

# SAMPLE FORM FOR THE RISK MANAGEMENT PROCESS



This form can help set out your risk management process for managing cash-in-transit security risks.

Using this form is not mandatory—you can use whatever means are most useful and practical to manage risks at your workplace.

<b>Customer Name</b>		<b>Branch of Business</b>	
<b>Date of Assessment</b>		<b>Assessor's Name</b>	
<b>Client Code</b>		<b>Servicing Branch/es</b>	
<b>Customer Address</b>		<b>Post Code</b>	
<b>Name of Contact</b>		<b>Telephone</b>	T:
		<b>Fax No</b>	F:
<b>Days of Service</b>	M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S <input type="checkbox"/>		
<b>When Required</b>	<b>Maximum Daily Value</b>	<b>\$ Collection:</b>	<b>\$ Delivery</b>
<b>Service Provided</b>	<b>Armoured</b>	<b>Non-Armoured</b>	<b>ATM</b>
			<b>Time</b>

<input type="checkbox"/> 2 Key Safe	<input type="checkbox"/> Banking Service	<input type="checkbox"/> Banking Service	<input type="checkbox"/> Replenishment	Travel Time <input type="text"/>
<input type="checkbox"/> Cash Collection	<input type="checkbox"/> Re-Carry	<input type="checkbox"/> Re-Carry	<input type="checkbox"/> Break Down Service	Survey Time <input type="text"/>
<input type="checkbox"/> Bulk Deliver	<input type="checkbox"/> Receipt for Cash	<input type="checkbox"/> Receipt for Cash		Admin Time <input type="text"/>
<input type="checkbox"/> Payroll	<input type="checkbox"/> Cheque for Cash	<input type="checkbox"/> Cheque for Cash		Km Travel <input type="text"/>
<input type="checkbox"/> Other	<input type="checkbox"/> Armoured Service			

Special Client Instructions:			
<b>Recommended Parking (see work site map)</b>			
<b>All security providers should vary parking within designated guidelines</b>			
<input type="checkbox"/> On Site	<input type="checkbox"/> Parking Meter	<input type="checkbox"/> Loading Zone	<input type="checkbox"/> Street
<input type="checkbox"/> Off Street	<input type="checkbox"/> Parking Station	<input type="checkbox"/> Loading Dock	<input type="checkbox"/> Designated (as per map)
Notes:			
<b>Street Directory</b>		<b>MAP REFERENCE</b>	
<b>MAP NUMBER</b>			

<b>SPECIAL SECURITY INSTRUCTIONS</b>			
<b>PAVEMENT HAZARDS (as per map)</b>			
<input type="checkbox"/> Offender Concealment	<input type="checkbox"/> Public Access	<input type="checkbox"/> Obstacles	<input type="checkbox"/> Access to Client Premises
<input type="checkbox"/> Lighting	<input type="checkbox"/> Approach Route	<input type="checkbox"/> Car Parks	<input type="checkbox"/> Poorly Visible Route
Comments:			
<b>CLIENT WORK SITE (Internal) HAZARDS</b>			
<input type="checkbox"/> Access	<input type="checkbox"/> Obstacle	<input type="checkbox"/> Areas of Concealment	<input type="checkbox"/> Public Access
<input type="checkbox"/> Fire Doors	<input type="checkbox"/> Stairwells	<input type="checkbox"/> Doorways	<input type="checkbox"/> Passageways
<input type="checkbox"/> Lifts	<input type="checkbox"/> Escalators		
Comments:			

CLIENT WORK SITE SECURITY FEATURES			
<input type="checkbox"/> Cash Office	<input type="checkbox"/> Hold-up Alarm	<input type="checkbox"/> On Site Security	<input type="checkbox"/> On Site Security Armed
<input type="checkbox"/> Access Control	<input type="checkbox"/> Closed Circuit Television Coverage	<input type="checkbox"/> Other	
Comments:			

COMMUNICATIONS	INITIAL WORK SITE	RE-CARRY WORK SITE
Vehicle to Control	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Unsatisfactory—Counter Measure (See Comments)	<input type="checkbox"/> Unsatisfactory—Counter Measure (See Comments)
Portable to Vehicle	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Unsatisfactory—Counter Measure (See Comments)	<input type="checkbox"/> Unsatisfactory—Counter Measure (See Comments)
Mobile Phone	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Unsatisfactory—Counter Measure (See Comments)	<input type="checkbox"/> Unsatisfactory—Counter Measure (See Comments)
TRANSPAC Mobile Data	<input type="checkbox"/> Not Applicable	
Comments:		

WORK SITE MAP / PHOTOGRAPH		
CLIENT WORK SITE HAZARD IDENTIFICATION AND RISK ASSESSMENT		
<b>Client Name and Address</b>		
<b>Assessed by</b>		<b>Date</b>
<b>Signatures</b>	<b>1.</b>	<b>2.</b>

To be completed by Security or Safety Officer for new client work sites for the delivery, collection and processing of cash.

Identify hazard, assess risk level (High, Med and Low), detail risks and suggest controls.

POTENTIAL HAZARD	PRELIMINARY RISK ASSESSMENT (Tick one box in each row)				RISKS IDENTIFIED
	HIGH	MED	LOW	N/A	
<b>EXTERNAL TO CLIENT'S PREMISES</b>					
1. Client entrance identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Vehicle park position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Vehicle to entrance walking route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Environmental (e.g. lighting, extreme temperatures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hazardous manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Entrance access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Transit route and time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Other external hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

POTENTIAL HAZARD	PRELIMINARY RISK ASSESSMENT (Tick one box in each row)				RISKS IDENTIFIED
	HIGH	MED	LOW	N/A	
<b>INTERNAL TO CLIENT'S PREMISES</b>					
9. Route to service point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Emergency exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Service point hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Hazardous manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Other internal hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### RISK CONTROL ACTION PLAN

Enter controls for the risks identified into the appropriate section of the Risk Control Action Plan, for example:

- Altering a door lock or using a trolley is an engineering control.
- Fencing off access to a piece of plant is an isolation control.
- Changing a security procedure or implementing correct handling for hazardous manual tasks is an administrative control.

RISK CONTROL ACTION PLAN				
TYPE OF RISK CONTROL	RISK CONTROLS	TIMEFRAME	DATE DONE	SIGN OFF
Elimination and substitution				
Isolation				
Engineering solutions				
Administration and training				
Personal Protective Equipment				
<b>Manager Name</b>			<b>Date</b>	
<b>Health and Safety Rep. Name</b>			<b>Date</b>	