

Risk Assessment Template

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: Adaptable. HSE five-step process (UK) and ISO 31000 (international). Adaptable to US OSHA General Duty Clause and other jurisdictions. Apply only the section and thresholds for the governing jurisdiction; do not combine US and UK requirements as if they were one code.

Inspection checklist

Assessment header

Workplace / site name

Assessor name and date

Area / activity being assessed

Review date

Step 1: Identify hazards

Hazard description (what could cause harm)

Hazard type (physical, chemical, biological, ergonomic, psychosocial)

Step 2: Decide who might be harmed

Who is at risk (employees, contractors, visitors, vulnerable groups)

How they are at risk (exposure route, duration, frequency)

Step 3: Evaluate risks and decide precautions

Existing controls

Likelihood rating

Severity rating

Risk rating

Further controls needed (elimination, substitution, engineering, administrative, PPE)

Step 4: Record findings

Summary of significant findings

Actions assigned to specific persons with due dates

Step 5: Review and update

Review date (at least annually or after significant change)

Changes since last assessment

Assessor signature

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				

#	Item	Location	Severity	Action required
8				

Signature

Inspector signature _____

Name _____

Date _____

References consulted

UK HSE – Five steps to risk assessment

Management of Health and Safety at Work Regulations 1999, Reg 3

ISO 31000:2018 Risk management - Guidelines (2018)

OSHA – Recommended Practices for Safety and Health Programs

Verify the current edition and local adoption before use.