

General Risk Assessment Form



Location		Date of assessment	
No. of people working in location		Persons present	
Description of location			

Location Information	
Is the location (building) wholly under Association control?	
If no to the above, who is responsible for the building (owner/management company)?	

Description of hazard	People affected & how	Existing controls	Assessment of risk			Further control required	Revised assessment of risk		
			L/hood	Conseq	Risk Level		L/hood	Conseq	Risk Level
Fire									
Electrical systems									
Accidents First aid provision, trained first aiders									
Violence and aggression									
Violence and aggression - out of hours alarm call-outs									
Passenger lift maintenance									
Passenger lift breakdown									

Description of hazard	People affected & how	Existing controls	Assessment of risk			Further control required	Revised assessment of risk		
			L/hood	Conseq	Risk Level		L/hood	Conseq	Risk Level
Lone working Access to building out of hours									
Electrical equipment Computers, printers, copiers, faxes, kitchen appliances, fans etc									
Stress Work related stress									
Slips, trips & falls Entrance, walkways, stairs									
Outside areas Car park, smoking area, access to offices									
Litter picking									
New/Expectant mothers & young persons									
Manual Handling Deliveries, office supplies etc.									
Display Screen Equipment VDU workstations									

Description of hazard	People affected & how	Existing controls	Assessment of risk			Further control required	Revised assessment of risk		
			L/hood	Conseq	Risk Level		L/hood	Conseq	Risk Level
Working at height Ladders, steps, special means of access									
Office storage Filing cabinets/tambas, racking and storage rooms									
Asbestos Presence of									
Gas appliances Boiler									
Substances hazardous to health Chemicals, copier toner, printer toner									
Hygiene & welfare Hygiene facilities, kitchen, rest area, outside clothing									
Environmental factors Temperature, ventilation, lighting, noise									
Housekeeping Cleaning, waste disposal, workplace inspections									

Description of hazard	People affected & how	Existing controls	Assessment of risk			Further control required	Revised assessment of risk		
			L/hood	Conseq	Risk Level		L/hood	Conseq	Risk Level
Personal Safety Access to building, violence									
External maintenance Access to roof, high level external areas									
Maintenance work (internal) Ongoing maintenance, remodelling work									

Review period	
Date of next review	

Assessor Name	
Job Title	
Signature and date	
Assessor Name	
Job Title	
Signature and date	

Risk Assessment Matrix

Risk						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

Likelihood	
5	Almost certain
4	Probable
3	Possible
2	Remote
1	Improbable

Severity	
5	Fatality
4	Major injury
3	First aid administered
2	Minor injury
1	Negligible impact

Likelihood x Severity = Risk

Green = low risk

Yellow = medium risk

Red = high risk