Company name: Date of risk assessment:

Step 1

What are the hazards?

Spot hazards by:

- walking around your workplace;
- asking your employees what they think;
- visiting the *Your industry* areas of the Dover District Council or calling Dover District Council;
- calling the Workplace Health Connect Adviceline or visiting their website;
- checking manufacturers' instructions;
- contacting your trade association.

Don't forget long-term health hazards.

Step 2

Who might be harmed and how?

Identify groups of people. Remember:

- some workers have particular needs;
- people who may not be in the workplace all the time;
- members of the public;
- if you share your workplace think about how your work affects others present.

Say how the hazard could cause harm.

Step 3

What are you already doing?

List what is already in place to reduce the likelihood of harm or make any harm less serious

What further action is necessary?

You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.

Step 4

How will you put the assessment into action?

Remember to prioritize. Deal with those hazards that are high-risk and have serious consequences first.

Action	Action	
By Whom	By when	Done

Step 5 Review date:

- Review your assessment to make sure you are still improving, or at least not sliding back.
- If there is a significant change in your workplace, remember to check your risk assessment and, where necessary, amend it.