

## **WOUGHTON COMMUNITY COUNCIL SAFETY PROCEDURE FOR RECEIVING AND BANKING CASH**

Woughton Community Council has a duty of care under the Health & Safety at Work Act to its employees. It therefore undertakes regular assessment of its work activities to assess the safety of daily working practices.

Members of staff who are required to deal with cash in the office or outside of the office could find themselves in difficult situations. The Community Council has a duty to protect its employees from harm and as such will instruct staff on how to deal with difficult situations.

Staff who handle cash should always consider the following:-

- Be vigilant when taking cash from members of the public at the reception desk.
- Ensure all cash, cheques and proof of payment(s) are handed to The Responsible Finance Officer or Finance Assistant immediately to ensure it is kept locked in internal safe.
- Think about your personal safety, if attacked surrender the cash.
- Vary the route and time of day when you visit to the bank so your movements cannot be predicted.
- Bank cash regularly to keep cash on the premises to a minimum.
- A member of staff should sit in the office with The Responsible Finance Officer or Finance Assistant whilst cash is being counted.
- A minimum of two (2) persons to take cash off site and to the bank, one of which **MUST** be The Responsible Finance officer.
- Check the area outside your premises before leaving the premises or bank.
- Always place bank cash bags inside a plain bag to avoid drawing attention to the fact that you are carrying cash
- Avoid using quiet streets and alleyways. If possible, you should use a busy route. Establish vulnerable spots on route and maintain extra vigilance in those areas.
- Be vigilant when at the bank.
- The Responsible Finance officer is responsible for collecting receipts for all cash banked, an excel spreadsheet is completed prior to banking cash for audit trail purposes.

<b>Last review date:</b>	<b>August 2021</b>
<b>Next review date:</b>	<b>August 2022</b>
<b>Lead:</b>	<b>Operations Manager</b>
<b>Overseeing Committee:</b>	<b>Finance and resources committee</b>
<b>Approved:</b>	
<b>Review cycle:</b>	<b>Annually</b>