	Health & Safety Risk Assessment Form			
Ref: NHSF:026:08:WE10	**Generic Risk Assessment Form**			
Issue date:	October 2017	**Revised Date:**	October 2025	
Author(s):	National Health & Safety Function			
Legislation	Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations**,** it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.			
Note:[1]	When conducting risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable. *It is the responsibility of local management to implement any remedial actions identified.*			

WORKED EXAMPLE

[1] Please note this cover does not require printing for every Risk Assessment

Generic Risk Assessment Form	
Division:	**Source of Risk: Risk Assessment**
HG/CHO/NAS/Function:	**Primary Impact Category: Harm to person**
Hospital Site/Service:	**Risk Type: Operational**
Dept/Service Site: Main office, Administrative Building	**Name of Risk Owner (BLOCKS): John Smith, IT Manager**
Date of Assessment: 06.07.25	**Signature of Risk Owner:** John Smith
Unique ID No: 014	**Risk Co-Ordinator: N/A**
Objective being impacted: Compliance with OSH legislation and the maintenance of a safe and healthy work environment.	**[1]Risk Assessor(s): John Smith, Brian Mullen H&S Rep**

[2]HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ACTIONS [ADDITIONAL CONTROLS] REQUIRED	[3]ACTION OWNER	DUE DATE
Risk of potential ill health such as headache, dizziness, nausea, sinus problems to administration staff due to poor ventilation / air quality within the main office.	Staff are aware of IAQ risks as discussed and communicated as part of the health and safety committee on 12.05.25. All areas of the office have good natural ventilation. Staff encouraged to open windows when appropriate. Office areas are not congested and staff have adequate workstation space in line with HSA guidance. All furniture and fittings are installed by approved persons only. Windows must be kept open if new carpets are fitted or painting completed to eliminate any odours. Office waste bins are emptied twice a week, and the compost bin available for food waste in the canteen. The print room has a manage print system in place. Code for printer is 0304 and staff must scan their badge to access their print jobs. The room is small and can get warm	No further staff meetings are to be held in the print room. The chair and desk are to be removed. A sign is to be erected on the entrance of the print room to remind staff that the door must be left open during print jobs. Staff to be made aware at next committee meeting. A clear desk practice to be implemented where staff must keep workspaces tidy and remove food or lunches to the canteen to prevent odours in the office.	John Smith (IT Manager) John Smith (IT Manager) Mary Meehan (HR Manager)	09.08.25 18.08.25 25.08.25

WORKED EXAMPLE

	during large print jobs. When in use, staff must leave the door open. The heating system is controlled on the building management system. The maintenance department completed the annual service in January 2025. Records available in the facilities managers office. A thermometer is present and generally reads between 18°C to 23°C. During summer months it can get warm and staff are advised to open windows and draw the blinds to reduce heat. The Safety Representative carries out the NHSF's Safety Checklist for Office Environments once a quarter to identify any issues for correction. These are discussed at the health and safety committee meeting. Minutes available in IT managers office. Any IAQ concerns must be reported to the facilities manager immediately i.e. odours, moulds and dust.			

[1]Inherent Risk			[2]Residual Risk			[3]Target Risk			Risk Status		
Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Open	Monitor	Closed
3	2	6	2	2	4	1	2	2	X		

[1] Risk Assessor required for OSH risks only.
[2] Where the risk being assessed relates to an OSH risk please ensure the HAZARD and associated risk are recorded. Other risk assessments require a risk description only.
[3] Person responsible for the action.
[1] Rating **before** consideration of existing controls.
[2] Rating **after** consideration of existing controls.
[3] Desired rating **after** actions.

WORKED EXAMPLE