

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

Use the following table to carry out your own risk assessment.

Under Additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Risk details

**Hazards/risks/
persons affected**

Existing controls

Additional controls

Example

Unlocking hall for evening functions - caretaker

Caretaker unlocks hall on her own

Additional lighting outside hall door. Provide caretaker with personal attack alarm

