Personal safety risk assessment form

Carry out a risk assessment of your premises and identify those at risk. Establish procedures and introduce control measures to reduce the possibility of risks to personal safety as much as possible.

The key elements are:

- Ensure people are not left on their own, particularly when handling cash
- Ensure there is a method of raising the alarm in the event of an emergency
- Ensure all areas of the building, both inside and outside, are well lit and that there are no places where people can loiter.

Have set procedures and information available for dealing with people looking for help.

Details of organisation				
1	Name of organisation	Assessment undertaken by		
2	Address			
		Postcode		
3	Date	Review date		
4	Area assessed			
Т				
	Use the following table to carry out your own risk assessment.			
	at are needed to reduce the risk to an			



Risk details

Hazards/risks/persons affected	Existing controls	Additional controls
Example		
Unlocking hall for evening functions – caretaker.	Caretaker unlocks hall on his/her own.	Additional lighting outside hall door. Provide caretaker with personal attack alarm.

THIS FORM MAY BE COPIED



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