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| **DEPARTMENT /TEAM:** | TATE EXCHANGE, LEARNING | **PROGRAMME TITLE:** |  |
| **DATE OF ACTIVITY:** |  | **VENUE/ LOCATION:** | LEVEL 5 SWITCH HOUSE, TATE EXCHANGE |
| **COMPLETED BY:**  **ROLE:** |  | **DATE RA COMPLETED:** |  |
| **ASSESSED BY:**  **ROLE:** |  | **DATE OF REVIEW:** |  |
| **MANAGEMENT SIGN OFF :**  **(SEE FOOTNOTE BELOW)** |  | **DATE OF SIGN-OFF:** |  |
| **DETAILS OF ACTIVITY** |  | | |

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| **RISK ASSESSMENT RISK RATING KEY** | **Potential Severity of Harm (across)** | | | |
| **Likelihood of Harm Occurring (below)** | SLIGHTLY HARMFUL (SH) | HARMFUL (H) | MAJOR HARM (MH)  (RIDDOR) | EXTREMELY HARMFUL (EH) |
| VERY UNLIKELY (VU) | **Minimal** | **Tolerable** | **Moderate** | **High** |
| UNLIKELY (U) | **Tolerable** | **Moderate** | **High** | **Substantial** |
| LIKELY (L) | **Moderate** | **High** | **Substantial** | **Intolerable** |
| VERY LIKELY (VL) | **High** | **Substantial** | **Intolerable** | **Intolerable** |

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| **Risk No.** | **Description of Hazard** | **Who might be harmed**  **and how** | **Control measures in place** | **Evaluation of risk**  **(see matrix)** | | | **Control measures in place adequate** | **Further actions required** |
| **Severity of Harm** | **Likelihood of**  **Harm** | **Risk Rating** | **Y/N** |
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| Do any of the activities being assessed fall into the definition of “regulated activity” involving children or vulnerable adults?  Are there any other safeguarding issues that need to be considered?  Please refer to [Tate’s Safeguarding Policy and Procedure](http://tatenet/Directors%20Office%20and%20Planning/Tates%20Policies/Safeguarding%20Policy%20March%202016.pdf) | **Yes** | **No** | Please note the nature of the activity and get in touch with your local DSO or another member of the DSO network for advice. |
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| **Management Notes** | **Date & Sign on Completion of recommendations:** |
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