

RMPG11 - General Workplace Risk Assessment Procedure – APPENDIX 2A

General Workplace Risk Assessment

Complete this General Workplace Risk Assessment template for risks identified as per RMPG11 General Workplace Risk Assessment Procedure – Table 1. Use in conjunction with Appendix 2B – General Workplace Risk Assessment Guidance

Risk Assessment Title			
Name & Title of person completing the assessment		Directorate	
Name & Title of 2nd person completing the assessment		Directorate	
Names of any other persons involved in completing the assessment			
Location and Full address			
Ward / Unit / Team / Nursing Home Service		Assessment Approved By	
Date of Assessment		Service Director Approval	
		If relevant; Name of person being assessed	

Introduction / Background											
CURRENT POSITION					FORECAST						
Risk Description <ul style="list-style-type: none"> Identify the hazard Identify the risk Identify who may be affected Identify the possible outcome/impact 	Current Controls <ul style="list-style-type: none"> What current controls are in place to mitigate the risk? 	Current Risk Rating (consequence x likelihood)			Further Action Required <ul style="list-style-type: none"> What additional controls/measures can be introduced? What actions will be taken to further mitigate the risk? Remember to include future reviews and maintenance etc. 	Target Date for completing further action (DD/MM/YY)	Review Date (DD/MM/YY)	Responsible Person	Predicted Residual Risk Rating (consequence x likelihood)		
		C	L	RR					C	L	RRR

Note –Press Tab on the keyboard at the end of each line to produce a new line for each risk as appropriate.

Risk Assessment Review Details

During review, if further actions have eliminated the risk, then the task/hazard can be removed from the risk assessment, but must be kept on record for 7 years.

Review Date:		Assessment Approved by: (Name and Post held)		Date:	
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