Ashford Business Services Ltd

Risk assessment

Identify hazards, rate the risk, and record the controls that keep people safe.

Assessment reference: _____

Date: _____

Assessor: _____

Activity / area assessed: _____

Review date: _____

Hazard ratings

Hazard	Who is at risk	Existing controls	Likelihood (1–5)	Severity (1–5)	Risk rating
Trailing cables	Staff, visitors	Cable covers, daily checks			
Manual handling	Warehouse staff	Trolleys, training			
Lone working	Cleaners	Check-in calls			

Additional controls needed

Control	Owner	Due date	Done
Control	Sarah Mitchell	9 November 2026	
Control	Sarah Mitchell	9 November 2026	

Rating guide Likelihood: 1 = rare, 5 = almost certain. Severity: 1 = minor, 5 = fatal. Risk rating = likelihood × severity. Act first on the highest ratings.

Sign-off

Assessor: _____ **Approved by:** _____ **Date:** _____