



NW Church - Safeguarding Risk Assessment (data / records)

Activity:	Safeguarding Records / Data Held by the NWCC			Page 1 of	2
Address of storage:	Emmanuel Methodist Church, Huddersfield Rd, Barnsley S75 1DT	Assessment date:	Apr-25	Date of next review:	Apr-26

General information for all Risk Assessments:-

- All risk assessment applied to NW events, data and hazards – external event organizers will need to assess risks specific to their people, equipment and activities
- Volunteers & staff involved in events must be consulted on the risks and acknowledge receipt of this risk assessment.
- Activities must not be carried out where there is an unacceptable risk to people
- Copies of signed Risk Assessments / Safe Systems of Work / Permits-to-Work shall be provided to the NW Safeguarding Officer

REMEMBER – HIERARCHY OF RISK CONTROL: Eliminate, Reduce, Isolate, Control, use Personal Protective Equipment, if required

(1) Initial Risk Level is the assessed level of risk based on the control measures already in place.

(2) Revised Risk Level is the assessed level of risk based on the preventative and protective control measures put in place to reduce the risk further.

Activity	Foreseeable Hazard and Effect	People who may be harmed by the hazard	Initial Risk Level (1)	Minimize risk by:	Further Action Needed	Revised Risk Level (2)	Acceptable Risk? Yes/No
Actual Storage of Safeguarding Data	Breach of personal data (DBS, Safeguarding records, reports)	Church staff, workers, volunteers and public or hiring groups	Medium	Alison Hill (District Safeguarding Officer) The Church Safeguarding Officer's Handbook Connexional year 2022/3 pg15 - all data can be kept electronically	All paper copies to be scanned & destroyed	Low	Yes
Safeguarding Data	Breach of personal data (DBS, Safeguarding records, reports) & loss of data	Church staff, workers, volunteers and public or hiring groups	Medium	Needs to be kept for 75 years (& preferably electronically due to the volume)	Backups required & information to be passed on to future NW Safeguarding Officers	Low	Yes
Storage of Safeguarding Data	Breach of personal data (DBS, Safeguarding records, reports) & loss of data	Church staff, workers, volunteers and public or hiring groups	Medium	All data is kept on a web-based server, with password protected files	None	Low	Yes
Loss of Safeguarding Data from web-based server	Breach of personal data (DBS, Safeguarding records, reports)	Church staff, workers, volunteers and public or hiring groups	Medium	Keep a password protected back up USB on TMC premises (in the safe)	None	Low	Yes
Activity	Foreseeable Hazard and Effect	People who may be harmed by the hazard	Initial Risk Level (1)	Minimize risk by:	Further Action Needed	Revised Risk Level (2)	Acceptable Risk? Yes/No

Storage of Back Up Data	Breach of personal data (DBS, Safeguarding records, reports)	Church staff, workers, volunteers and public or hiring groups	Medium	Keeping a password protected back up USB on TMC premises (in the safe)	None	Low	Yes
Password for the USB	Breach of personal data (DBS, Safeguarding records, reports)	Church staff, workers, volunteers and public or hiring groups	Medium	Only 3 people have the password (minister, NW safeguarding officer & an independent NW church member)	None	Low	Yes
Access to the data on the USB	Breach of personal data (DBS, Safeguarding records, reports)	Church staff, workers, volunteers and public or hiring groups	Medium	3 people have access to the data but do not have direct access to the safe (keys held by 2 other independent people)	None	Low	Yes
Fire safety of Data	Fire in the chapel	The data	Medium	USB kept in a locked room within a fire proof safe	none	Low	Yes

I confirm that this NW *Risk Assessment* has been discussed with the relevant people (safeguarding officer, minister & worship steward) & shall be circulated to all those involved.

