

Description of Activity:		Dealing with Monies Collected.		Date: . . .			Assessment No:	
Interest Group:				Name & signature of person completing check list:				
Hazard No.	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm or concern e.g. Robbery/Loss/Accounting error	People Affected List groups of people who may be at risk e.g. Members.	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards/ Advice and support from other colleagues/ SLH&D Policy Document	Level of Risk After Control in Place Decide on the level of risk remaining.			Further Action Required List further action required to control significant risks. If there are lots to do, make an action list.	
				High	Med	Low		
(STEP 1)		(STEP 2)	(STEP 3)				(STEP 4)	
1	Money collected for trip getting mislaid/stolen.	All Leaders	Request all monies are paid by cheque to reduce cash carried. Keep money in secure location and restrict information. Hand money to Treasurer or take money to bank within 7 days of collection.			X		
2	Ensure value of money collected		Total up amount of money and amount written down on collection form and compare totals. Get a second person to check both amounts.			X		
3	Dealing with money in hand.		Hand money to Treasurer or take money to bank within 7 days of collection.			X		
4	High value of money collected		If value is deemed high, take a second person along.			X		
5	Holding excessive money at home	All Leaders	Maximum of £50 allowed to be held at home.			X		

Action Timescale Guidelines:

High Risk – Action Immediately; Medium Risk – Action within 2 months; Low Risk – Re-assess after next review