

Personal Safety & Cash Handling

If your work involves collecting cash, you must be extra vigilant with regards to your personal safety.

Assess the risks: Proceed only when there are no potentially unacceptable risks to your person.

If you do proceed:

- Record your movements: Enter as many details as possible of the location you are visiting, what your movements will be and when you expect to return, in a register accessible to your colleagues.
- Arrange to contact someone once you have finished your shift to let them know you are safe.
- Know your route: how to get there and back – find out about the entrances/exits in the buildings you are visiting.
- Try not to make it obvious that you are collecting money.
- Try to avoid visiting the same places at the same times on a regular basis. If possible, vary your route and your timings.
- Carry the cash in a bag that looks inconspicuous; make sure that any coins are not making a noise as you move.
- Avoid careless talk, particularly when you can be overheard. Go straight to your drop-off point after you have finished your shift.
- Walk in the middle of the pavement, towards oncoming cars to avoid curb crawlers.
- Trust your instincts – get away immediately if you feel threatened or uncomfortable.
- Consider carrying a personal alarm – know how to use it to shock and disorientate an attacker giving you time to get away.

Remember: If you find yourself in the rare situation of being mugged or attacked, *hand over the money – do not resist*. Your aim is to get away. *Money can be replaced – you cannot!*