

Person / company responsible for action				Elise lee (producer)			
To be completed by [date set above]							
Exposed person(s) informed?			Agreed action taken?			Risk removed?	
☒	☐	No	☒	☐	No	☒	No

Completed by: [Name] <i>Elise Lee</i>	Position: [Location manager or Producer]
Signature <i>[Signature]</i>	Date: [07/03/2018]

Countersigned by: [Name] <i>Chris Jones</i>	Position: [Producer]
Signature <i>[Signature]</i>	Date: [07/03/2018]