**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 Severity Level  |  **High** |
| --- | --- |

| **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**  |
| --- |
| **The level of compliance has been high, but the risk requires constant monitoring.**  |