



PERRY SCOTT NASH  
*associates limited*

## SIMPLY SAFE – APRIL 2009

### CASH SAFETY – HANDLING AND TRANSPORTING

The Management of Health and Safety at Work Regulations 1999 requires employers to risk assess all hazardous work activities. Handling and/or transporting cash is considered a hazardous work activity; therefore a suitable risk assessment must be in place. With the current economic climate, there is a greater risk of premises being targeted for robberies; therefore suitable written procedures and training will be required for the personal safety of any staff carrying out this activity. While generic risk assessments may be appropriate for other activities in the premises, a site specific risk assessment is required for cash handling. The safest control measure is always going to be to employ the services of a secure cash collection company, but where this is not possible, the following control measures will help to reduce the risk to your staff:

- Adequate training for all employees involved in cash handling covering specific hazards associated with the task/premises
- Documented procedures for carrying out the activity safely
- Avoid using the same route when going to the bank to deposit cash
- Vary the way regular activities are carried out – e.g. don't always do the banking on a Monday
- Place money in an inconspicuous bag – ensuring coins do not jingle
- Always take money into the back office accompanied by another member of staff
- Do not count large amounts of money in customer areas
- It is much safer to provide an escort for the person carrying the money, particularly if the cash sum is over £500
- Always use the closest bank - avoid travelling far distances with the cash
- Consideration of your geographical area – are you more prone to robberies than other sites?
- Only management should be aware of security codes e.g. for the safe
- Change other security codes regularly – especially when employees leave
- Ensure that cash is placed immediately into the safe – not left in the office
- Ensure that the amounts stored securely on site are within the insurance limits

This list is not exhaustive, and cash handling arrangements should be reviewed on an ongoing basis. Remember a life is worth more than any amount of money so the most important message for staff to remember is if they are approached or confronted....**ALWAYS** hand over the money....**NEVER PUT THEIR LIVES AT RISK!!!**

### A-Z OF FOOD SAFETY

**H is for..... Hot Food.** All cooked food must either be cooled quickly after cooking or kept hot for service. Always ensure that a core temperature of 75°C is achieved for high risk food to ensure it is safe to eat. Once cooked, keep food covered and if it is to be served hot, the temperature of the food must be maintained at 63°C or above and the food must not be cooked too far in advance. This will mean that equipment such as bain maries and hot plates will have to be maintained above this temperature. If microwaves are used for re-heating, always stir food to ensure that there are no hot or cold spots. Finally, as a last check just before service, look at the food to ensure it is piping hot and steaming.

Perry Scott Nash Associates Ltd, Perry Scott Nash House, 2 Arlington Court, Whittle Way, Stevenage SG1 2FS  
Tel: 01438 745771 Fax: 01438 745772 Email: [info@perryscottnash.co.uk](mailto:info@perryscottnash.co.uk) [www.perryscottnash.co.uk](http://www.perryscottnash.co.uk)



## WHATS NEW IN HEALTH & SAFETY?

### THE HEALTH AND SAFETY AT WORK POSTER IS CHANGING

Most of you will be familiar with the Health and Safety at Work Poster as you will have seen it displayed in your workplaces. Employers have a duty to display the poster in order to tell employees what they need to know about health and safety in the premises. This is a requirement of the Health and Safety Information Regulations 1989 which has recently been amended to The Health and Safety Information (Amendment) Regulations 2009. The recent amendment to the Regulations has led to a modified Health and Safety Law Poster being issued. The original 1989 Regulations required employers to write on to the poster the contact details for the local health and safety enforcing authority and Employment Medical Advisory Service (EMAS) office or give each employee the approved leaflet. This latest change means you will not have to add these details and the poster is being redesigned. The change comes into force on 6th April 2009. Old posters do not have to be replaced straight away but any new or replacement posters purchased after this date should be of the new type.

### HOUSEHOLD NAME "CORGI" REPLACED

CORGI is the UK's Confederation of Registered Gas Installers, and until 31 March 2009, Registration with CORGI was a legal requirement for a business or self-employed person working on gas fittings or appliances. On 1 April 2009, the new Gas Safe Register™ replaces the CORGI gas registration scheme as Great Britain's gas safety authority. By law, from 1 April, only Gas Safe Registered engineers should be employed to carry out work on gas installations or appliances, CORGI gas registration will no longer be valid. The scheme currently operated by CORGI will be replaced by the new Gas Safe Register™ (operated by Capita). The Gas Safe Register will be the **only** gas installer registration scheme approved by HSE from 1 April under the Gas Safety (Installation and Use) Regulations 1998. All gas installers wanting to undertake domestic and certain other gas work in Great Britain from 1 April will need, under those Regulations, to be registered with this scheme in order to be able lawfully to carry out any work on gas fittings, which includes gas appliances. The 120,000 engineers currently verified under the CORGI scheme are now registering with Gas Safe Register to enable them to work legally from April. Keeping the public safe is Gas Safe Register's top priority. If someone other than a Gas Safe registered engineer carries out gas work, you could be risking the safety of employees, visitors and customers as well as your property. Registered engineers will be identified with the new yellow Gas Safe Register logo, and every engineer will carry a Gas Safe Register ID Card with their own unique license number. The message from Gas Safe Register is clear. Before you have any gas work done, make sure you check that the engineer is registered. This can be done by checking the details on the back of their Gas Safe Register ID card or by calling 0800 408 5500 for verification.

**RIDDOR REMINDER....** As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report and record some work-related accidents by the quickest means possible. Premises must ensure that Perry Scott Nash is notified of all accidents and incidents as soon as they occur in order for us to decide if they are reportable under RIDDOR. If a customer has an accident and is taken to hospital directly from your premises, you must complete an A&I form on the same day and send it to us. If an employee has an accident which results in them being off work or unable to do their normal duties for more than three days, again we must be notified immediately, as we will have to report it to the Incident Contact Centre (ICC), who then report it to the relevant local authority. This must be done within 10 days. Where accidents are reported weeks or months later, Perry Scott Nash still have a legal obligation to notify the ICC, and this will almost definitely lead to a visit from the local authority, which may lead to the premises receiving heavy fines (amounts of which are decided by the local authority) so you must remember to report all accidents and incidents without delay!!!

Perry Scott Nash Associates Ltd, Perry Scott Nash House, 2 Arlington Court, Whittle Way, Stevenage SG1 2FS  
Tel: 01438 745771 Fax: 01438 745772 Email: [info@perryscottnash.co.uk](mailto:info@perryscottnash.co.uk) [www.perryscottnash.co.uk](http://www.perryscottnash.co.uk)

