

Regents Canoe Club

Risk Assessment - Cash Handling



Risk Assessment for:	Assessment undertaken:	Assessment next review:
Regents Canoe Club, 16-34 Graham Street, London N1 8JX	Date: June 2015 Signed: Post: Chair	Date: June 2016

Significant Hazards	People at risk from identified hazards	Existing controls / where information may be found Further actions necessary to control the risk
Loss of Club Funds	Anyone handling club money	Try to avoid carrying large sums of club money. Hand cash to the Treasurer as soon as possible, or any other Committee member available. The Treasurer should try to attend site once a week or fortnight in order to collect cash from members All Committee members have agreed to be onsite at least once a month throughout the calendar year
Mugging / theft on site	Anyone handling club money - duty officer, trip organiser, equipment officer	No cash to be kept on site. Encourage use of cheques for transactions over £10 value. Where possible, use online banking transfers. Where possible, try to have second person around when handling cash and ensure person leaves the site safely with the cash.
Mugging / theft on way to bank	Treasurer	Try to make regular smaller deposits, especially of cash. Where possible, avail of online banking transfers.