

**THE HIGHLAND COUNCIL
RISK ASSESSMENT SHEET**

REF: _____
SHEET NO: _____

Service:	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED:				Name of Assessor:
Area:					Date completed:
Location:					Date of Review:
STEP 1	STEP 2	STEP 3	STEP 4		STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)		List further control measures necessary to reduce risk to an acceptable level <i>and</i> date of their proposed introduction:

Assessor Signature		Grade / Location	Date
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*** NOTE – RISK RATINGS OF 4 OR MORE ARE SIGNIFICANT AND REQUIRE FURTHER ACTION TO CONTROL RISK**