**Health and Safety Risk Assessment Form - example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step 1 | Step 2 | Step 3 |  | Step 4 |
| What are the hazards?* **walk around the workplace**
* **ask people that work there if they have noticed anything**
 | **Who might get hurt and how?*** People who might not work there all the time
* Members of the public
* People with specific needs
 | **What are you doing to help stop the risk?** | **What other things need doing?** | **How will you make the assessment work?**- Date when action needs to be completed- Tick when it has been done |
| Cupboards and draws open | People walking past | Close all draws and cupboards | none |  |
| Broken chair | Office staff such as the secretary or treasurer | Fix the chair | Buy a new chair |  |
| Blocked fire escape | Everyone | Clear the fire escape | Make a sign ‘ Keep Doorway clear’ or ‘Fire Exit’ |  |
| Cables over the floor | People walking into the office | Tidy cables | Buy a cable tidy |  |
| Review Date **(this is when you will do this again)** |

**Health and Safety Risk Assessment Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step 1 | Step 2 | Step 3 |  | Step 4 |
| What are the hazards? | **Who might get hurt and how?** | **What are you doing to help stop the risk?** | **What other things need doing?** | **How will you make the assessment work?**- Tick when it has been done  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Review Date **(this is when you will do this again)** |