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

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| 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)** | | | | |

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| 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 |
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| Review Date **(this is when you will do this again)** | | | | |