Five steps to risk assessment Five steps to risk assessment

Date of risk assessment: Company name: Step 2 Step 3 Step 4 What are you already What are the hazards? Who might be harmed and how? What further action is How will you put the doing? assessment into action? necessary? Spot hazards by: Identify groups of people. Remember: Remember to prioritise. Deal You need to make sure that you List what is already in place to walking around your workplace; with those hazards that are some workers have particular needs; have reduced risks 'so far as is reduce the likelihood of harm or asking your employees what they think; people who may not be in the workplace all high-risk and have serious make any harm less serious. reasonably practicable'. An ■ visiting the Your industry areas of the HSE consequences first. easy way of doing this is to website or calling HSE Infoline; members of the public; compare what you are already ■ calling the Workplace Health Connect if you share your workplace think about how doing with good practice. If your work affects others present. Adviceline or visiting their website; Action Done Action there is a difference, list what checking manufacturers' instructions; by whom by when needs to be done. contacting your trade association. Say how the hazard could cause harm. Don't forget long-term health hazards. Review your assessment to make sure you are still improving, or at least not sliding back.

where necessary, amend it.

If there is a significant change in your workplace, remember to check your risk assessment and,

Step 5 Peview date: