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General Office Risk Assessment Action Plan

Assessor	Job Title	Review Dates	
A N Other	Office Manager	22 Dec	22 Jan

Assessment task or location:

RA No.	Action Required	By Whom	Target Date	Completion Date	Initials
OFF01/1	E.g. Repair/renew carpet. Short-term use warning signage. Re-reroute power cables. Replace old power sockets. New socket fitted.	J Bloggs Maintenance manager	22/12/12		

Priority Key *A – Immediate* *B – One month* *C – Two months* *R – Review*