

Signature

Date

Reviewed / approved by

Name

Signature

Date

The five steps follow HSE's published approach to risk assessment (hse.gov.uk/simple-health-safety/risk). This template is not produced or endorsed by HSE. A competent person should complete and approve it for the actual work and workplace.