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 | |
| ┸ | | Tosteode | |
| 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

©Ecclesiastical Insurance Office plc 2018

| 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. |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

THIS FORM MAY BE COPIED

Ecclesiastical Insurance Office plc (EIO) Reg. No.24869 is registered in England at Beaufort House, Brunswick Road, Gloucester, GL11JZ, UK and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

When it feels irreplaceable, trust **Ecclesiastical**

PD594 1 08/18