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Once review is completed, this document needs to be scanned & uploaded to the website

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Full name & contact tel. number	Other persons present : Full name & contact tel. number	DETAILS OF REMEDIAL WORK REQUIRED	Who is to ACTION this work required ?	What date was this action completed & by whom?	Signed
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A Risk Assessment is a document detailing considerations of a particular area. Once the initial considerations have been made – "the risks"; the control measures are considered i.e. what is there already in place to minimize that risk?

A Risk Assessment REVIEW is your role in this task - read over each risk and check that the control measures are still in place.

IDENTIFY, RECORD & ACTION any remedial action that is required.