

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on Today	14/05/15 30/05/15
Mats, chairs and tables	Anyone using the studio from chairs stacked too high, tables left in the wrong place, mats not properly laid	Checking every day in the studio and carrying out risk assessments before each class	Yes, put up signs which state that chairs can only be stacked 4 high	Principal	Today	14/05/15
Harmful cleaning chemicals	These may be left out in the wrong place, not locked away, used in the wrong manner	Making sure that cleaners are briefed and having a locked cupboard where these are kept	Put specialist signs up which show that poisons are kept in the cupboard and that only key holders have access. Make someone responsible and accountable for it	Principal	Today	20/05/15
Food and drink	Left in the studio so that they get knocked over, not allergy sufferers being exposed to them	No food or drink can be taken into the studio unless in a supervised session	Educate staff and pupils about food and drink and the dangers of irresponsibility	Teachers	Today	30/05/15
Electrical equipment	Not Pat Tested, trailing leads, left near liquids	Get all equipment Pat Tested yearly	Get someone internal to take the Pat Test qualification	Principal	Today	*Hint, tab for new ro

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>