

Risk Assessment Form

Description of Activity / Task (including any tools / equipment to be used)			
Location (including building and room where applicable, for generic tasks list the environment e.g. labs, offices, outside)			
Assessed by			
Date			
People who may be affected (numbers)			
Those directly involved & numbers	0	Members of Public	0
Others working in vicinity	0	Young persons	0
Other staff e.g. Maintenance/Cleaning staff	0		
Hazards (include amounts and hazard statements for chemicals)	Potential harm (e.g. injuries or health effects)		
	Add more rows if needed		
Precautions taken to reduce risk (e.g. containment, local exhaust ventilation, etc)			
Additional Documents / Information (e.g. other Risk Assessments, Guidance Notes, Policies, SWPs, Giv project number)			
Personal Protective Equipment (list type of PPE to be used & any particular requirements)			
Monitoring procedures (eg health surveillance, machinery or equipment operation/ maintenance schedule)			
Emergency procedures (specialist procedures to adopt in the event of an incident)			
Is task adequately controlled	YES / NO (delete as appropriate)		
If NO what further action is required to reduce risks (list actions, by whom and time scale for completion)			
Signed		Date	
Review Date			