

Date of risk assessment:

Step 2

Who might be harmed and how?

Identify groups of people. Remember:

- some workers have particular needs;
- people who may not be in the workplace all the time;
- members of the public;
- if you share your workplace think about how your work affects others present.

Say how the hazard could cause harm.

What further action is necessary?

You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.

Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.

Action by whom	Action by when	Done
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- Review your assessment to make sure you are still improving, or at least not sliding back.
- If there is a significant change in your workplace, remember to check your risk assessment and, where necessary, amend it.