

# Risk assessment record

Remember that each site and survey type is unique and should be assessed individually. Please read through the information on our website [www.ptes.org/heathandsafety](http://www.ptes.org/heathandsafety). The 'Potential risks for survey volunteers' document can help you identify potential hazards.

The risk assessment record should be completed and retained by you.

If you are working at remote survey sites you should consider how the emergency services might reach you if there is an accident. This information should be available to all members of a group, as accidents can happen to anybody.



Activity / workplace assessed:	Assessor:	Assessment date:
<b>General information</b>  Site name: Nearest postcode: Grid reference:  Access information:	Assessor contact number:	Local A&E:

The three columns overleaf (L,S,R) are for assessing the level or degree of risk. The first (L) is for an assessment of the likelihood of the hazard taking place, the second (S) for the severity of the hazard, based on the following:

L	Likelihood	S	Severity of hazard	R	Risk level = L multiplied by S
1	Hazard exists very infrequently; limited numbers exposed	1	Could cause minor injury only	1 or 2	Low risk
2	Likely to occur; hazard exists intermittently or occurs occasionally	2	Could cause major injury/3+ days absence	3 or 4	Moderate risk
3	Likely to occur soon; permanent hazard or occurs daily/repeatedly; many may be exposed	3	Could cause severe injury/fatality	5 to 9	Very high risk

**VERY HIGH RISKS NEED IMMEDIATE ACTION**

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Hazard	Will effect	Precautions and / or controls already in place to remove hazard or reduce risk level	Risk (with controls)			Additional controls needed
			L	S	R (LxS)	

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