

# Health and Safety Risk Assessment

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Health and Safety Risk Assessment Report

Dear [Recipient Name],

This letter serves to present the findings of the recent health and safety risk assessment conducted on [Insert Date] at [Insert Location]. The assessment aimed to identify potential hazards and evaluate the risks associated with various activities in the workplace.

## Identified Hazards

- [Hazard 1]
- [Hazard 2]
- [Hazard 3]

## Risk Levels

The following risk levels have been assigned to the identified hazards:

- [Hazard 1] - [Risk Level]
- [Hazard 2] - [Risk Level]
- [Hazard 3] - [Risk Level]

## Recommendations

To mitigate these risks, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your attention to this important matter and encourage the implementation of the recommended actions at your earliest convenience.

Thank you for your commitment to maintaining a safe and healthy workplace.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]