

Risk assessment

✓ A competent person checks this against the site and signs it before work starts.

Site or project		Work assessed	
Client		Principal contractor	
Assessed by		Checked by (competent person)	
Date		Next review	

1. Who might be harmed

Tick everyone the work could affect, and note anyone at particular risk.

☐ Your workers	☐ Members of the public	☐ New or expectant mothers
☐ Other contractors on site	☐ People using the building	☐ Workers with a disability
☐ Visitors and delivery drivers	☐ Young workers	☐ Workers new to the site or the country

Notes on anyone at particular risk:

2. Risk rating

Score each hazard before and after the controls: how likely it is, times how bad it could be.

Severity	1 Unlikely	2 Possible	3 Likely
1 Minor injury	1	2	3
2 Injury or ill health with time off work	2	4	6
3 Major injury, lasting ill health or death	3	6	9

Low, 1 to 2. Keep the controls in place.	Medium, 3 to 4. Reduce it further where you reasonably can.	High, 6 to 9. Don't start until it's lower.
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3. Choosing controls

Start at the top and work down. Protecting everyone comes before protecting one person.

1	Remove the hazard	Do the work another way, or somewhere safer, such as on the ground
2	Replace it	With a less hazardous material, tool or method
3	Keep people away from it	Barriers, guard rails, edge protection, on-tool extraction
4	Organise the work	Sequence, time limits, permits, supervision and training
5	Personal protective equipment	The last line, once everything above is in place

4. Hazards and controls

One row per hazard. Rate the risk before and after the controls. Use the risk rating in part 2.

Hazard	Who might be harmed and how	Controls in place	Risk before	Further controls needed	Risk after	Action by	By when

5. Briefing record

Everyone doing the work is told the hazards and controls before starting, and signs here.

Name	Company	Signature	Date

6. Review record

Review it when the work, the team, the equipment or the site changes, and after any accident or near miss.

Date	What changed	Changes made to this assessment	Reviewed by

7. Sign-off

A competent person checks this against the site and signs it before work starts.

	Name	Position	Signature	Date
Assessed by				
Checked by (competent person)				
Accepted by principal contractor (if required)				