

# Risk Assessment Form Template

Risk Description
If a staff member trips on a wet floor, they may injure themselves and subsequently sue the company.

Risk Type	
Financial	Y
Operational	
Reputational	
Human Safety	Y
Other	

Source of Risk
Open drink containers and leaking air conditioning units.

Risk Matrix		Consequences				
		Negligible (1)	Minor (2)	Significant (3)	Severe (4)	Catastrophic (5)
Likelihood	Certain (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

Risk Severity Level	High
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Actions to Mitigate Risk			
Action	Risk Addressed	Person Responsible	Due Date
Check floors every hour	Yes	Cleaner	08/30
Email staff and ask them not to walk around with open containers	Yes	Office Manager	08/30
Repair leaking air conditioning units	Yes	Maintenance staff	08/30

Date Reviewed	Approving Official	Signature
08/30	J. Doe, CEO	

Comments
<p>The level of compliance has been high, but the risk requires constant monitoring.</p>