

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: April 2019 Signed: Mark Donaldson Post: Chairperson | Date: September 2019 |

| 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 - duty officer, trip organiser, equipment officer | Try to avoid carrying large sums of club money. Hand cash to the Treasurer as soon as possible (or any other Committee member available) or transfer to club bank account. |
| Mugging/ theft on site | Anyone handling club money - duty officer, trip organiser, equipment officer | No cash to be kept on site. We now accept card payments for new members' evenings, pool sessions and kit hire and encourage this as the main form of payment. Cash should only be used for guests on a Monday (guests on a Thursday can pay via the equipment officer) and social events throughout the year at the discretion of the Treasurer. 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 | Anyone handling club money - duty officer, trip organiser, equipment officer | Try to make regular smaller deposits, especially of cash. Where possible, avail of online banking transfers. |