

Self-inspection checklist



Risk management for cash handling (security)

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location:		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

The risk: Failure to secure premise resulting in theft of cash.						
		Yes	No	N/A	Comments	Completed (date)
Working with cash						
	A formalized cash handling procedures is provided (includes opening and closing activities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All efforts have been undertaken to reduce the amount of cash transactions (i.e. credit card & eftpos provisions where possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Cash is removed from tills frequently and counted in a secure room away from general populace (also reduces the amount of cash within a till at any one time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Where the cash till route to the counting room exceeds about 20 m, we have two staff members carrying the cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	At the end of the day, cash drawers are left open and signs saying no cash are prominently displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We greet all customers where possible (reduces their anonymity and lets potential robbers know you are paying attention)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Workers are trained (at least yearly) in what to do in the event of a robbery/armed hold-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working during high risk times and working alone						
	Rosters are arranged so more than one person is working if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Public access to the business is restricted if workers are working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Workers always have a way of quickly and easily contacting management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Workers have access to personal duress alarms and panic buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Systems						
	Closed circuit television cameras (with record facilities) provide clear vision at point of sale (POS), cash counting and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	There is an electronic sensor system to alert workers to customers in the premises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Design						
	Bright internal and external lighting is provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Workers have a safe area they can retreat to if a robbery or other threat occurs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Counters and floor spaces designed to reduce the risk of physical violence (e.g. solid exterior doors, internal mirrors, window bars or grills, secured rear access etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	A strong and reliable cash safe is provided, out of public site, securely fixed to a permanent building structure, CCTV coverage, a seismic sensor is provided upon, keys kept off site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Banking (transporting cash)						
	A cash pick-up service has been engaged	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	If we do our own banking, travel is done by more than one person and at different times	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	The bank is close to our premise and the route is varied, so too are the times	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Persons carry personal duress alarms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Persons are trained in the procedures to carry cash safely	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.