

Risk Assessment Guidance Notes

Guidance Notes to accompany Risk Assessment Form

This template form is to aid the completion of a risk assessment. Please use the risk assessment format for new assessments, or when existing assessments are being substantially revised.

Date:	Insert date that assessment form		
Assessors Name:	Insert the full name of the assessor, not initials of who is undertaking the risk assessment.	Review Date:	Insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 years' time, at the end of a short programme of activity, or longer period if risks are known to be stable. If a risk is deemed as significant then a review must be carried out before any activity takes place.
Description of assessment	Insert a short description that describes the risk being assessed.		
Location Details	Insert details of the exact location, ie building, floor, room or site etc. If on the water, provide information about expected location(s) grid references/what 3 words or add notes or a map to aid understanding		

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 to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Take your time and list the hazards. Remember to also look and consider hazards that are not immediately obvious.	Do not just write ALL, but consider everyone who might be affected by the activity and specify groups particularly at risk. Remember those who may not be involved in the work/activity	List all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk.	Insert details of further actions that are deemed appropriate steps to reduce the risk.	Insert the name of the individual(s) who are required to carry out the action.	Insert date of when this action is needed by. Consider the risk and whether this needs to be done before the activity is allowed to start/continue	Insert a date of when done