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Report details for the Event - Smiths Ltd Duncan Smith

Smiths Ltd Duncan Smith - Admin Template

25/07/2024

Assessment Details

Question	Answer
<i>Company Name</i>	Smiths Ltd
<i>Assessment Carried out by:</i>	Duncan Smith
<i>Date of Assessment</i>	25/07/2024
<i>Date next Review</i>	25/07/2025

Risk Assessment Details 1

Question	Answer
<i>What are the hazards?</i>	Exposed electrical cables on first floor
<i>Who might be harmed and why?</i>	Staff and customers
<i>What are you already doing to control the risks?</i>	Diversion signs, closed area
<i>What further action do you need to take to control the risks?</i>	Electrician contacted to rectify

Question	Answer
<i>Who needs to carry out the action?</i>	Adrian Snow
<i>When is the action needed by?</i>	29/07/2024
<i>Completed</i>	No

Risk Assessment Details 2

Question	Answer
<i>What are the hazards?</i>	Cardboard box build up on second floor
<i>Who might be harmed and why?</i>	Staff and customers - fire hazard
<i>What are you already doing to control the risks?</i>	Area cleared
<i>What further action do you need to take to control the risks?</i>	Staff awareness and fire training
<i>Who needs to carry out the action?</i>	John Smith
<i>When is the action needed by?</i>	25/07/2024
<i>Completed</i>	Yes

Sign Off

Question	Answer
<i>Please sign</i>	
<i>Date & Time</i>	25/07/2024