Name: Alison Padgett

Signed: *Alison Padgett*

(On Behalf of NWC)

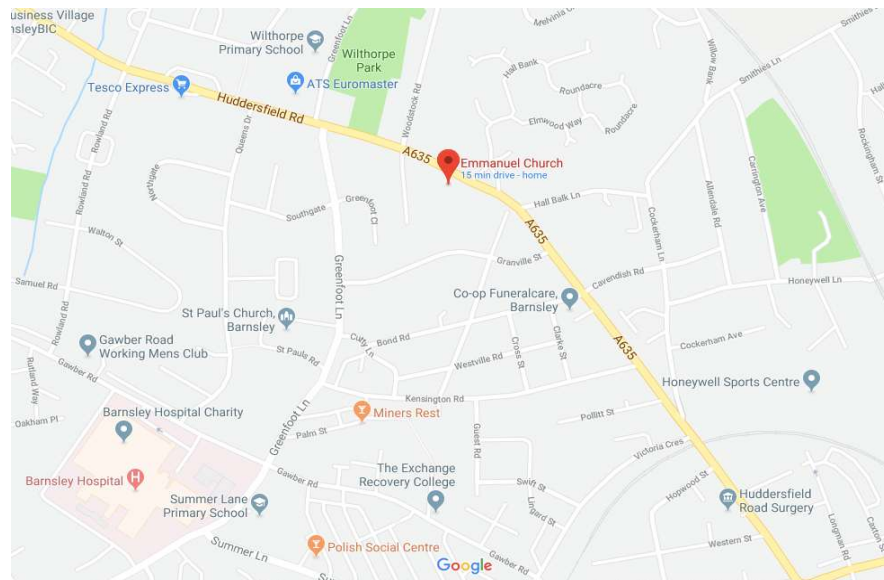
Date: Apr-25

I confirm that I am aware of this risk assessment and will take all reasonable care in not to endanger myself and others.

NAME	SIGNATURE	DATE
Alison Padgett (NW Safeguarding Officer)	<i>Alison Padgett</i>	Apr-25
Lyn Gregg (Minister)		Apr-25
Claire Woodward (NW independent church member)		Apr-25

APPENDIX A – Hospital location and contact details

Address: Barnsley General Hospital, Gawber Road, Barnsley S75 2EP
Phone: Tel: 01226 730000



Please inform an NWCC Representative of any incident or accident – accidents must be recorded in the accident book, located in the ground floor kitchen with the first aid kit

APPENDIX B – Emergency services contact details

Emergency Details – emergency services can be contacted by dialling 999 or 112 from a mobile

EMC Contact Details	Rev Lyn Gregg	Minister	tel: 01226 663057	lyn.gregg@methodist.org.uk
	Donna Doughty	Booking Secretary	tel: 07868 507776	emcbarnsley@outlook.com
	Alison Padgett	Safeguarding Officer	tel: 07930 561210	alison@padgettatoz.co.uk

Fire	Barnsley Fire Station, 56 Broadway Barnsley, S70 6QZ, General Enquiries: 0114 272 7202	South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG, tel: 0114 272 7202
Ambulance	Yorkshire Ambulance Service, 13 Industry Rd, Barnsley S71 3PQ, tel: 0845 124 1241	Barnsley District General Hospital, Gawber Road, Barnsley, S75 2EP, tel: 01226 730000
	Dial 101 for medical non-emergencies or other non-urgent issues	
Police	Commerce House Police Station, Westgate, Barnsley S70 2DJ, tel: 0114 219 6905	South Yorkshire Police Headquarters, Carbrook House, Carbrook Hall Rd, Sheffield S9 2EG, tel: 0114 219 6905

Locations of First Aid Kit	First Aid Kits and Bandages are located in the 'ground floor' and 'lower ground floor' kitchen cupboards. The cupboard doors are clearly marked.
Location of Fire Extinguishers and Fire Blankets	Fire extinguishers are mounted on the walls throughout the building on all floors. Fire blankets are mounted on the walls in the 'ground floor' and
Location of Muster Point	The Muster Point (emergency assembly point) is at the grassed area near the church along Huddersfield Road towards Barnsley town centre
Environmental Emergency	Substances hazardous to health or unknown substances are not allowed in the building