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| **Note:**  **Brief description of the activity being assessed** |

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| **Title of Assessment:** |  | **People involved in making this assessment:** | Any other team members involved? |
| **Risk Assessment Reference & Version** |  | **Date of Assessment:** |  |
| **Risk Assessor (Name & Position)** |  | **Date of Review** | Note Annually or If changes are needed due to a change in the business operations |
| **Approved by (head of school / department):**  **Date:** | | **Process of communicating to relevant persons**  **FOR EXAMPLE –**  **Information will be shared in the Team Meeting, team discussions / Email communication etc…** | |

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| **Hazards**  *(A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, car, DSE,* | **People at Risk**  *(Students, Staff, Visitors, Contractors, Other)* | **What harm might occur,**  *(Slips Trips, Falls, Breaks, Sprains etc…)* | **Control Measures already in place**  *(Control measures include actions that can be taken to reduce the potential of exposure to the hazard).* | **Evaluate the Risk**  *(Having identified the hazards and controls, decide how likely it is that harm will occur),* | **Additional Control Measures**  *(Only necessary when additional controls are required.*  *These controls form part of the standard control measures when implemented.)* | **Revaluate the risk**  *By adding the additional controls, has the rating changed?* |
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| Action Ref | Action required | Who is responsible? | By when? | Date completed / Comments |
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