

# Risk Assessments

A Health & Safety Executive (HSE) requirement in all office locations:

## Risk assessments don't need to be complicated

- They should be carried out by colleagues that work in the office being assessed rather than the business owners.
- The results should be shared with everyone.
- The responsibility for taking the agreed action to reduce or eliminate the risk will be assigned to a named person.
- There will be a date for any agreed action to be concluded.
- Risk assessments should be regularly reviewed.
- All colleagues should feel able to discuss any concerns with their line manager.
- A risk assessment template is included in this pack, and one should be completed for each branch.
- Where multiple disciplines operate in one building, all disciplines should be consulted, but only one assessment per building is required.
- A copy of each completed risk assessment should be sent to a director of the company.

**REMEMBER** All our public facing policies and procedures covering valuations, viewings, contractor visits and office contact will be on our SAFE MOVE micro-site. You can find them all at [www.breckon.co.uk/safemove](http://www.breckon.co.uk/safemove)