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| Description of the Process/Activity: | Location(s): |
| RA Ref:  |

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| Hazard | Who could be harmed? | Existing safety precautions | Risk level | Additional safety precautions needed to reduce the risk level? | Revised risk level | Action by whom?  | By when? | Date completed |
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| Communication of significant findings |
| Method of communication (describe): | Person/people to communicate findings: | Target date(s): |

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| Approval |
| Carried out by: | Post: | Signature: | Date: |
| Approved by: | Post: | Signature: | Date: |

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| Review of risk assessment |
| The frequency of the review is Annual (the default for all Risk Assessments) |

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| Risk Assessment Register Location |
| This Risk Assessment is held on the register at the following location: {PUT LINK HERE} |

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| Guidance |
| Use the guidance below to identify which type of assessment you are conducting. Please amend the header to confirm this. |
| Generic -  | Generic risk assessments apply to multiple locations or multiple processes. Where there are practical similarities generic risk assessments can allow general decisions on safety precautions to be put in place in order to be effective. |
| Specific -  | A specific risk assessment is one which applies to a specific topic or subject. There are a number of specific risk assessments that need to be carried out and each one has its own policy and specific risk assessment form. |
| Dynamic - ​ | This is an informal risk assessment often done on the spot and not written down. Identifying hazards as they arise may be the only way of assessing risks as work develops. A dynamic assessment usually requires quick decisions to ensure effective precautions are taken of the risks. For example a change in weather conditions or a change in layout of the work area due to temporary activities e.g. maintenance. Where the need is for a more extensive reappraisal then the risk assessment should be revisited formally.  |
| Scoring - | For consistency across the Directorate the following scoring matrix should be used where each Hazard is assessed for Likelihood of failure and the Severity of such a failure. This will give an overall score for each hazard. The score should be entered into the Risk Level. When updating the Risk Register the highest Hazard rating should be used.  |