

Risk Assessment Chart

ACTIVITY	HAZARD(S) LIST ONLY THOSE WHICH YOU COULD EXPECT TO RESULT IN HARM	LIST GROUPS OF PEOPLE WHO MIGHT BE HARMED	WHAT, IF ANY EXISTING CONTROL MEASURES EXIST	WHAT IS THE RISK UNDER NORMAL CONDITIONS IN YOUR WORKPLACE	LIST ADDITIONAL CONTROL MEASURES REQUIRED	ACTION BY WHOM AND BY WHEN
Example: Typing	Trailing electrical cables	Employees, visitors, cleaners	None	Medium - could cause trips & falls	Properly route and secure cables to prevent trips and falls	J. Sparks - Maintenance 1/5/02
Use of Microwave Oven	a) Burns / Scalds b) Fire	Employees Employees and Customers	a) Ovens provided but not used b) Clear operating instructions adjacent to oven	a) Medium risk when removing hot food b) Medium risk of overcooking leading to fire	a) Check comfort and suitability of gloves Train staff in safe operating procedure b) Set the timings and power levels for particular dishes into the oven's memory	A Cook - Catering 1/5/02