

## Risk Assessment

<b>Date:</b>
<b>Location:</b>
<b>Risk To Be Assessed:</b>

<b>1 – NATURE OF HAZARD</b>	
<i>A hazard is anything with the potential to cause harm</i>	
<b>Chemical</b> <input type="checkbox"/>	<b>Mechanical</b> <input type="checkbox"/>
<b>Ergonomic</b> <input type="checkbox"/>	<b>Manual Handling</b> <input type="checkbox"/>
<b>Environment</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
<b>Detail:</b>	

<b>2 – PERSONS AT RISK</b>	
<i>Include all persons who may be at risk. Do not forget to include persons who may have access out of normal working hours.</i>	
<b>Office Staff</b> <input type="checkbox"/>	<b>Maintenance Staff</b> <input type="checkbox"/>
<b>Cleaning Staff</b> <input type="checkbox"/>	<b>Visitors</b> <input type="checkbox"/>
<b>Contractors</b> <input type="checkbox"/>	<b>Others</b> <input type="checkbox"/>

<b>3 – ASSESSMENT OF RISK</b>	
<i>Determine the inherent risk from direct exposure to the hazard(s) with out control measures in place. i.e. – likelihood of occurrence and severity of exposure</i>	
<b>Likelihood Of Exposure:</b>	
<b>Highly Unlikely</b> <input type="checkbox"/>	<b>Possible</b> <input type="checkbox"/>
<b>Definite</b> <input type="checkbox"/>	

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**4 – EXISTING CONTROLS**

*Detail or refer to the defined controls in place to protect the persons identified at risk.*

**Detail: all recommended and specified safety clothing and tools**

**5 – EVALUATION OF CONTROL MEASURES**

*Evaluate the effectiveness of the controls outlined to protect the persons identified from the hazards detailed.*

<b>Training is provided for all controls</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
<b>The use of control measures is monitored</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
<b>Controls are regularly tested &amp; maintained</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
<b>The Level of Residual Risk Is Satisfactory</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

**Details of further action necessary:**