

THE PARISH OF ST. GEORGE'S WORCESTER

CASH HANDLING REF. NO. 013		
Hazards associated with this activity		
Physical / verbal abuse Lone working	Theft / robbery Security	
CONTROL MEASURES		
<p>It is not realistic or cost effective to employ the services of a Security Company to handle the cash and deposit it with a Bank. All persons involved with cash handling, counting and depositing it with a bank must:</p> <p>Never handle, count or deposit cash alone.</p> <p>Vary times and routes when transferring money to bank.</p> <p>Not keep large amounts of cash in safes.</p> <p>Locate cash handling sites away from entrances & exits of offices/buildings.</p> <p>Locate safes in an area away from entrances and exits.</p> <p>Ensure controls are in place regarding the access of visitors, clients, contractor to the areas where the money is being counted and the safes are situated.</p> <p>Always be counted in working hours only.</p> <p>Ensure doors & windows are secure to prevent unauthorised access when money is being counted.</p>	<p>Ensure that access to the safes is restricted and controlled. The keys should be held by responsible persons and not given to anyone who is not authorised by the Parish Priest to hold them.</p> <p>Adhere to the insurance requirements on the maximum amount of cash to be kept during working hours.</p> <p>Adhere to the insurance requirements on the number of people required when transferring cash to the bank.</p>	
<p>Having reviewed the above in the context of the activity you are assessing, use the space below to record any actions that are needed for safety - (also state if OK & no action needed)</p>		Responsibility & target date
<p>Review the process with the parish secretary and Deacon Paul to ensure maximum safety and security.</p>		<p>Co-Ordinator July 2017</p>
<p>Groups/people affected: Employees and volunteers</p>		
<p>Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people</p>	<p>Signed: Print: J STEVENSON</p>	<p>Date: JAN 2017</p>
<p>Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)</p>	<p>Signed: Print: FATHER BRYAN</p>	<p>Date: JAN 2017</p>