RISK ASSESSMENT

HSE's five steps: identify hazards, assess the risks, control them, record the findings, review. Score = likelihood (1–5) × severity (1–5). Required in writing with 5 or more employees (MHSWR 1999 reg 3(6)).

Business and site:	Example Ltd, Unit 4, Leeds	**Assessed by:**	J. Smith	**Date:**	23/11/2026
Activity or area:	Workshop, stores and office	**Employees:**	12	**Next review:**	23/11/2027

Hazard	Who might be harmed and how	Controls already in place	L	S	Score	Rating	Further action needed	Who, by when	L	S	After	Done (Y)
Slips on wet floor at entrance	Staff and visitors: sprains, fractures	Cleaning rota	3	2	6	Medium	Entrance matting, wet-floor sign, spill kit	Office manager, 30/11/2026	2	2	4	
Lifting deliveries up to 25 kg	Warehouse staff: back injury	Deliveries split where possible	3	3	9	Medium	Sack truck; team lift over 20 kg; manual handling training	Stores lead, 15/12/2026	2	3	6	
Stepladder for high shelving	Staff: fall from height	Ladder in good condition	3	4	12	High	Platform steps with handrail; pre-use check; nothing stored above 2 m	Stores lead, 30/11/2026	2	4	8	
Portable electrical equipment	Staff: shock, fire	Equipment bought new	2	4	8	Medium	User checks; inspection schedule; faulty kit taken out of use	Office manager, 31/01/2027	1	4	4	
Display screen work	Office staff: neck, back, eye strain	Adjustable chairs	3	2	6	Medium	Workstation assessments; breaks; eye tests on request	Office manager, 31/12/2026	2	2	4	Y

Open actions (further action written, not marked done)	**4**	**Highest score now**	**12**

Ratings: 1–4 Low, 5–9 Medium, 10–16 High, 20–25 Very high. Review when the work, equipment or people change, or after an accident. Northern Ireland: same duty under SR 2000/388 reg 3. Fire risk is assessed separately. Sources: legislation.gov.uk SI 1999/3242 reg 3; HSE risk assessment guidance.

5×5 RISK MATRIX

Score = likelihood × severity. Use it to rank risks; HSE does not prescribe a scoring method.

Likelihood ↓ / Severity →	1 Negligible	2 Minor	3 Moderate	4 Major	5 Fatal
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

1–4 Low	Keep under review; no extra action needed beyond good practice
5–9 Medium	Reduce the risk within a set time; record the action
10–16 High	Act promptly; consider stopping the task until controls are in place
20–25 Very high	Stop the work until the risk is reduced

METHOD STATEMENT

The safe sequence for one job. Attach to the risk assessment (RAMS) and brief everyone doing the work.

Job or task	Install pallet racking, stores bay 2
Location	Example Ltd, Unit 4, Leeds
Start date and duration	07/12/2026, 2 days
Supervisor	Stores lead
Competence or training needed	Racking installer trained; first aider on site
Plant and equipment	Platform steps, torque wrench, sack truck
PPE	Safety boots, gloves, hard hat in the bay
Permits and isolation	Bay closed to forklift traffic; barrier and signs

#	Step	Hazards	Controls
1	Close the bay and set barriers	Forklift traffic	Barrier, signs, briefing
2	Unload and stage components	Manual handling	Sack truck; team lift over 20 kg
3	Erect frames and fit beams	Fall from height; falling objects	Platform steps; hard hats; exclusion zone
4	Fix to floor and check loads	Hand tools	Gloves; load signs fitted
5	Inspect and hand over	Overloading later	Signed handover; load notice displayed
6			
7			
8			

Emergency arrangements	First aider: J. Smith; assembly point: front car park; nearest A&E: St James's

#	Name (briefed)	Role	Signature and date
1			
2			
3			
4			
5			