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| **This is the statement of general policy and arrangements for:**  **Risk assessment** | Birkbeck - School of xxx |
| **Overall and final responsibility for health and safety is that of:** | Birkbeck – Health and Safety Services |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** |  |

**Venue name:**

| **What are the hazards?** | **Who might be harmed and how?** | **What is the venue already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
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**Date: Name of Event: Name of Assessor:**