

# Basic Risk Assessment Policy Sheet

Organization Name:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

## 1. Purpose

This policy outlines the process for identifying, assessing, and managing risks within the organization.

## 2. Scope

This risk assessment applies to all activities, processes, and locations under the control of the organization.

## 3. Responsibilities

- **Management:** Ensure the implementation of this policy.
- **Employees:** Report risks or hazards to management.

## 4. Risk Identification and Assessment

Hazard/Risk	Likelihood	Impact	Existing Controls	Additional Actions	Responsible Person

## 5. Review

This risk assessment policy should be reviewed annually or when significant changes occur.

Assessed by:  
\_\_\_\_\_

Date:  
\_\_\_\_\_