What have you identified as a potential hazard for the organisation?	Likelihood	Severity	Risk Rating	How will this be "fixed"?	What is required to fix it?	Who will be remedy the problem?	When should this be fixed? (Specify a time and date)	When and who fixed the problem?
(e.g. Lights in car park are not working)	B	C	H	(e.g. change the light)	(e.g. new globe and 4m ladder)	(e.g. maintenance officer –Peter Perfect)	(e.g. prior to next meeting – 12 July 2002)	(e.g. 10 July by Maintenance officer)