

Name of assessor Joe Bloggs
Date of assessment 1.1.1991
Review date 1.1.1992

Example Risk Assessment

Vacuuming gallery

Hazard	Who/what may be harmed	Level of risk	Existing controls	Further controls
Electrocution	Staff carrying out task	Low	Maintain equipment in accordance with company policy and HSE advice	Budget for regular replacement of equipment
Tripping on cables	Staff carrying out task Other people in building	Low	Wear appropriate clothing Cover cables Don't rush Use warning signs/notify others of work/work when closed to public as appropriate	
Manual handling injury	Staff carrying out task	Low	Manual handling training for all staff. Light weight equipment used.	

Signed:
Date: