

### What are the hazards and how might they harm?



Exposure to extreme weather conditions



Violence and verbal aggression



Slip or trip injuries from damaged flooring or uneven ground/poor lighting



Manual handling injuries from lifting/carrying heavy bags

### What PPE should the individual wear?



All officers to wear:  
Safety glasses with side shields, stab vest, safety boots, body protection – suitable for task, hi-vis vest/coat in poor visibility

### What other precautions should be taken?



Torch to be carried for patrols



Radio and/or mobile phone to be carried

## Cash handling and collection from pay stations

### Safety Task Card STCSO 06

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

### Safe System of Work

#### Avoiding conflict

- All officers to be trained in personal safety in workplace, conflict management and incident deescalation with assignment instructions documented.
- All officers to hold SIA licence.
- All officers must be over age of 18 and have received clearance to complete cash collection at site – the collection must be completed by two officers.
- Vary route and times of collection – do not inform other personnel outside of Compass of route/times and schedule.
- Officers to keep in radio contact with Security office and report and concerns.

#### PPE

- In addition to the normal PPE of stab vest/hi vis if appropriate/safety boots, officers to wear safety glasses with side protection to prevent possible eye injury from liquids being thrown.

#### Manual handling

- Use correct lifting techniques limiting coinage weight to 5kg manual carry/lift use trolley for main movement.
- Route to be checked to ensure no obstacles/uneven ground/poor lighting; where possible use a trolley to collect or backpack to even out the weight distribution.
- All cash movement to be in lockable cash trolley or suitable unmarked lockable bag/backpack for purpose.
- Do not engage with assailant with weapon – retreat to safe distance to observe and contact police to attend – prevent others accessing area.

If you have any concerns, stop and speak with your line manager before proceeding.

## Cash handling and collection from pay stations continued

Safety Task Card  
**STCSO 06**

List any additional hazards or risks you have identified and control measures required to manage these.

### SOP (Standard Operating Procedures)