

Risk Assessment Form

Location/Dept: Kiosk / Shop		Date Assessed: 08.07.2020		Assessed by: Andy Pearson			
Task/ Activity: Handling cash		Review Date: As necessary, following Government revision and guidance.		Reference Number:			
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Handling cash transactions	Catching Covid 19	Staff, customers.	<ul style="list-style-type: none"> Contactless payment will be taken wherever possible and card readers will be in such a way as to maintain social distancing efforts. Correct cash only will be considered where customers deposit the correct cash within a designated box. (Cash handlers must wear gloves). Customers are informed that change cannot be given when paying by cash transaction (Kiosk). Contact between staff and customers at points of service will be minimised by using screens or social distancing. Cash box will be sanitised before end of day transfer to finance department storage box. Shop/kiosk staff are not to count money taken at end of day, cash to be kept in sealed container. 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Cashing up, transferring cash to finance department	Catching Covid 19	Staff	<ul style="list-style-type: none"> All cash handlers must wear gloves. Cash counting is only to be undertaken by Finance Manager or Finance Assistant. All cash is to be placed in a designated container with the date of deposit marked on the container and left in a securely locked drawer or cupboard. 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Banking	Catching Covid 19	Staff	<ul style="list-style-type: none"> • Designated staff only to take cash to banks. • Staff will follow the banks social distances measures and make themselves familiar with the banks Covid 19 control measures that are in place, prior to visiting. • Staff taking cash to bank will maintain social distancing when handing over cash or cheque deposits. Staff must wear a face covering. 	5	1	5	
Travelling to bank	Catching Covid 19	Staff	<ul style="list-style-type: none"> • Staff using company vehicles will follow the centres Covid 19 vehicle cleaning policy. • Staff will follow Covid 19 vehicle cleaning instruction/information sheet located in each vehicle. • All door handles will be wiped with anti-bacterial wipes or sanitizer spray prior to entering the vehicle. 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so