

Risk Assessment Template

Blank template for hazards, controls, and review dates

Risk assessment title:

Area / location:

Completed by:

Date completed:

Review date:

Hazard Who may be harmed? Potential risk Existing controls Rating Further action Responsible Completion

Risk rating guide

- **Low** — well controlled, minimal risk
- **Medium** — controls in place, monitor regularly
- **High** — immediate action required

Additional notes

Review outcome: Current Due for review Under review

Manager approval

I confirm this risk assessment has been reviewed and appropriate control measures are in place.

Manager name:

Signature:

Date:

Worked example

Hazard	Bus arrival — children running
Who may be harmed?	Children, staff
Potential risk	Collision, injury
Existing controls	Designated waiting area, staff positioned at door, visual waiting line
Rating	Medium
Further action	Reinforce waiting line at start of term
Responsible	Manager
Completion date	01/09/2026

Related documents Risk Review Schedule Daily Risk Assessment

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