

Health and safety risk assessment training

Process checklist



Have you taken account of...

	For example	Further consideration	
Who might be harmed?	<ul style="list-style-type: none"> - Employees. - Maintenance personnel, cleaners. - Sales reps. - Delivery drivers, couriers. - Contractors. - Customers, clients. - Visitors. - Members of public. 	Vulnerable groups e.g. in-experienced staff, young workers, staff with disabilities, pregnancy, lone workers.	
The entire premises and work environment?	<ul style="list-style-type: none"> - All work areas. - Reception areas. - Delivery bays. - Stairs, corridors, floors, fire escapes. - Restroom, toilets. - Heating, lighting, ventilation, water supply. - Storage, cellars. - Ceilings, rooftops. 	Includes work away from main site e.g. storage sites, working from home, sales.	
All activities?	<ul style="list-style-type: none"> - All (including non-work related) activities. - All work appliances, machinery and equipment - Workstations and furniture. 	Don't forget non-routine practices e.g. maintenance, emergency procedures, breaks and mealtimes.	
The control measures already in place?	<ul style="list-style-type: none"> - Information, instruction and training. - Systems or procedures such as controlled access, safe systems of work. 	Is the risk reduced as far as possible? Can more be done to reduce the risk? Are there any specific Regulations that apply or any industry standards be met?	

The Health and Safety Executive produce a useful reference guide called 'An Introduction to Health and Safety' which tells you where to find out more on specific work activities and risk management in the workplace.