**Risk assessment template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Step 1.**  **What are the hazards?** | **Step 2.**  **Who might be harmed and how?** | | **Step 3.**  **What are you already doing?** | | **Step 4.**  **What further action is necessary?** | **Step 5.**  **How will you put the assessment into action?** |
|  |  | |  | |  |  |
|  |  | |  | |  |  |
|  |  | |  | |  |  |
|  |  | |  | |  |  |
|  |  | |  | |  |  |
|  |  | |  | |  |  |
| **Review date:** | |  | | Notes:   * Review your assessment to make sure you are still improving or at least not sliding back * If there is a significant change in your home, remember to check your risk assessment and amend if necessary | | |
|  | |  | |

**Guidance Notes**

|  |
| --- |
| **Step 1. Think about –**  **What are the hazards? How do I identify them?** |
| * Look at your ‘Safety in the home’ checklist. * Visit the HSE website and going to ‘your industry’ area or call the HSE information line. * Calling the workplace Health Connect Advice line or visiting their website. * Checking the manufacturer’s instructions. * Contacting the Direct Payment Support Service |
| **Step 2. Think about –**  **Who might be harmed and how?** |
| * Some workers may have particular needs. * People who may not be in your home all the time * Visitors * Think about how your activities may affect others present? How could the hazard cause harm them? |
| **Step 3. Think about –**  **What am I already doing?** |
| * List what is already in place to reduce the likelihood of harm or make any harm less serious. |
| **Step 4. Think about –**  **What further action is necessary?** |
| * You need to make sure that you have reduced risks ‘so far as is practicable’. * List what more needs to be done to further reduce the risk. |
| **Step 5. Think about –**  **How will you put the assessment onto action?** |
| * Remember to prioritise. * Deal with those hazards that are high-risk and have serious consequences first. |
| **Remember:**  **Review your risk assessment regularly** |
| * Review your risk assessment making sure you are still improving, or at least not sliding back. * If there are changes in your home, remember to check your risk assessment and, amend it if possible. |