

## General risk assessment form

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur. To assist managers when completing their risk assessments, guidance, information and a number of generic risk assessments and/or checklists are available on the HMRC Intranet under **Health and Safety**.

**Advice on hazards, risks and risk assessment is available from the HMRC H&S Advisers. You can contact them through the HR Service Centre.**

<b>Location</b>		<b>Activity</b>				
<b>Issue</b>						
Number	Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Detail further action required to reduce risk	Revised risk rating H, M, L
	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Indicate the rating prior to controls being in place. (High, Medium or Low).	Provide details of control measures already in place. If measures are detailed in other documents, state where.	Note the action required, responsible person and target date.	Indicate the rating following implementation of controls.
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## Declaration

Managers should monitor and review the application of the specified controls.

**Prepared by**

**Date**

**Signature (SO or above)**

**Date**

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

## Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring.

Risk rating	Action required
<p><b>High</b> For example,</p> <ul style="list-style-type: none"><li>fatality possible to one or more individuals however infrequent</li><li>major injury to few individuals occurring frequently</li><li>likelihood of long term muscular-skeletal problems affecting significant numbers of staff.</li></ul>	Immediate action required.
<p><b>Medium</b> For example,</p> <ul style="list-style-type: none"><li>major injury to one/few individuals occurring infrequently</li><li>likelihood of long term muscular-skeletal problems affecting some staff.</li></ul>	Requires attention as soon as possible.
<p><b>Low</b> For example, minor injury occurring infrequently to few staff.</p>	Not a priority, may need attention if not as low as reasonably practicable.