

RISK ASSESSMENT TEMPLATE



We've started a risk assessment for you below. It shows an office-based hazard entry as an example.

Use this layout to record hazards in your own workplace. Then copy the table onto a new page for each task or location and complete it.

Company name	Assessor's signature	Date of risk assessment	Persons affected by this risk assessment

Task description	Day-to-day office work			Location	Office 1	Person	[DATE]	
What are the hazards?	Who could be injured and how?	Likelihood	Severity	What control processes are already in place?	Are any other processes needed to control this risk?	Who needs to take action?	When?	Action Completed
Slips, trips, and falls.	Employees and visitors could be hurt by falling if they trip over objects or slip on any spillages.	2	2 – 3	<ul style="list-style-type: none"> Keeping the office tidy Keeping walkways clear No trailing cables or leads Ensuring all work areas are well lit 	<ul style="list-style-type: none"> Better housekeeping in kitchen, e.g. cleaning up spills Repair or replace loose carpet tile in conference room 	All employees; supervisors to monitor.	[DATE]	[DATE]

	1	2	3	4	5
Likelihood	Highly unlikely	Unlikely	Possible	Probable	Certain
Severity	Trivial	Minor injury	Over 3 days injury	Major injury	Incapacity/death

Risk Assessments should be regularly reviewed and updated to ensure they're up to speed with any workplace hazards. This template is for general guidance and information purposes only. SMI will not be liable for any injury, loss, or damage suffered as a result of using this material. Risk Assessment Template provided by SMI.