|  |
| --- |
| **Safety Task Card** |
| **SO7** |  **Cash Handling and Pay stations**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Moving and handling of heavy coin bags Camera clarity and visibilityTargeted attack and theft of monies during collection | Back injuries as a result of insufficient training and awareness; Cameras not working; No clear line of sight of pay machines; vulnerability of staffVarious routes of egress; insufficient people to support during task; assault and injury; property damage; insider knowledgePhysical assault injuries from attempted theft of collection monies; verbal aggression due to faulty equipment; inability to identify perpetrators |
| **Safe System of Work** |
| **Induction and training*** All operators to be trained completed during induction and refreshed every two years, or following any instance of manual handling injury as required

**PPE*** Risk assessment of local area and risk of theft/violence appropriate PPE to be supplied which may include:
* Stab vest, gloves, safety shoes .Are to be worn by Security Officers and Car Park attendant during all/any cash collections and transportation. Outerwear is to be worn as required, weather dependant.

**Fault Reporting*** General Office staff are to report faults relating to alarms to line manager
* Patrolling Security Officers are to regularly check the General Office alarms and will notify Security Control prior to any testing undertaken
* Security officers will report any faults in relation to Pay Stations or cash collection points to line manager

**Camera Clarity and Visibility*** Pay stations are in sight of external/internal cameras
* PPM in place for cameras; check with supplier and client
* Cameras are monitored 24 hours per day by a Security Officer located within Security Control

**Targeted Attack/Theft*** Pre- employment checks completed including CRB on all Security and Car Park Attendant staff
* Varying collection times are allocated and is dependent on activity levels at any one time within the hospital
* Two Security Officers attend to all collections at all times and supported by a Car park Attendant for Pay Station collections
* A secure box is to be used on wheels is used to transport monies; currently transportation consists of cash bags placed within an open trolley
* CCTV monitoring is conducted throughout cash collections
* Two way communication between Security Control and Attending Security Officers is maintained at all times where possible

REFER to: Security SOP 06, COM 08 violence at work |
| **Site Specific Actions**List any actions required in addition to the above safe system of work |
|  |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

|  |
| --- |
| **Safety Card Training Record** |
| **SO07** |  **Cash Handling** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date | Trainer |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |