

Guidance on Completing the Risk Assessment Form (RA1)

Activity

Identify the activity for which the risk assessment is being completed (*e.g. hedge trimming*).

People at Risk

Identify the people at risk (*e.g. employees, volunteers, contractors, visitors, pupils, members of the public*).

Name and Job Title of Person Completing, Date and Review Date

If completing electronically please remember to enter these details. If completing by hand please ensure this is legible. The assessment should be reviewed periodically or when changes to the process or task occur or following an accident or near miss. The periodic review date should be added to the form.

Additional Information

Cross-reference to other available documentation, such as generic risk assessments, data sheets, safe working procedures, operations manuals, HSE guidance, British Standards and standard texts.

Hazard

Identify each hazard involved in the activity in a separate box. Remember that a hazard is something with the potential to cause harm (*e.g. noise, dust, working at height, weather conditions, moving parts, flying debris*).

Risks

Identify the risks associated with each hazard (*e.g. if the hazard is working at height, one of the risks might be injury arising from falls*). Remember the risk is the potential for an incident to happen and, if so, it's likely seriousness (*e.g. minor or major injury or damage to plant or equipment*).

Initial Rating

To determine the initial risk ratings, consider the likelihood and the severity for each risk. Any existing control measures should be ignored at this stage. Assign the rating H, M or L based on the following matrix (*e.g. if there is a possibility of a fatality and it is likely that an incident will occur, then the risk rating is H*).

Type of Injury	Likely	Possible	Remote
Fatality	High	High	Medium
Serious Injury	High	Medium	Medium
Minor Injury	Medium	Low	Low
No Injury	Low	Low	Low

H = High
M=Medium
L=Low

Existing Control Measures

Detail the control measures which are already in place (*e.g. details relating to dust extraction, machine guarding, training, maintenance, inspection and personal protective equipment*).

Final Rating

The risk matrix should now be used to determine the final rating, taking into account the effectiveness of the existing control measures. If existing control measures do not sufficiently reduce the risk then additional action will be required.

Additional Action Required

If it is determined that the existing control measures sufficiently reduce the level of risk (see Final Rating above) then this box can be left blank, although it would be good practice to enter 'none'. If additional control measures are deemed necessary, then identify in full what additional measures need to be put in place. A follow up report or action plan to Management may be required to implement items detailed in this section.

Make a final decision about the urgency of the additional action required and record the date by which the action(s) should be implemented and by whom. Timescales should be determined by the Final Rating:

- **H** requires immediate action
- **M** requires action within three months
- **L** requires action within 12 months.