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| **Risk Assessment Template**  |
| **Name of event** |  | **Risk assessment completed by** |  |
| **Location of event** |  | **Date risk assessment is completed**  |  |
| **Date and time of event**  |  | **Person in charge of event**  |  |
| **Expected number of attendees**  |  | **Signature**  |  |
| **Task/issue/hazard** | **What could go wrong?** | **Risk rating**  | **Risk control measures**  | **Person responsible**  |
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