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| **Business** |  | **Assessment carried out by:** |  |
| **Department** |  | **Date of assessment:** |  |
|  |  | **Date of next review:** |  |

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| **Identified in step 1** | | | **Evaluated in step 2** | | **Planned in step 3** | | **Completed in step 4** |
| Activity or area | What are the hazards? | Who might be harmed & how? | What are you already doing to control the risk? | What further action needs to be taken? | Who needs to carry out or put the action in place? | When is the action needed by? | Is the action implemented? |
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