Ashford Business Services Ltd

Risk assessment

Identify hazards, rate the risk, and record the controls that keep people safe.

Assessment reference	RA-2026-001
Date	9 November 2026
Assessor	Sarah Mitchell
Activity / area assessed	Describe as agreed at the meeting.
Review date	9 November 2026

Hazard ratings

Hazard	Who is at risk	Existing controls	Likelihood (1–5)	Severity (1–5)	Risk rating
Trailing cables	Staff, visitors	Cable covers, daily checks			
Manual handling	Warehouse staff	Trolleys, training			
Lone working	Cleaners	Check-in calls			

Additional controls needed

Control	Owner	Due date	Done
Control	Sarah Mitchell	9 November 2026	
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Rating guide

Likelihood: 1 = rare, 5 = almost certain. Severity: 1 = minor, 5 = fatal. Risk rating = likelihood × severity. Act first on the highest ratings.

Sign-off

Assessor	Approved by	Date