

# Health and Safety Risk Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

Subject: Health and Safety Risk Assessment Report

Following our recent assessment of health and safety risks within [specific location or department], we have identified several areas of concern that require immediate attention. The purpose of this letter is to outline these findings and recommend appropriate actions to mitigate the identified risks.

## Identified Risks

- Risk 1: [Description]
- Risk 2: [Description]
- Risk 3: [Description]

## Recommended Actions

- Action 1: [Description]
- Action 2: [Description]
- Action 3: [Description]

We recommend that these actions be taken as soon as possible to ensure the safety and well-being of all employees and visitors. A follow-up assessment will be conducted on [insert follow-up date] to evaluate the effectiveness of the implemented measures.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]