Risk assessment template for HR professionals

| Date: Company name: | | | | | | |
|---|---------------------------------|---|--|---|---|--|
| Assessor: Location of assessment: | | | | | | |
| Likelihood of hazard occurring (1-5) | Who might be harmed and how? | What are the current control measures and are they sufficient? | What new control measures are needed? | Who should undertake action? | When should action be taken by? | Date completed |
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| | of hazard occurring | of hazard Who might be occurring harmed and how? | Likelihood of hazard occurring Who might be harmed and how? What are the current control measures and are | Likelihood Who might be of hazard Who might be barmed and how? What are the what are the What new control measures and are measures are population population | Likelihood of hazard occurring Who might be harmed and how? What are the current control measures and are What new control measures are peeded2 Who should undertake action? | Likelihood of hazard occurring Who might be harmed and how? What are the current control measures and are What new control measures are poorded2 Who should undertake action 2 When should action be taken by? |



Where there are more than 5 employees, you must have a written risk assessment. The findings of the risk assessment should be shared with all employees and everyone must be clear of the proposed actions. The risk assessment should be reviewed periodically, as well as when there are any changes to your workplace, such as new employees, new equipment or if there is a workplace accident.