

Company name: A. N. Other

Date of risk assessment: 30/3/2011

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and customers may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. Changes in flooring level, such as steps, slopes and ramps are in good condition.	Ensure shop is tidy and free from trip hazards.	Supervisor	29/08/11	
			Ensure measures are in place to stop rain water being walked into the shop.	Manager		10/05/11

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 (e.g. following an accident in the workplace or if there are any significant changes to hazards in your shop, such as new work equipment or work activities).