

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

Example Risk Assessment

| Activity | Who affected | What Could Happen | Consequence | Likelihood | Resulting Risk Level | Control Measure |
|---------------------------|--------------------------|----------------------------------|-------------|------------|----------------------|---|
| Vacuuming lecture theatre | Volunteer steward | Trip over lead | Low | medium | low | Use of appropriate equipment and facilities such as extension leads (properly unwound) and alternate plug sockets. Plan direction of work to avoid lead. Use flat mat/cable protector over lead if required |
| | | Electric shock | High | Low | Medium | Appropriate maintenance of equipment. Visual check for damage before operating Annual PAT |
| | | Self injury with heavy equipment | Medium | Low | Low | Manual handling training Suitable member of staff for activity |
| | Other people in building | Trip over lead | Low | Medium | Low | Plan activity for when area quiet. Use appropriate methods of communicating with other staff (i.e. signage). Cover cables if necessary. |

Signed:
 Date: