|  |  |
| --- | --- |
| **Reference Number:** |  |

**Simple Risk Assessment**

# Assessment Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Persons completing / reviewing risk assessment** | | **Title / Position** | | | **Department / School / Subject** |
|  | |  | | |  |
|  | |  | | |  |
|  | |  | | |  |
| **Date assessment was carried out** | | | **Review frequency and next review date** | | |
|  | | |  | | |
| **Activity title** | | | | | |
|  | | | | | |
| **Date/s of activity** | **Location/s of activity** | | | **Staff to student numbers / ratio (if applicable)** | |
|  |  | | |  | |
| **Description / summary of activity** | | | | | |
|  | | | | | |

# Risk Assessment and Action Tracker

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further actions are Required to control the risks?** | **Who needs to carry out the action?** | **Target date for action?** | **Action complete?** |
| --- | --- | --- | --- | --- | --- | --- |
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# Emergency Actions

|  |  |
| --- | --- |
| **First aid:** |  |
| **Fire:** |  |
| **Spills:** |  |
| **Other:** |  |