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| ]ABC  Logo 2024.jpg | Risk Assessment – Personal Safety/ Lone working/Cash Handling |
| Location: Leys Lane, Attleborough NR17 2HXDate: December 2024 |
| Potential Hazard | Who is at risk? | Existing Control Measure | Risk Rating | Preventative Measures | Responsibilities |
| * Lone Working
* Risk of attack
 | CleanerPerson preparing for forthcoming eventsPersons checking and supervising the building | Knowledge of escape routes, alternative exits Contacting someone else in events of emergencyLock outside doors when alone to minimise undesirable access | Low | Contact numbers displayedLocation name and address in case of emergency displayedNone essential/private equipment locked away | * Deacons
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| * Handling Finance
* Collection and recording of offerings at Sunday Services
* Risk of thief
* Misappropriation of fraud or accusation
* Loss of money through error
* Ministers Pension
* Liabilities and deficit
 | Nominated Co-opted VolunteersChurch Membership and Deacons | Ensure that all money /cash collected is supervised by working in pairsWorking In accessible area with no locked rooms | Low | Regular checks and publication of all moneys received with receipts and breakdown of expenditureRegular Audit of AccountsBaptist Union to advise of Liability | * Treasurer
* Deacons
* Deacons
* Church membership
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