

## 5 steps to risk assessment

### Step 4: Record your findings



**Employers with five or more employees are required to record risk assessments. If you have less than five employees, you can still record your assessment as best practice.**

**A good risk assessment should evidence that you have:**

- 1** Carried out a proper check of your workplace.
- 2** Taken steps to find out who might be harmed.
- 3** Identified significant hazards.
- 4** Implemented reasonable precautions to reduce risk as far as practical.
- 5** Consulted with the necessary people e.g. employees and/or their representatives as part of the process.
- 6** An action plan in place where further steps are needed to reduce risk.

A recorded risk assessment should also include key information such as when it was completed, who completed the assessment, a description of what the assessment covers (task, equipment substances used, location, and the people included etc.), who was consulted during the assessment and when the assessment should be reviewed.

### Remember

**Recording a risk assessment means you can:**

- 1** Communicate it to employees.
- 2** Produce it on request e.g. during an audit or inspection.
- 3** Provide it to interested parties, such as potential clients when tendering for work or contractors working at your site.