|  |  |
| --- | --- |
| Task description |  |  |
| Task location |  |  |
|  |
| What are the hazards? | Who might be harmed? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |
| Assessor name | Assessment date | Authorised by | Review date(usually within one year, or earlier if working habits or conditions change) |
|  |  |  |  |

**Contact Details**

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