



Risk Assessment Form

Employee:

Date of Assessment:

What are the risks / hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips, trips & falls</i>	<i>Cleaner and visitors risk injuries such as fractures and bruising if they trip over objects, slip on spillages or wet floors and fall.</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Cleaner keeps work areas clear, eg no boxes left in walkways. Cleaner uses electrical socket nearest to where s/he is working to reduce risk of tripping over leads. Cleaner is instructed to keep off wet floors</i>	<ul style="list-style-type: none"> <i>Introduce a two-mop system for cleaning hard floors (ie wet mop followed by dry mopping).</i> <i>Cleaner instructed to wear sensible shoes, ie flat shoes with a good grip</i> <i>'Caution WET Floor' signs to be used</i> 	<i>Cleaner, and supervisor to monitor</i>	<i>31/08/2012</i>	<i>31/08/12</i>

Slips, trips and falls is completed as an example

It is important you discuss your assessment and proposed actions with the employee.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the risks or hazards in your workplace, such as new equipment or work activities.