# **Risk Assessment - Template**

# **Prepared by (INSERT YOUR COMPANY NAME HERE)**

**For: (INSERT NAME OF CLIENT, PROJECT OR CONTRACT NUMBER)**

**On: (INSERT TODAYS DATE)**

**Review date: (INSERT DATE 6 MONTHS AFTER TODAY)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Potential hazards** | **People at risk and how?** | **Actions already in place** | **Further action required** | **Action by** | **Action target date** | **Done** |
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| **Substance Risks** | | | | | | |
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| **Document author:**  **(INSERT YOUR NAME)** | **Signed:** | **Date:**  **(INSERT TODAYS DATE)** |