

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: YELVERTOFT EDUCATIONAL CHARITY

Date of risk assessment: JUNE 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit No trailing leads or cables. Work areas kept clear, eg no boxes left in walkways, deliveries stored immediately.	Good housekeeping in staff kitchen needed, eg on spills.	All supervising personnel to monitor	From now on	Jan 2019
Victorian Forms benches/seating	Possible injury to trapped fingers during folding. Forms project out into the room, possible accidental collision by children and visually and physically disabled persons. Very heavy to move, 2 persons to move and adjust from seat to desk position, some seats are splintering. May block exit in event of emergency evacuation.	Number of benches in the room now 4. These have been covered with flameproof seating materials and the gap between seat and back closed with fabric to reduce possibility of falling through	Reduce use as much as possible in 'open' form.	All	From now on	2021
Cushions, Curtains Floor mats	All, certified as non-flammable	All replaced early 2021		Trustees		2021
Timber floor	Children particularly can be injured with splinters, dirty floor may cause infection	Floor sanded and resealed at upgrade	Consider repeating at least bi-annually	TRUSTEES		2021
Fireplace	Has a sharp edge to the mantle	Covered with a protective foam strip	Ensure strip remains in place	TRUSTEES		2021

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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