RISK ASSESSMENT LOG

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| SCHOOL / SERVICE |  | SECTION / DEPARTMENT  |  |

| **Ref.****no.** | Name of hazard, activity or project assessed | Date of assessment or last review | **Lead Assessor** | **Actions outstanding****Yes/No** | **Next Review Date** |
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| **Ref.****no.** | Name of hazard or activity identified but not yet assessed(See example attached) | Planned date for completion of assessment | **Lead Person** |  |  |
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| **SIGNED:** **Head of Department/ Unit** |  | **NAME:** **(Please print)** |  | **DATE:** |  |

This Log is only meant to be a summary list of the risk assessments that have been produced for your School, Department or Service. It does not represent a risk assessment in itself. These should be recorded separately on Forms RA1 or RA2. Guidance on completing this form and individual risk assessments can be found in *University Safety Code of Practice 4 –Health & Safety Risk Assessment*, available from the H&S website.

A copy of this Log should be maintained within the Department, for example by the Area Health & Safety Co-ordinator.