

Parish of St John The Baptist, Westbourne and Woodmancote Churches

Risk Assessment: Regulation	<p>Purpose of Assessment</p> <ol style="list-style-type: none"> 1 Agree list of main risks to the church's mission 2 Agree the likelihood and level of identified risks 3 Agree all actions, and identify responsibility
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Probability Scoring = PS, Impact Scoring = IS, Overall Scoring = OS (PS + 2xIS). 1 = low, 2 = medium, 3 = high.

	Item Detail	PS	IS	OS	Action Required	Responsibility
1	Safeguarding	1	3	7	Policies in line with Disclosure and Barring Service for Children and Vulnerable Adults reviewed & annually at inaugural PCC meeting and displayed in Church and Hall. Maintain compliance with Diocesan Simple Quality Protects audit.	Parish Safeguarding Officer
2	Access Statement	1	1	3	Display on website	Churchwardens
3	Ecclesiastical canon law	1	2	5	Significant changes notified to clergy by Diocese	Rector
4	Data privacy notice	1	2	5	Display on website. Annually confirm Data Privacy Notice is still appropriate.	Churchwardens
5	Charity Commission Registered Charity 1130732	1	2	5	Charity number is legally required on all documentation Ensure annual returns are made and information kept up to date	Treasurer & PCC Secretary
6	Equal opportunities/ Employment legislation	1	2	5	Currently no one is employed by the PCC. Documents to be reviewed if this changes.	Churchwardens
7	Copyright: church services	2	1	4	All music without copyright clearance has been removed. All hymns are chosen from Hymns A&M. Streaming licence in place.	Rector and Director of Music
8	Copyright: Westbourne Magazine	2	1	4	Not known at present.	Editor: Westbourne Magazine

9	Hall Licensing – liquor, music & performance	1	2	5	Currently a Temporary Event Licence is obtained on a one-off basis. Licence to be displayed at the event.	Event organiser/ Hall manager
10	Hall Hire Agreement	1	1	3	Issued to all hirers	Hall manager
11	Lottery & gambling regulations	1	1	3	Annual fee paid in September for 50:50 Club, and as needed for individual events	Event organiser
12	Listed buildings	1	1	3	Complying with regulations through approvals and Faculties.	Churchwardens
13	General Data Protection Regulation (GDPR)	1	1	3	All personal data is held on a secure web-based server with limited access.	Administrator
14	Health & Safety Regulations				Health & Safety policy in place.	

NEXT REVIEW DUE July 2024

REVISION RECORD

REVISION	DATE	DETAILS	BY
Draft	25.03.20	Full review	PCC meeting
Draft		Risk review update	Jane Stuttard (JS), Karen Doye (KD)
Draft	31.12.20	Comments received reviewed & document finalised	Jane Stuttard & Marjorie Kipling
1	12.1.21	Final version	Marjorie Kipling
2	18.07.23	Review and update	Stewart Taylor
2	26.07.23	Approved	PCC meeting 26.07.23