|  |  |
| --- | --- |
| **RISK ASSESSMENT DETAILS** | |
| **Company Name:** |  |
| **Description/purpose of assessment:** |  |
| **Assessment completed by: (Name and Signature)** |  |
| **Date assessment completed:** |  |
| **Date of next review:** |  |

**PNE Enterprise HR Toolkit**

**Risk Assessment Template**

**RISK ASSESSMENT MATRIX**

**Risk rating = likelihood x severity**

**RISK RATING (risk level)**

|  |  |  |
| --- | --- | --- |
| Low |  | Acceptable/Monitor |
|  |  |  |
| Medium |  | Undesirable/Action |
|  |  |  |
| High |  | Unacceptable/ Stop |
|  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Severity | Catastrophic | 5 | 5 | 10 | | 15 | 20 | 25 |
| Significant | 4 | 4 | 8 | | 12 | 16 | 20 |
| Moderate | 3 | 3 | 6 | | 9 | 12 | 15 |
| Low | 2 | 2 | 4 | | 6 | 8 | 10 |
| Negligible | 1 | 1 | 2 | | 3 | 4 | 5 |
|  | | | | | | | | |
|  | | | 1 | | 2 | 3 | 4 | 5 |
| Improbable | | Remote | Occasional | Probable | Frequent |
| Likelihood | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard | Potential harm  Who / what and how? | Control measures | Risk (likelihood x severity) | | Risk level | Further action necessary | Action by who (date) | Action by when (date) | Complete |
| L | S |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

As an employer you are required by law to protect your employees and others from harm.

Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

* Identify hazards – i.e. what could cause injury or illness in your business
* Understand the risk – i.e. identify the likelihood that someone could be harmed and how seriously
* Take action to manage risk – i.e. by eliminating the hazard, or control the risk if eliminating the hazard is not possible.

This template will help you to assess the risk in the business, but this is only one part of the overall risk management process. You will need to take action to control risk and re-assess both the risk and the actions you have taken to control it on a regular basis.

**Process:**

1. Fill out the details in the Risk Assessment Details box on the first page – identifying who is carrying out the assessment, when, the details/purpose of this specific risk assessment and when it is to be reviewed.
2. On the second page in the table, list the hazards identified and for each hazard, fill in ‘Potential Hard’ and ‘Control Measures’ boxes.
3. In the ‘L’ box under ‘Risk’, identify the likelihood of this hazard occurring on a scale of 1-5 (use the scale on the first page)
4. In the ‘S’ box under ‘Risk’, identify the severity of this hazard on a scale of 1-5 (use the scale on the first page)
5. Next, using the matrix on the first page, find the risk rating using the numbers you have entered for likelihood and severity – enter this into the ‘Risk level’ box – also note whether this risk is low, medium or high (using the scale next to the matrix)
6. Complete the remaining columns for each hazard (action necessary, by who, by when)
7. Complete the necessary actions and tick in the completed box.
8. Make sure you have completed all actions by the required date and that you review the assessment by the date you set on the first page.