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| ]ABC  Logo 2024.jpg | | | Risk Assessment – Personal Safety/ Lone working/Cash Handling | | |
| Location: Leys Lane, Attleborough NR17 2HX  Date: December 2024 | | | | | |
| Potential Hazard | Who is at risk? | Existing Control Measure | Risk Rating | Preventative Measures | Responsibilities |
| * Lone Working * Risk of attack | Cleaner  Person preparing for forthcoming events  Persons checking and supervising the building | Knowledge of escape routes, alternative exits  Contacting someone else in events of emergency  Lock outside doors when alone to minimise undesirable access | Low | Contact numbers displayed  Location name and address in case of emergency displayed  None essential/private equipment locked away | * Deacons |
| * 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 Volunteers  Church Membership and Deacons | Ensure that all money /cash collected is supervised by working in pairs  Working In accessible area with no locked rooms | Low | Regular checks and publication of all moneys received with receipts and breakdown of expenditure  Regular Audit of Accounts  Baptist Union to advise of Liability | * Treasurer * Deacons * Deacons * Church membership |