Risk Assessment

Carried out by:
Last updated on:

What is the hazard?	Who might be harmed and how?	What can you do to prevent/manage this risk?	Is any further action needed?	Action by whom?	Action by when?	Done
EXAMPLE Trip hazard from PA wires	General public, Guests	Set up the PA system close to the source of power to reduce cable length Use hazard tape to secure wires and highlight trip hazard	Purchase hazard tap	John Smith	30/5/12	