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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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