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| **Guidance for Handling Cash** | The Catholic Parish of St Catherine, Penrith |

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| For the most part most cash handling does not involve large sums, however it is important for the safety of all involved to take reasonable precautions to ensure that the way you manage cash handling avoids the risk of violence and threatening behaviour towards your employees, volunteers and clergy. |
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| **Cash Handling** |
| Avoid cash handling by encouraging donations or payments to be made electronically where possible. |
| Store cash in a safe and keep the key or code secure from unauthorised persons.  DO NOT leave the key hanging on a hook by the safe or on the church key ring. |
| Keep charity boxes to a minimum, make sure they are securely fastened and regularly emptied. |
| Use a strong cash box when collecting cash and try to involve 2 people in the process of collecting money so that one person can act as look out. |
| Check your premises for potential criminals when locking up. Look in toilets, store rooms and other concealed areas. |
| Count cash away from and out of view of members of the public and as far away as possible from areas to which members of the public have access. |
| Money counters should be located in a secure place and try to avoid people working by themselves.  DO NOT allow people into the money counting area if you don't know who they are. |
| Transfer money to the bank regularly to avoid a build-up of cash on the premises. |
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| **Transferring Money** |
| **People should put their safety first**. If they are attacked then they should surrender the cash. |
| Try to vary the time of day and the route to the bank to avoid people identifying a pattern to your movements. |
| Bank money regularly to keep the amount of cash in transit to a minimum. |
| If you have to take large sums of money to the bank then you will need to take extra precautions such as making a few trips to reduce the sum being transported, travelling in pairs etc. |
| Avoid using quiet streets and short cuts through alleyways etc. |
| Try to involve more than one person when taking money to the bank. |
| Other people can act as look out and a witness should anything untoward happen. |
| Choose people suited to the task for example, people who are physically fit. |
| Avoid the same person visiting the bank if possible. Have a rota of people. |
| Use secure bags or unmarked containers to carry cash and don't draw attention to them. |
| Keep a look out for suspicious activity such as someone watching you closely or following you. |
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*This guidance has been adapted from the SafetyToolbox Limited guidance(19/12/2014)*

Written by Rosemary Oakley, Health and Safety representative, St Catherine, Penrith with Chapel of St Wulstan, Alston. Date…1st November 2016

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