



## Cash Handling & Hold Up Risks.

Although the risk is minimal due to the value of cash sums dealt with, the following is to be adhered to:

- All cash sums taken during normal business activities are to be passed to Joanna Dunmill or Colin Dunmill for scanning and putting in the site safe.
- In the event of a robbery being carried during working hours, any staff members involved are to avoid confrontation and to advise the assailant that only small amounts of cash are dealt with on site as 99% of our business is carried out with account customers. If there is any cash currently held, hand it over.
- When safe to do so dial 999 and provide CCTV footage.
- At no time is any member of staff to put themselves or anyone else in harm's way.