ssa self storage association United Kingdom

Risk Assessment Worksheet

Use this working document to assess one area or activity, record hazards, apply the risk matrix, identify further action and review the residual risk once actions are completed.

Site name	Assessed area/activity	Assessment date	Assessor	Review date	Manager review/sign-off

How to score each hazard

1. Choose the probability letter (A-F). 2. Choose the severity number (1-4). 3. Find the intersection on the matrix. 4. Record the current risk level, then repeat after any further actions to show the residual risk.

Risk assessment matrix

Probability / Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	Serious	Medium
Probable (B)	High	High	Serious	Medium
Occasional (C)	High	Serious	Medium	Low
Remote (D)	Serious	Medium	Medium	Low
Improbable (E)	Medium	Medium	Medium	Low
Eliminated (F)	Eliminated	Eliminated	Eliminated	Eliminated

Scoring guide

Code	Meaning
A Frequent	Expected to happen repeatedly or often.
B Probable	Likely to happen at some point.
C Occasional	Could happen sometimes.
D Remote	Unlikely, but possible.
E Improbable	Very unlikely.
F Eliminated	No exposure remains if controls are maintained.
1 Catastrophic	Death, life-changing injury or major loss.
2 Critical	Serious injury or significant harm.
3 Marginal	Minor injury or limited harm.
4 Negligible	Very minor harm or no injury expected.

High Stop/restrict activity and take urgent action.	**Serious** Prompt management action required.	**Medium** Manage, monitor and improve where practicable.	**Low** Maintain controls and review.	**Eliminated** Hazard/exposure removed; monitor if conditions change.

The matrix is intended as a practical scoring aid. Operators should apply judgement and adapt the definitions to their own risk management procedure where needed.

Risk Assessment Working Sheet

Complete one row for each hazard identified in the assessed area/activity. Add rows or copy this page if more space is required.

Ref	Hazard / issue identified	Who may be harmed and how?	Existing controls	Current rating P / S / Risk	Further action needed Owner / target date	Residual rating P / S / Risk Review notes
1				P: S: Risk:		P: S: Risk: Review:
2				P: S: Risk:		P: S: Risk: Review:
3				P: S: Risk:		P: S: Risk: Review:
4				P: S: Risk:		P: S: Risk: Review:
5				P: S: Risk:		P: S: Risk: Review:
6				P: S: Risk:		P: S: Risk: Review:

Action summary and sign-off

High/serious risks requiring immediate or prompt action	Actions completed and evidence saved	Assessment reviewed by	Next scheduled review date

Continuation Sheet

Use this page for additional hazards within the same assessed area/activity.

Ref	Hazard / issue identified	Who may be harmed and how?	Existing controls	Current rating P / S / Risk	Further action needed Owner / target date	Residual rating P / S / Risk Review notes
7				P: S: Risk:		P: S: Risk: Review:
8				P: S: Risk:		P: S: Risk: Review:
9				P: S: Risk:		P: S: Risk: Review:
10				P: S: Risk:		P: S: Risk: Review:
11				P: S: Risk:		P: S: Risk: Review:
12				P: S: Risk:		P: S: Risk: Review:
13				P: S: Risk:		P: S: Risk: Review:
14				P: S: Risk:		P: S: Risk: Review:
15				P: S: Risk:		P: S: Risk: Review:
16				P: S: Risk:		P: S: Risk: Review: