

**PROMPT WO-026**

Create a Risk Assessment Summary

Purpose

Use this prompt to create a clear and professional risk assessment summary for a project, process, event, workplace activity, or business initiative. It helps identify potential risks, evaluate their impact and likelihood, and recommend practical control measures to reduce or eliminate them.

DIFFICULTY
 **Intermediate**

TIME SAVED
 **30–45 min**

BEST FOR
Risk & Safety



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Risk Management Consultant.

Create a professional Risk Assessment Summary using the information below.

Assessment Title:
[Insert title]

Project or Activity:
[Describe the activity]

Location:
[Insert location if applicable]

Assessment Date:
[Insert date]

Assessor:



[Insert name or role]

Hazards Identified:

[List hazards]

People at Risk:

[List who may be affected]

Existing Control Measures:

[List current controls]

Additional Control Measures Required:

[List any additional actions]

Risk Rating Method:

[Low, Medium or High]

Review Date:

[Insert review date]

Tone:

Professional, objective and suitable for business use.

Please:

- Create a professional risk assessment summary.
- Include an overview of the activity.
- Present identified risks in a table with:
 - Hazard
 - Potential Impact
 - Likelihood
 - Risk Rating
 - Existing Controls
 - Additional Actions
- Highlight any high-risk items.
- Include a summary of recommendations.
- Finish with review and approval information.

Return only the completed risk assessment summary.



Example

**INPUT**

Assessment Title: Office Relocation

Project or Activity: Moving to a new office.

Hazards:

- Manual handling
- Electrical equipment
- Trips and slips

People at Risk:

- Employees
- Contractors
- Visitors

EXPECTED OUTPUT

Risk Assessment Summary

Assessment Overview

Activity: Office Relocation

Assessment Date: 15 October

Assessor: Facilities Manager

Risk Assessment — see table below

HAZARD	IMPACT	LIKELIHOOD	RATING	EXISTING CONTROLS	ADDITIONAL ACTIONS
Manual handling	Musculoskeletal injuries	Medium	Medium	Manual handling training	Provide lifting equipment
Electrical equipment	Electric shock	Low	Low	PAT testing completed	Inspect equipment before use
Trips and slips	Minor injuries	Medium	Medium	Clear walkways	Display warning signs during move

HIGH-RISK ITEMS

No high-risk hazards were identified during this assessment.

RECOMMENDATIONS

- Brief all staff before the relocation.



- Ensure contractors follow site safety procedures.
- Monitor the move throughout the day and address any new hazards immediately.

REVIEW & APPROVAL

Document Owner: Facilities Manager

Next Review Date: Following completion of the office move.

Status: Approved

 **Builder's Tip:** *Risk assessments should be living documents. Review them whenever there's a significant change to the activity, workplace, equipment, or legislation—not just on the scheduled review date.*

Related Prompts

- WO-023 – Write a Standard Operating Procedure (SOP)
- WO-024 – Write a Process Document
- WO-025 – Write a Policy Document
- WO-028 – Create a Project Closure Report

Tags

RISK
ASSESSMENT

HEALTH &
SAFETY

COMPLIANCE

BUSINESS

PROJECT
MGMT