

# Risk Assessment Template

Risk Assessment Template						
Name <small>(Competent person carrying out the risk assessment)</small>	Role <small>(Job Title / Department)</small>			Date <small>(DD/MM/YYYY)</small>		
<b>Department</b> <small>(Enter details of the department that the risk assessment is being carried out on, including site information if multiple sites)</small>						
<b>Hazards identified</b> <small>(Consider the hazards specific to the type of activities being assessed)</small>	<b>Person(s) at risk</b> <small>(Enter details of anyone who might be at risk of harm and how)</small>	<b>Control measures currently in place</b> <small>(Enter details of all control measures that are currently in place on site)</small>	<b>Additional control measures required</b> <small>(Enter details of any new actions that need to be taken to reduce, control or eliminate the risks of each hazard)</small>	<b>Name</b> <small>(Person responsible for implementing controls)</small>	<b>Date controls must be actioned by</b> <small>(DD/MM/YYYY)</small>	<b>Completed</b> <small>(DD/MM/YYYY, Signature)</small>

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ⓘ Don't forget to sign and date this Risk Assessment document once complete

<b>Risk Assessment shared with</b> (Enter details of which departments and roles the risk assessment must be shared with)			
<b>Name</b> (Competent person carrying out assessment)	<b>Signed</b> (Signature)	<b>Current Date</b> (DD/MM/YYYY)	<b>Latest Date for Review</b> (DD/MM/YYYY)