

NHS Retirement Fellowship

Personal Safety and Cash Handling

Branch committees must address the need to ensure a high level of personal safety for their members in any activity or event organised by the branch.

A template check list for reporting any incident (Report of Unlawful Incident) is available in the Members' Section of the website or from Central Office

The following guidance on personal safety and the handling of cash is recommended for adoption by branches:-

Branch committees should request all members to pay their subscriptions and any other payments by cheque.

Branch committees could consider incorporating monthly entrance charges or charges for coffee / tea within their annual subscription fee (requesting one payment by cheque and taking advantage of the maximum gift aid reimbursement).

Treasurers or other members who collect cash at a meeting or during a branch activity should be extra vigilant with regards to their personal safety.

Put cash away as it is collected – do not leave cash out and visible.

All cash transactions(e.g. payments from petty cash; cash collected from members) should be recorded in a cash book and independent checks of cash floats and records should be made periodically by someone other than the person maintaining the petty cash.

Carry the cash in a bag that looks inconspicuous; make sure that any coins are not making a noise as you move.

Avoid talking about the cash that you are carrying or that you are going to a bank to deposit cash.

Try to bank any cash as quickly as possible.

Walk in the middle of the pavement towards oncoming cars, to avoid kerb crawlers.

If a car pulls up suddenly beside you, turn and walk in the other direction – you can turn much faster than a car.

Beware of someone who warns you of the danger of walking alone and then offers to accompany you.

Never accept a lift from a stranger or someone you don't know very well even if you are wet or tired.

One of the safest ways to carry things safely is in a small bag slung across your body under a jacket or coat. Ensure that it sits close to your body.

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!

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