| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| *Risk of violence, theft or vandalism by a visitor* | *Church representative present in building* | *We have more than one person present in the church during sessions* | *No* | *N/A* | *N/A* |  |
|  |  | Visitors are never left alone in the church | No | N/A | N/A |  |
|  |  | A record is kept of who attended during each session | No | N/A | N/A |  |
|  |  | A mobile phone is always carried by the representative and the land line is available in two separate vestries. |  |  |  |  |
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