

# Classroom Safety Risk Assessment Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Findings of Classroom Safety Risk Assessment

## Introduction

This letter details the findings of the recent safety risk assessment conducted in the classroom on [Insert Date of Assessment].

## Findings

1. **Hazard Identified:** [Describe Hazard 1]
2. **Risk Level:** [Low/Medium/High]
3. **Recommended Action:** [List Action]
4. **Hazard Identified:** [Describe Hazard 2]
5. **Risk Level:** [Low/Medium/High]
6. **Recommended Action:** [List Action]
7. **Hazard Identified:** [Describe Hazard 3]
8. **Risk Level:** [Low/Medium/High]
9. **Recommended Action:** [List Action]

## Conclusion

We recommend that the identified hazards be addressed promptly to ensure a safe learning environment for all students.

## Next Steps

We encourage a meeting to discuss the findings in detail and establish a timeline for implementing the recommended actions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]