

Risk Assessment Form

General Risk Assessment Form Teek it Ltd		29 Hanger Lane, Ealing, London, W5 3HJ		
Details of the activity:				
Date:	Assessed by:	Assessment ref no:	Review date:	Manager/ Supervisor
09/02/2026	Azim Raja	101	09/02/2026	Azim Raja

Key to the risk assessment process

Score	5	4	3	2	1
Column A: Severity of injury:	Very High - Multiple Deaths	High - Death, serious injury, permanent disability	Moderate - RIDDOR over 3 days	Slight - First Aid treatment	Nil - Very Minor
Column B: Likely occurrence:	Inevitable	Highly Likely	Possible	Unlikely	Remote Possibility

Risk Rating Score	Action	Risk Rating Score	Action	Persons at Risk		
1-4	Broadly Acceptable - No action required	5-9	Moderate - Reduce risks if reasonably practicable	Employees	Contractors	Members of the public
10-15	High Risk - Priority Action to be undertaken	16-25	Unacceptable -Action must be taken IMMEDIATELY	Students	Work Experience students	Other Persons



SECTION 1 Hazard checklist:

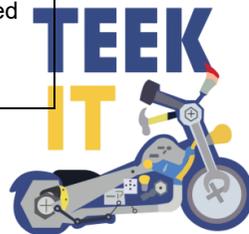
The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property. Below is a list of hazards that may be present and may be of assistance in identifying hazards. Although not an exhaustive list, please tick the box if you think the hazard exists in the activity and/or environment and insert in the Description and Location of Hazard Section of the form. Also, include any additional hazards identified and not highlighted below.

a. Condition of the:	Floor.		Stairs.		Furniture.	
b. Extremes of:	Light.		Noise.		Humidity / temperature.	
c. Abnormal levels of:	Dust.		Fumes / aerosols.		Smells.	
d. Animals:	Kicking / scratching.	✓	Biting.		Crushing.	
e. Flammables:	Solvents.		Paper / board.	✓	Wood.	✓
f. Radiation:	X-ray / radioactivity.		Ultraviolet.		Laser.	
g. Equipment training:	Inadequate training.		No training.	✓	Needs re-training.	
h. Equipment:	Sparks / generates static.		Has a flame.		Uses flammable liquids.	
i. Electrical equipment:	Damaged / exposed wires		Trailing leads / adapters.		PAT tested.	
j. Equipment with:	Sharp / fast moving parts		Emergency cut out.		Extreme temperatures.	
k. Manual handling:	Dragging/moving/lifting.	✓	Heavy.		Awkward.	
l. Vehicles:	Buggies.		Passenger.		Lorries/vans.	✓
m. Pressure systems:	Autoclaves.		Gas cylinders.		Liquefied gases.	
n. Word processing / computing.	DSE/VDU.	✓	Program / software.	✓	Workstation.	✓
o. Working:	Lone-working.	✓	Over-crowding.		Housekeeping - bench / floor.	
p. Working:	Above 2m off ground.		On ladders / scaffolds.		Below ground level.	
q. WRULD – work related upper limb disorders	RSI – keyboard, pipette.	✓	Hand Arm Vibration.			
r. outside buildings, roads	Falling objects.	✓	Swinging doors	✓	Obstructions / low beams.	



SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2.

Description and location of hazard e.g. trip, falling objects, fire, explosion, noise, violence etc.	Who might be harmed (at risk)	Existing control measures e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)	A. Likely severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Comments / actions
Tripping over wires	Director Contractors (where applicable)	No control methods are currently in place	2	4	8	Keeping all wires behind surfaces. Ensuring they are not exposed.
Spilling hot drinks	Director Contractors (where applicable)	No control Methods currently in place	2	4	8	Hot drinks should not be drunk at the desk. If this can not be avoided, keeping work area clutter free to reduce the risk of knocking a drink down
Spilling cold drinks	Director Contractors (where applicable)	All cold drinks are drunk in bottles with secure lids, only being drunk through a straw	1	2	2	No actions required
Falling Objects	Director Contractors (where applicable)	No control methods are currently in place	3	3	9	Removal of items from the bookshelf above as items may fall
Musculoskeletal injury	Director Contractors (where applicable)	Avoid unnecessary manual handling	2	2	4	Light loads only; no heavy lifting – Lift in two's where applicable
Strains from incorrect lifting	Director Contractors (where applicable)	Light loads only; no heavy lifting	2	3	6	Light loads only; no heavy lifting – Lift in two's where applicable
Vehicle movements	Third-party drivers	Deliveries carried out by competent third-party logistics providers	4	1	4	No vehicles allowed inside the site & Clear communication of delivery locations and access arrangements
Fire Evacuation difficulties	Staff Visitors	Emergency exits kept clear & Fire procedures followed as set by building management Familiarisation with evacuation routes and assembly points	4	1	4	No further action Needed



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Identify any other assessments which might also be required, <input type="checkbox"/> if needed:	Manual Handling	COSHH/GMO	Display Screen Equipment	COSHH	
	Pregnancy	Other			

SECTION 3: Action Plan

Action Plan

Ref No.	Further action required	By whom	By when	Completed
AP1	Keeping all wires behind surfaces. Ensuring they are not exposed & Walkways kept clear	Director	09/02/2026	✓
AP2	Clearing Clutter from the workstation (desk) & Materials stored securely and safely. No stacking at height, Regular visual checks.	Director	09/02/2026	✓
AP3	Removal of items from the bookshelf above as items may fall	Director	09/02/2026	✓



SECTION 4: Communication of the Risk Assessment findings to staff

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF				
	METHOD	YES	DATE	COMMENTS
Reference of formal and additional communication to staff	Copy of risk assessment issued to staff	<u>yes</u>	<u>09/02/2026</u>	
	Controls covered in team procedure issued to staff			
	Induction			
	Team Meeting, Toolbox Talk			
	E-mail circulation			
	Other –			

