



Chaplaincy of - St. Alban's Church Copenhagen

Activity risk assessment - including holidays and trips

Activity: Finance Sub-Committee **Date of first risk assessment:** 10th March 2020
Location: St. Alban's Church **Time/frequency:** Monthly
Name of leader with responsibility: Graeme Lloyd-Roberts **Date to be reviewed:** 10th 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
Fire	All. Fire fighting and evacuation.	Fire extinguisher in crypt. Fire extinguisher in choir stalls. Fire extinguisher in Upper Room.	Check it is easily reachable. Check it is easily reachable. Check it is easily reachable.	Choir. Choir. GLR.	Each month. Each month. Weekly.	
Accident/injuries	Anyone.	There is a first aid box in the sink room	No. At least one member of the team has been a trained first-aider in the work environment.	N/A.	N/A.	
Personal attacks (verbal)	Anyone.	The team members are all part of the council, which is where the main actions on this issue are managed.	Stop personal attacks immediately (none have occurred to date).	All team members.	As they occur.	
Tiredness and hunger	Anyone.	Tea and coffee are available in the sink room. The meetings are less than two hours long.	No. The participants do not need feeding at the meeting.	N/A.	N/A.	
Catching contagious diseases	Anyone.	Social distancing is now the norm for all gatherings.	All team members to stay away when they are ill.	All team members.	Every meeting.	
Allergic reactions	Anyone allergic to perfume may have an allergic reaction.	Managing the air flow in the meeting room by use of the windows.	All team members to refrain from using excessive perfume.	All team members.	Every meeting.	



Chaplaincy of - St. Alban's Church Copenhagen

Activity risk assessment - including holidays and trips

Activity: Finance Sub-Committee **Date of first risk assessment:** 10th March 2020
Location: St. Alban's Church **Time/frequency:** Monthly
Name of leader with responsibility: Graeme Lloyd-Roberts **Date to be reviewed:** 10th March 2021

Loss of income due to misappropriation of physical cash.	The church as a whole through loss of income, the cashiers and the treasurer through loss of reputation.	A process for the managing of cash donations to the church is being developed, including appropriate checks and reporting.	The process needs to be finalised, approved and brought into service.	All team members.	By the time that the church is fully open to visitors again.	
Loss of income due to poor exchange rates or non-ability to pay physical cash into the church accounts.	The church as a whole through loss of income and the cashiers through loss of reputation.	A process for the managing of cash donations to the church is being developed, including the management of foreign cash.	The process needs to be finalised, approved and brought into service.	All team members.	By the end of 2020.	
Loss of income due to misappropriation of electronic money (internal, e.g. embezzlement).	The church as a whole through loss of income, the chaplain, the churchwardens, the finance committee and the treasurer through loss of reputation.	A process for the managing of church spending has been developed and will be approved and brought into use this year.	The process needs to be brought into service.	All team members.	By the end of 2020.	
Loss of income due to misappropriation of electronic money (external, e.g. hacking of passwords).	The church as a whole, through loss of income.	Church funds are held by a large bank, so losses through attacks on the bank will be reimbursed.	Processes for the management of passwords and account rights should be made.	All team members.	By the end of 2020.	
Church funds invested in unethical funds.	The church as a whole, through loss of reputation.	The chaplain is an ex-officio member of all meetings regarding money.	A policy of ethical investment should be made and approved by the council.	All team members.	By the end of 2020.	
Loss of income due to external issues (e.g. a	The church as a whole through loss of income.	The church's income is from a variety of sources.	The current arrangements of multiple income sources should become a policy approved by the council.	All team members.	By the end of 2020.	



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

Activity: Finance Sub-Committee **Date of first risk assessment:** 10th March 2020
Location: St. Alban's Church **Time/frequency:** Monthly
Name of leader with responsibility: Graeme Lloyd-Roberts **Date to be reviewed:** 10th March 2021

pandemic, a war or a natural disaster)						
--	--	--	--	--	--	--