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| Description of the Process/Activity: | Location(s): |
| RA Ref: |

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| Hazard | Who could be harmed? | Existing safety precautions | Risk level | Additional safety precautions needed to reduce the risk level? | Revised risk level | Action by whom?  | By when? | Date completed |
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| Communication of significant findings |
| Method of communication (describe): | Person/people to communicate findings: | Target date(s): |

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| Approval |
| Carried out by: | Post: | Signature: | Date: |
| Approved by: | Post: | Signature: | Date: |

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| Review of risk assessment |
| The frequency of the review is (refer to guidance): |

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| Review date : | Carried out by: | Signature: |
| Review date : | Carried out by: | Signature: |
| Review date : | Carried out by: | Signature: |
| Review date : | Carried out by: | Signature: |
| Review date : | Carried out by: | Signature: |
| Review date : | Carried out by: | Signature: |