

SAMPLE RISK ASSESSMENT FORM - CARPET SPOT CLEANING

Assessment No. RA0001	Further Assessments required:	Persons involved in or affected by the task:	Special Groups:
Assessment Date: 01/01/2007	Fire <input type="checkbox"/>	Employees <input type="checkbox"/>	(Where individual assessments will be required)
Location/Department: Dept 5	COSHH <input type="checkbox"/>	Visitors <input type="checkbox"/>	Young Persons <input type="checkbox"/>
Assessor's Name:	Manual Handling <input type="checkbox"/>	Contactors <input type="checkbox"/>	Nursing & Expectant Mothers <input type="checkbox"/>
Task Assessed: Carpet spot cleaning	Display Screen Equipment <input type="checkbox"/>	Member of the Public <input type="checkbox"/>	Disabled <input type="checkbox"/>
	Young Persons <input type="checkbox"/>		
	Nursing & Expectant Mothers <input type="checkbox"/>		

Hazards Identified	Potential Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Potential to trip over cable whilst electrical equipment is being used	3	Training provided to ensure closest electrical sockets used	2	6	Low
Potential to slip on wet carpet	3	Warning signs used to indicate cleaning in progress	2	6	Low
Lifting of heavy machinery could lead to back injury	5	Manual handling training provided to employees	2	10	Low

10	8	5	3	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

10	8	5	2	1
Certain/imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table		
High 50-100	Medium 20-49	Low 1-19

Action Required (note any temporary action/control measures required):	Action Review Date	Completed by (Name & Signature)

Further action that may require longer term consideration:	Action Review Date	Completed by (Name & Signature)
Check market for lighter machinery, which would reduce risk of injury	01/12/2007 (twelve months)	

Assessment Review Date (maximum annually): New risk assessment required: Completed by (Name): Signature: Position:	Assessment Review Date (maximum annually): New risk assessment required: Completed by (Name): Signature: Position:
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