

Risk assessment



Activity / Event name: Church Administrator post - Security Date of risk assessment: July 2022 Review Date: August 2027			Assessor Name: Kas Fearn Signed: H&S Officer Name: Paul Ward Signed:		
Activity	Who might be harmed?	What are the hazards?	What do you need to do to control this risk?	Action by who?	Action by when?
Use of equipment	User	Injury to person; damage to equipment	Use equipment in line with the manufacturer's instructions. Ensure all users are properly trained in using the equipment	Administrator	Ongoing
Theft of equipment, money, valuables from the safe	Administrator/ church	Loss of valuables / money	Keep the office locked when not in it. Keep the keys on your person. Keep a register of key holders.	All using the office	Ongoing
Theft of confidential information	Church members	Identity fraud, breach of data protection	Keep the office locked when not in it. Do not leave visitors in the office alone. The computer has a password, and the finance filing cupboard has a lock.	Administrator and all using the office	Ongoing
Computer virus threat	Administrator / church	Loss of data	A computer virus protector / fire wall	Administrator / Treasurer	Ongoing
Loss of data through computer failure	Administrator / church	Loss of data	All information stored in the cloud / dropbox.	Administrator	Ongoing