



Risk Assessment

Workplace risk assessment record

Organisation	
Site / location	
Activity assessed	
Date of assessment	___ / ___ / ___
Next scheduled review	___ / ___ / ___
Assessor name	
Assessor qualifications / competence <i>e.g. IOSH Managing Safely, NEBOSH NGC, 5 years' experience in [sector]</i>	
Reviewing manager	

SIGN-OFF

Assessor _____ **Date** ___ / ___ / ___

Reviewer _____ **Date** ___ / ___ / ___

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Risk register

List each significant hazard on its own row. Score risk as Likelihood (1–5) × Severity (1–5) using the matrix on the inside back cover; record the residual score after controls are applied, and any further action needed. Add rows as required.

#	Hazard	Who could be harmed	How they could be harmed	Existing controls	Initial risk (L × S)	Residual risk (L × S)	Additional actions required	Action owner	Deadline	Date closed
1										
2										
3										
4										
5										
6										
7										
8										
9										

Review log

Record every review of this assessment. A risk assessment must be reviewed when working conditions change, after an incident or near miss, and at the scheduled interval — whichever comes first.

Date	Reviewed by	Changes made	Next review due
__/__/__			__/__/__
__/__/__			__/__/__
__/__/__			__/__/__
__/__/__			__/__/__
__/__/__			__/__/__
__/__/__			__/__/__
__/__/__			__/__/__
__/__/__			__/__/__

Risk rating matrix

Multiply Likelihood (1–5) by Severity (1–5) to find the risk rating, then use the colour band below to decide what action is required. Score the risk before controls (initial) and again after controls are in place (residual).

Likelihood × Severity	1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

Likelihood is shown down the left; severity runs across the top. Each cell shows the resulting risk score.

Risk band	Score	Required action
Low	1 – 4	Risk acceptable. Maintain existing controls and monitor.
Moderate	5 – 9	Tolerable. Reduce risk so far as is reasonably practicable; review controls periodically.
High	10 – 15	Substantial. Additional controls required before work proceeds; assign an owner and timescale.
Very high	16 – 25	Unacceptable. Stop or do not start. Take immediate action to reduce risk to at least moderate.

Scoring guide

Likelihood (how likely is it to happen?)	
1	Rare — may occur only in exceptional circumstances.
2	Unlikely — could occur occasionally.
3	Possible — might occur at some time.
4	Likely — will probably occur in most circumstances.
5	Almost certain — expected to occur in most circumstances.

Severity (how bad would the harm be?)	
1	Negligible — first aid only, no lost time.
2	Minor — minor injury, short absence.
3	Moderate — injury needing medical treatment; RIDDOR over-7-day.
4	Major — serious or specified injury, hospitalisation.
5	Catastrophic — fatality or multiple serious injuries.