

FREE RESOURCE · WORKSHEET

Risk Assessment Worksheet

For Caribbean hospitality teams

A structured worksheet for describing a task or situation, identifying hazards, recording controls and deciding what needs to change.

WHAT'S INSIDE

- Task and context
- Hazards and consequences
- Further action
- People exposed
- Existing controls
- Review and approval

How to use this worksheet

Use this as a management aid alongside the requirements, procedures and risk method that apply to your property.

- 1 **Describe the situation**
Record the activity, event or observation factually and identify who or what may be affected.
- 2 **Use the approved method**
Apply the property or jurisdiction's approved assessment and reporting approach.
- 3 **Identify controls and gaps**
Separate controls already in place from further action that is still required.
- 4 **Assign follow-up**
Give the action to a named role, due date and evidence location.
- 5 **Verify and review**
Check that the action was implemented and that the original issue is controlled.

Who this is for. General Managers, Operations Managers, safety/compliance leads, department heads and property managers across Caribbean hospitality.

IMPORTANT

Occupational safety, risk assessment, incident reporting and recordkeeping requirements differ by jurisdiction. OSHA references are US good-practice context only. Verify locally before use.

Risk Assessment Worksheet

A structured worksheet for describing a task or situation, identifying hazards, recording controls and deciding what needs to change.

ASSESSMENT TITLE / ACTIVITY

[Complete here]

LOCATION / DEPARTMENT

[Complete here]

ASSESSOR AND DATE

[Complete here]

PEOPLE WHO MAY BE AFFECTED

[Complete here]

HAZARD / UNWANTED EVENT

[Complete here]

POTENTIAL CONSEQUENCE

[Complete here]

EXISTING CONTROLS

[Complete here]

LIKELIHOOD - USE PROPERTY METHOD

[Complete here]

IMPACT - USE PROPERTY METHOD

[Complete here]

CURRENT RISK RATING

[Complete here]

FURTHER CONTROL / ACTION REQUIRED

[Complete here]

ACTION OWNER

[Complete here]

TARGET DATE

[Complete here]

RESIDUAL RISK AFTER ACTION

[Complete here]

EVIDENCE / REFERENCE

[Complete here]

REVIEW DATE

[Complete here]

MANAGER VERIFICATION

[Complete here]

Finding the issue is a start. CaribSafe keeps the follow-through visible.

Connect risks, incidents, corrective actions, owners, due dates and evidence so management can see what still needs attention and what has actually been verified.

[Book a 20-minute walkthrough](#)

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