

Risk assessment template

Read this before use

This form is a prompt to assess the actual workplace and task. Walk the area, talk to the people doing the work, identify credible harm and check that the controls described are genuinely in place. Adapt the fields to your business and any topic-specific rules. A generic form or example does not by itself satisfy legal duties or make work safe. HSE has not approved or endorsed this Complys template. If a required control is absent, stop the affected work until the issue is resolved. Do not use an attractive residual score as a substitute for action.

Source basis: [Management of Health and Safety at Work Regulations 1999, regulation 3](#); [HSE risk assessment template and examples](#). HSE says an employer with five or more employees must record significant findings; all employers still need to assess relevant risks.

The cited 1999 Regulations apply in Great Britain. For Northern Ireland, use the [HSENI risk assessment guidance](#) and the Management of Health and Safety at Work Regulations 2000 for that jurisdiction.

1. Assessment identity

Field	Complete for this job
Company or organisation	
Client or project	
Site and exact work location	
Activity or task, with limits of scope	
Assessment reference and version	
Assessor name and role	
Assessment date	
Planned work date or period	
Work supervisor	
People consulted about the work	
Related site rules, permits, instructions or topic assessments	

Task and site conditions observed: Describe the actual work area, access, nearby activities, weather or environmental factors where relevant, tools and materials. Record what was checked in person and what remains to be confirmed. If the information is incomplete, state the stop point before work begins.

2. People and risk method

People who could be affected: Workers directly doing the task; other workers; contractors; visitors; members of the public. Identify any group needing a different control, such as a new

worker, young person or person with an individual accessibility need, without adding unnecessary personal details.

Risk rating method, if your organisation uses one: Define the scales here before assigning numbers. Example only: likelihood 1 to 5 and severity 1 to 5; multiply them to support prioritisation. State what each number means in your organisation. A rating is optional and cannot override an applicable legal or site control. Enter “not scored” where a qualitative judgement is clearer. Do not copy example scores into a real assessment.

Stop-work rule for this assessment: Work must not begin or continue where an essential control identified below is absent, ineffective or unverified. The supervisor must record the changed condition, decide what additional assessment is needed and communicate the revised method.

3. Hazard and control register

Repeat the following block once for each material hazard. Add rows for health hazards and non-routine steps as well as immediate injury risks.

Item	Entry
Task stage and hazard	
How harm could occur	
Who could be harmed	
Existing control, confirmed at this site	
Evidence that the control works	
Initial or current risk judgement and optional rating	
Additional control or action needed	
Must the affected work stop until action is complete?	Yes / No. Reason:
Action owner	
Target or completion date	
Completion evidence and date verified	
Residual risk judgement after action is checked	
Person who accepted residual risk and date	

Blank repeated hazard rows for a compact print layout:

Stage and hazard	People and harm	Existing controls verified	Initial risk	Further action and stop point	Owner and target date	Completion evidence	Residual risk
------------------	-----------------	----------------------------	--------------	-------------------------------	-----------------------	---------------------	---------------

Stage and hazard	People and harm	Existing controls verified	Initial risk	Further action and stop point	Owner and target date	Completion evidence	Residual risk
------------------	-----------------	----------------------------	--------------	-------------------------------	-----------------------	---------------------	---------------

4. Actions before work starts

Essential action	Responsible person	Due before	Completion evidence and date	Confirmed by
------------------	--------------------	------------	------------------------------	--------------

Authorisation to start: The supervisor confirms that essential controls are in place and that remaining actions do not expose people to an uncontrolled risk. Name: ____ Date/time: ____
Decision: Proceed / Do not proceed. Conditions: ____.

5. Communication and review

How workers were briefed: _____. **Date and person leading the briefing:** _____.

Questions or changes raised by workers: _____.

Planned review date: _____. This is a management prompt, not a universal legal interval.
Review sooner if controls fail, the task, equipment, materials, people or location change, or an incident, near miss or worker concern reveals a new risk.

Revision	Date	What changed and why	Assessor	Communicated to whom
1				
2				

Assessor sign-off: Name: ____ Signature: ____ Date: ____.

Manager or authorised reviewer: Name: ____ Signature: ____ Date: ____.

Work supervisor acknowledgement: Name: ____ Signature: ____ Date: ____.

Signatures record review and communication. They do not prove that controls are operating unless the checks described above have actually been made.

6. Illustrative completed entry

The following is a fictional example, not a control plan for a real loading bay. It matches the worked example on the risk assessment template page.

Stage and hazard	People and harm	Existing controls verified	Initial risk	Further action and stop point	Owner and target date	Completion evidence	Residual risk
A van reverses at the ground-floor goods-in bay across a pedestrian route	Warehouse workers or visitors could be struck	Marked vehicle bay observed; pedestrians still cross the reversing area	Illustrative score 15 on Example Depot Ltd's own five-by-five scale	Close the crossing during deliveries, provide a separate pedestrian route and have a named supervisor control van movements. Stop delivery while pedestrians can enter the reversing zone.	Depot manager, before next delivery	Blank until the route is separated and observed in use	Not yet scored; reassess after controls are in place
Boxed goods are unloaded and moved using a hand pallet truck	Handlers could strain themselves or be struck by unstable boxes	Suitable hand pallet truck observed; level unloading area observed	Qualitative: further information needed on loads	Confirm box weights and handling route; use mechanical help where practicable; keep people clear of unstable stacks. Do not unload a load	Supervisor, before unloading	Blank until load and route are checked	Not yet accepted

Stage and hazard	People and harm	Existing controls verified	Initial risk	Further action and stop point	Owner and target date	Completion evidence	Residual risk
				whose safe handling method has not been agreed.			

Example review trigger: Change to delivery layout, new equipment, a near miss or worker concern. The fictional numbers are not HSE thresholds. A real assessor must check the site and decide controls appropriate to the actual vehicles, people and work.

Further help and next step

Read the [HSE risk assessment guidance](#) and the [five steps guide](#) for the process. For a combined risk assessment and work sequence, use the [RAMS template](#) after it is published. To explore a project-specific document workflow, visit [Complys RAMS](#). A generated document still needs competent site review and working controls.