


GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CASH HANDLING

PART 1 : ADMINISTRATIVE DETAILS


Section/Establishment Name: Charlesworth VC Primary School

Date of Assessment	03.05.18	Date of Issue	03.05.18
Assessment carried out by	Neil Flint	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
				✓

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment: Neil Flint

Signature: 

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Assault / Robbery Personal Injury	The handling of money is kept to a minimum. Other methods of payment are encouraged where possible.	✓	SBA FOCS Teachers	<ul style="list-style-type: none"> ➤ Reorganisation of server location will release space in the SBA office to deal with cash as opposed to the open office space 		
	Dates of banking are not advertised or publicly displayed.	✓				
	All cash counting is done in a private office, out of sight of the general public with the door locked (preferably in the office containing the safe where cash will be locked away at the end of the day).	✓				
	All cash taken at events is kept in a secure box out of sight of the general public where no one can surreptitiously gain access and locked away if left unattended.	✓				
	Any large denomination notes are kept separately from the small change float	✓				
Banking cash	An approved courier or external security company is used.	X	Head SBA	<ul style="list-style-type: none"> ➤ Need to arrange for security collection or that two members of staff organise banking ➤ Investigating Parent Pay to use digital payments and avoid cash. 		
	Banking is carried out at varying times / days by authorised staff only.	✓				
	2 members of will carry out banking. If parking close to the bank is not available one member of staff will be dropped close to the bank whilst the other goes to park to avoid carrying cash long distances.	X				
	Cash is carried in different bags	✓				
	Differing routes to the bank are used to avoid a pattern.	✓				
	Cash is banked by different authorised staff.	N/A				
	If staff are threatened with violence whilst carrying and collecting money in the course of their duties, they are instructed to hand the cash over without putting up any resistance.	✓				
	Staff are briefed to try to get a good look at the assailant without being aggressive.	✓				
	Banking is carried out regularly to avoid having to bank large sums of money which have built up.	✓				

