

Simple Risk Assessment

Straightforward assessment to identify workplace hazards, evaluate the risks and record the controls in place to keep people safe.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Assessment Details

1 Location or area being assessed

2 Date of assessment

3 Assessment carried out by

4 Assessor signature

Signature

Activity or Hazard Being Assessed

5 Description of activity or work being carried out

6 Who is at risk (e.g. employees, contractors, public)

Select all that apply

Employees

Contractors

Visitors

Members of the public

Vulnerable persons

7 Hazards identified

8 Existing control measures in place

Risk Rating (Before Controls)

9 Likelihood of harm without controls

Very Unlikely

Unlikely

Possible

Likely

Very Likely

10 Severity of potential harm

Negligible

Minor

Moderate

Major

Catastrophic

11 Overall risk rating before controls

Low

Medium

High

Very High

Additional Controls Required

12 Are the existing controls sufficient?

Yes

No

N/A

13 Additional controls required

14 Person responsible for implementing controls

15 Target date for controls to be in place

Risk Rating (After Controls)

16 Likelihood of harm after controls

Very Unlikely

Unlikely

Possible

Likely

Very Likely

17 Severity of potential harm after controls

Negligible

Minor

Moderate

Major

Catastrophic

18 Overall risk rating after controls

Low

Medium

High

Very High

Sign-off

19 Photos or supporting documents

Attach file here

20 Additional comments

21 Assessment reviewed by

22 Review date

23 Reviewer signature

Signature