

# Sessional Risk assessment Template

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including two sample entries for current common hazards to illustrate what is expected. Look at how this might apply to your business/learning venue, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find the HSE example risk assessments a useful guide ([www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies)). Simply choose the example closest to your business.

HSE have updated information on Working safely during the coronavirus (COVID-19 risk pandemic [Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](http://www.hse.gov.uk/coronavirus) please also refer to relevant sections of this if returning to the classroom for learning delivery.

**Organisation name:**

| Date | What are the hazards?   | Who might be harmed and how?  | What are you already doing to control the risks?  | What further action do you need to take to control the risks?                            | Who needs to carry out the action?      | When is the action needed by? | Done              |
|------|---|---|---|--|---|-------------------------------|-------------------|
|      | <i>Slips and trips</i>  | <i>Staff and visitors may be injured if they trip over objects or slip on spillages</i> | <i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i> | <i>Better housekeeping is needed in staff kitchen, eg on spills</i>                      | <i>All staff, supervisor to monitor</i> | <i>02/09/2019</i>             | <i>02/09/2020</i> |
|      | <i>Getting or spreading coronavirus by not washing hands or not washing them adequately, not cleaning surfaces or not social distancing</i> | <i>Workers<br/>Visitors<br/>Learners</i>  | <i>Follow guidance on hand washing and cleaning of surfaces along with social distancing</i>  | <i>Ensure hand washing/cleaning of surfaces and social distancing rules are followed</i> | <i>Everyone</i>                         |                               |                   |
|      |   |   |   |  |   |                               |                   |
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|------|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
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Employers with five or more employees must have a written risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes.

For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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