

Risk assessment template for HR professionals

Date:

Company name:

Assessor:

Location of assessment:

What are the hazards?	Likelihood of hazard occurring (1-5)	Who might be harmed and how?	What are the current control measures and are they sufficient?	What new control measures are needed?	Who should undertake action?	When should action be taken by?	Date completed



Where there are more than 5 employees, you must have a written risk assessment. The findings of the risk assessment should be shared with all employees and everyone must be clear of the proposed actions. The risk assessment should be reviewed periodically, as well as when there are any changes to your workplace, such as new employees, new equipment or if there is a workplace accident.