

Basic Risk Assessment Form



This form has been designed as a 'basic' risk assessment tool for use by the NIG's customers. You should be aware that this form may not be suitable for complex assessment.

1 Basic Information

Company/Business name

Address:

Person undertaking Assessment

Date of Assessment Recommended Review Date

Detail the Activity, Job, Task, Area, Machine, etc being assessed:

2 Persons at risk

Detail the people who could be present on your premises and/or potentially at risk from your activities (including any work away activities).

3 Hazards

Detail all the hazards identified in connection with the activity, job, task, area, machine etc being assessed. Note a hazard is something with the potential to cause harm to your employees and other persons who could be present on your premises /potentially at risk from your activities.

4 Existing Controls (Safe Working Procedures / Method Statements)

Detail all existing control measures, safety features, etc designed to eliminate or reduce the hazards identified in 3. above. Decide whether these measures are suitable and sufficient, i.e. have they removed the risk or reduced the risk from a particular hazard to a minimal level for all those exposed or potentially exposed to the hazard.

| | Are these Measures Adequate? | |
|--|------------------------------|----|
| | Yes | No |
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5 What Additional Measures are Required ?

NO answers under heading 4 above indicate areas where additional action may be required. You should detail the action(s) needed to remedy the situation below, either time scaling this for action or explaining the reasons why no action is to be taken at this time. You should also detail below any other measures that you feel may reduce or eliminate any residual risks, i.e. for future consideration/review.

Note 1 - You are required to reduce risks 'so far as is reasonably practicable'. That is, you are allowed to balance the risk against the cost, with risk being defined as the hazard (potential to cause harm) multiplied by the likelihood that hazard will arise.

Note 2 - Where the risk is high, cost should be of negligible consideration (this is the view of the enforcing authorities & the judiciary)

| | Time Scale for Action or review | Date Actioned |
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Signature of Assessor:



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