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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | | |
|  | |  | | | |  | |  | | |

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