



**Parish of - St. Alban's Church Copenhagen
Activity risk assessment - including holidays and trips**

Activity: PR team

Location: St Albans Church Copenhagen

Name of leader with responsibility: Victoria Wadsworth

Date of first risk assessment: March 2020

Time/frequency: Yearly

Date to be reviewed: March 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Accident on the stairs when coming to the PR meetings in the crypt</i>	<i>PR team member may fall and incur physical injury</i>	<i>Adequate lighting First aid kit available Mobile phones are available to call for help and emergency services</i>	<i>Not at this time</i>			
<i>Negative or offensive comments posted digitally</i>	<i>Churches reputation or named individual – psychological distress, emotional distress</i>	<i>Social media policy updated and available for administrators with policies for dealing with this Training of administrators in place</i>	<i>Not at this time</i>			
<i>Major safeguarding incident in the church</i>	<i>Individuals involved, wider congregation and churches reputation Members of congregation may be attacked or publicly shamed leading to emotional distress and isolation</i>	<i>New website is being developed with dark site capabilities to take down the normal st. Albans website</i>	<i>Crisis communication plan</i>	<i>Victoria Wadsworth</i>	<i>End June</i>	
<i>Photo of a vulnerable person or not having approval for posting photos</i>	<i>Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and need anonymity. This could lead to physical injury and emotional distress</i>	<i>Social media policy updated and available for administrators with policies for dealing with this. Training of administrators in place</i>	<i>Crisis communication plan</i>	<i>Victoria Wadsworth</i>	<i>End June</i>	



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<i>Leak of personal information or GDPR violation</i>	<i>Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and need anonymity. This could lead to physical injury and emotional distress. It could also lead to economic difficulties depending on information leaked</i>	<i>Updating website platform is ongoing. Website is hosted by a company who has their own security procedures in place as well as a crisis response</i>	<i>Get a copy of Dual APS security assessment and keep on file, include this in the Crisis communication plan</i>	<i>Victoria Wadsworth</i>	<i>End June</i>	
<i>Hacking of St Albans website</i>	<i>Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and need anonymity. This could lead to physical injury and emotional distress. It could also lead to economic difficulties depending on information leaked</i>	<i>Updating website platform is ongoing. Website is hosted by a company who has their own security procedures in place as well as a crisis response</i>	<i>Get a copy of Dual APS security assessment and keep on file include this in the Crisis communication plan</i>	<i>Victoria Wadsworth</i>	<i>End June</i>	
<i>Hacking of St Albans social media channels</i>	<i>Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and need anonymity. This could lead to physical injury and emotional distress. It could also lead to economic difficulties depending on information leaked</i>	<i>Two step security is in place and good password practices have been shared with administrators.</i>	<i>Not at this time but include this in the Crisis communication plan</i>	<i>Victoria Wadsworth</i>	<i>End June</i>	
<i>Person goes to media with a damaging story</i>	<i>Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and</i>	<i>Media trained head of communication team would</i>	<i>Crisis communication plan</i>	<i>Victoria Wadsworth</i>	<i>End June</i>	



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<i>about individuals at St Albans</i>	<i>need anonymity. This could lead to physical injury and emotional distress</i>	<i>liaise with chaplain and Diocesan communication team</i>				