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| **Department:** | **Service:** | **Reference:** |
| **Activity:*****Handling or banking of money*** | **Site:** |
| **People at Risk:*****All personnel carrying out this task*** | **Additional Information:** |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Carrying of money in public places*** | ***Personal injury arising from violence or assault*** | *H* | ***The handling of money is kept to a minimum. Where feasible the courier or external security company is used. However, where regular handling of cash is required, for example banking school dinner money, the following precautions are adopted:***1. ***Efforts are made to vary the time of day when this task is carried out***
2. ***The banking is carried out by various members of staff at different times to prevent the establishment of a pattern. The use of different cars is also considered for the same reasons. Cars should be insured for this purpose.***
3. ***Alternative routes are used, where possible.***

***When this activity is being carried out, the member of staff should be accompanied by a colleague, where possible, for added safety.*** | *M* |  |
| ***Carrying of money in public places******(continued)*** | ***Personal injury arising from violence or assault*** | *H* | ***No member of staff will be placed at risk. If threatened with violence whilst carrying money in the course of their duties then the cash must be handed over. Staff must not make any attempt to fight or restrain an assailant.*** | *M* |  |
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