

# SAFETY IS YOUR RESPONSIBILITY



## EMPLOYEE SAFETY DURING CASH TRANSIT

As an employer it is YOUR responsibility to ensure that measures are in place to safeguard the health and safety of your employees while they undertake the duties of their employment.

### ADVICE TO EMPLOYERS

- Employees who carry cash to and from banks or post offices run the risk of falling victim to attack and theft. Such robberies may be planned in advance and can involve physical violence.
- Employers have a legal duty under the Health and Safety at Work Etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees. This responsibility extends to protecting employees from assault during the course of their duties at work.
- The use of specialist cash handling companies is the preferred option for many businesses when arranging cash transfers. However, where employers make their own arrangements for transferring large amounts of cash, a full **risk assessment** of the activity should be carried out and measures to reduce the risks to the employee(s) involved must be implemented.
- The risk assessment should take account of the likely hazards involved with the activity and any control measures already in place to reduce the risk of harm occurring to the employee(s). Any further action to reduce the risk as far as is reasonably practicable can then be decided upon and implemented. This should include procedures to follow in emergency situations.

Safety tips overleaf →

## SAFETY TIPS FOR HANDLING CASH



A list of safety tips for cash transit activities is given below. Implementing these measures may help to reduce the risk to employees.

**It is important to note that this list is not exhaustive and your own individual risk assessment may also identify risks in specific circumstances that can be controlled in different ways.**

1. Send two or more people if the risk justifies it.
2. Use vehicles if possible and transfer cash in secure areas.
3. Ensure the minimum number of persons know your cash handling arrangements.
4. Vary the time and routines of cash transit.
5. Make those employees involved in cash transit are fully aware of the risks and procedures to be adopted for safe cash transit which should include the following:
  - a) If on foot use busy streets and walk facing the traffic to avoid attacks from behind.
  - b) Avoid using the same route.
  - c) Avoid back streets.
  - d) Carry a personal alarm in a readily accessible position.
  - e) Take steps to avoid making it obvious that you are carrying money.

If you require more detailed advice tailored to your individual circumstances, then contact your local Police Crime Prevention Officer or your Insurance Company.

**Remember that failure to provide a safe system of cash handling could lead to prosecution of an employer under the Health and Safety at Work Etc Act 1974.**

**For further advice on employment health, safety and welfare issues or any other aspect of health and safety, you can contact the Health and Safety section of Environmental Health Services on (0113) 24-77791 or [env.health@leeds.gov.uk](mailto:env.health@leeds.gov.uk)**

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