|  |  |
| --- | --- |
| **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?** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Emergency Actions

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