

## Report Form

Regardless of how Safety Procedures have been implemented, and are maintained, technology changes, procedures change, and building or fabric changes can be the source of minor risks, which are unrecognised by management.

- Management should be informed verbally of any perceived risk
- If no action is taken after a reasonable time, this form should be completed and resubmitted with a copy to the Managing Director.
- The person submitting the report should keep a photocopy.
- Management may also use this report to inform staff of any noticed risks.
- A copy of this report will be kept on file.

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