

Appendix 3: EXAMPLE RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																																										
Directorate	<i>Central Services</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">POTENTIAL OUTCOME</td> <td colspan="3" style="text-align: center;">LIKELIHOOD</td> </tr> <tr> <td style="width: 15%;">Catastrophic</td> <td style="width: 45%;">Fatal injury/permanent disability</td> <td style="width: 10%;">Highly likely</td> <td style="width: 10%;">More likely to occur</td> <td colspan="2"></td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence</td> <td>Likely</td> <td rowspan="4" style="text-align: center; vertical-align: middle;"> </td> <td colspan="2"></td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable Over 7 Day Injury</td> <td>Possible</td> <td colspan="2"></td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td>Unlikely</td> <td colspan="2"></td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> <td>Remote</td> <td colspan="2">Less likely to occur</td> </tr> </table>						POTENTIAL OUTCOME			LIKELIHOOD			Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur			Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely				Moderate	RIDDOR reportable Over 7 Day Injury	Possible			Minor	Minor injury (requiring first aid)	Unlikely			Insignificant	Minor injury	Remote	Less likely to occur																																					
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Location of activity	<i>Ryedale House</i>																																																																											
Risk assessment log ref																																																																												
Other risk assessments cross-referenced	<i>Fire risk assessment</i>																																																																											
Method statement reference																																																																												
Date of assessment	<i>Xx/xx/xxxx</i>																																																																											
Name of person carrying out assessment	<i>J Bloggs</i>																																																																											
Person carrying out assessment's signature																																																																												
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		MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
		LOW	Monitor control measures

Hazard and related condition / activity <i>Eg slip – wet floor from cleaning</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Existing control measures <i>Eg method statements, training, authorised users, competent person, PPE – give specific details</i>	Are any additional control measures required? What are they? <i>Eg documented observational monitoring</i>	Risk rating after existing & additional control measures <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i> If High (Likely or Highly Likely) – notify H&S Team
Employee suitability to work with vulnerable clients (Safeguarding)	Customer	<ul style="list-style-type: none"> - Ensure all Safer Recruitment measures are taken for a strong, robust recruitment process - Manager to follow policy with regard to probationary period, including holding regularly review meetings with new employee - 		low
Visiting clients in their own home; (Safeguarding risks for both)	Employee Customer	<ul style="list-style-type: none"> - Thorough induction and completion of mandatory training. - New employees to shadow current members of staff for their first two visits to external premises. - For planned visits employees to contact customer in advance and confirm date and time of visit by phone and preferably confirmed by email. - Employee to wear RDC ID badge when attending home visits. - Ensure employee takes steps to safely store all personal data in line with GDPR and confidentiality 		

		- Employee to read and adhere to Staff Code of Conduct		
Travel to meetings at external locations	Member of staff attending the meetings	<ul style="list-style-type: none"> - Employee driving licence has been checked. Staff have planned their journey and understand time required and checked ahead for any possible disruptions. - Staff detail in their electronic outlook calendar their planned visit details (excluding personal details) 	Staff regularly update their knowledge on trips they are due to undertake.	Low

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	In new starter induction ensure measures in this risk assessment are covered	Jane Doe	Team Leader	20 th July 2020		
2						
3						
4						

COMMENTS AND INFORMATION	
<i>Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information</i>	
<i>Risks have been communicated to all staff via staff meetings and training. There is also signage prominently displayed which is also aimed at visitors. Final actions outstanding from fire risk assessment to be carried out by the end of the calendar year.</i>	

Scheduled date of next review <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	Are there any changes to the activity since the last review? <i>Clarify that all the controls are still in place and how monitored on a regular basis</i>	Signature of manager	Date of review
Six months from this review	No changes to activity, all controls are still in place	J Bloggs	xx/xx/xxxx