FREE TEMPLATE

Risk Assessment Template

UK editable template — aligned with HSE guidance, MHSWR 1999 and CDM 2015.

Includes

- Activity & site information
- 5×5 risk matrix with scoring legend
- Hazard register with hierarchy of controls
- Persons-at-risk column
- Residual risk rating after controls
- Action plan, review date & sign-off block

Important. This template is a starting point only. To meet HSE's "suitable and sufficient" test, the assessment must reflect *your* work, *your* site, and *your* people. It must be reviewed and signed off by a competent person before use.

1. Assessment details

Complete every field. Generic assessment information is the most common reason an inspector or principal contractor rejects a risk assessment.

Activity / task assessed	
Site address (incl. postcode)	
Department / contractor	
Date assessment carried out	
Date valid until / review date	
Assessor name & role	
Competent person (approver)	
Reference number	

Scope of the assessment

Describe the specific activity, the location, the people involved, the equipment used, and any tasks explicitly excluded.

2. 5×5 risk matrix & scoring legend

Rate each hazard for likelihood (1–5) and severity (1–5). Risk score = likelihood × severity. Scores drive the priority of control measures.

Likelihood	Severity
1 — Very unlikely 2 — Unlikely 3 — Possible 4 — Likely 5 — Almost certain	1 — Negligible (first aid) 2 — Minor (lost time < 7 days) 3 — Moderate (RIDDOR reportable) 4 — Major (serious injury) 5 — Catastrophic (fatality)

Severity (rows) × Likelihood (columns)

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Score	Risk band	Action required
1–4	Low	Acceptable. Monitor.
5–9	Medium	Reduce where reasonably practicable.
10–14	Significant	Reduce. Additional controls required.
15–19	High	Stop. Implement controls before proceeding.
20–25	Extreme	Do not proceed without engineered controls and competent oversight.

3. Hazard register

List every significant hazard the activity introduces. Apply the hierarchy of controls (eliminate → substitute → engineering → administrative → PPE) before assigning a residual score.

#	Hazard	Who is at risk	Initial L×S	Control measures	Residual L×S
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

4. Action plan

Where the residual risk is still significant, list the additional actions, the responsible person, and the target date. This is the record an inspector will ask to see after an incident.

#	Action required	Responsible	Target date	Completed
1				
2				
3				
4				
5				
6				

5. Review & sign-off

An assessment is only valid if it is reviewed and signed by a competent person. Review whenever the work changes, after any incident or near-miss, and at least annually.

Assessor signature & date	
Competent person (reviewer) signature & date	
Communicated to workers (names & date)	
Next review date	
Trigger conditions for early review	

Produce these in minutes, not hours. Riskora gives you trade-specific hazard libraries, the hierarchy of controls baked in, residual-risk scoring and version-controlled exports. Build your first risk assessment free — no card required — at **riskora.cloud**.