



# CASH HANDLING

## Risk Assessment

PROBABILITY OF NEGATIVE EVENT	SEVERITY OF OUTCOME		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	Trivial Risk	Acceptable Risk	Moderate Risk
Likely	Acceptable Risk	Moderate Risk	Substantial Risk
Very Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Descriptive Risk Rating	Interpretation
Moderate Risk	<b>Moderate Risk</b> is adequately controlled but further more stringent controls may be applied. Work can continue but corrective actions may need to be considered and a plan to implement them should be drawn up.

## What Are The Hazards?

- Robbery and theft. Danger of a serious injury.
- Infection caused by counting coins and notes.

<b>Who Might be Harmed and How?</b>	<ul style="list-style-type: none"> <li>- Harm to employee or management in the case of robbery.</li> <li>- Infection.</li> </ul>
<b>What can we do about it?</b>	Cash handling policy in place, including cash handling/cash transit procedures, staffing levels, dealing with customers and opening hours.
<b>What Should an Employee do?</b>	<ul style="list-style-type: none"> <li>- Follow all cross campus security measures.</li> <li>- Tills emptied regularly.</li> <li>- Cash locked in safe immediately.</li> <li>- Cash only counted in locked office.</li> <li>- Money lodged to ATM where possible.</li> <li>- Best practice procedures always to be adopted and followed for bank lodgements.</li> <li>- Use of gloves and disinfectants</li> </ul>