

Risk assessment template

As a small business owner, you may not necessarily have risk assessment procedures in place, or perhaps you do but they may be outdated.

No shame in that. Risk assessments are challenging for any small business. Having a risk assessment template makes the process much easier and enables you to do more with less.

Consider using the risk assessment template I made for you below as a starting point.

Company Details

- Company Name: [Company Name]
- Assessment Date: [Date]
- Assessment Conducted By: [Assessor's Name]
- Review Date: [Scheduled Review Date]

Risk Assessment Overview

- Location/Department Assessed: [Location/Department]
- Activity/Process: [Description of the Activity or Process Being Assessed]

Step 1: Identify hazards

- Hazard Type: (e.g., Physical, Chemical, Biological, Ergonomic, Psychosocial)
- Description of Hazard: [Describe the hazard identified]
- Location of Hazard: [Specify where the hazard is located]

Step 2: Decide who might be harmed and how

- Individuals at Risk: (e.g., Employees, Contractors, Visitors, Public)
- How They Might Be Harmed: [Describe how the individuals might be harmed by the hazard]

Step 3: Evaluate the risks and decide on precautions

- Risk Level (e.g., Low, Medium, High):
- Existing Controls: [List any existing controls or measures already in place]

- Further Action Required: [Detail any additional actions needed to mitigate the risk]
- Action By Whom: [Name/Role of the person responsible for implementing the action]
- Action By When: [Deadline for completing the action]

Step 4: Record your findings and implement them

- Summary of Findings: [Provide a brief overview of the significant findings and actions to be taken]
- Implementation Plan: [Outline the plan for implementing the necessary risk control measures]

Step 5: Review and update

- Review Findings: [Notes on the review process and any changes made to the assessment]
- Changes to Assessment: [Detail any changes or updates made to the original risk assessment]

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