

# SECURITY

There are varying security issues facing many community organisations – these can range from handling cash to complex physical security issues. Activities of many community groups can involve other groups or individuals, can involve some major risks, can involve a number of people coming together for a short period of time and the physical environment can be challenging ...security is only one part of this environment. It is critical that you assess all risks facing your organisation.

These Checklists are intended to provide a starting point for you to use to develop your own specific risk management checklists. Every group has specific risks to them – only YOU can identify them. Look and understand the risk management process at [www.ourcommunity.com.au](http://www.ourcommunity.com.au) and this will help prevent people being injured and save you from unnecessary concern and grief. While this checklist deals mainly with public safety there are other risks involved that you should attempt to identify that may deal with finance, planning, staff, law etc.

What potential risks have you identified?	Date Inspected	What Problem was Detected (if any)	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L (see Risk Chart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
<b>1. Security/Safety</b>								
All potential threats to security have been assessed: Bomb threat Armed hold up Civil disturbance Burglary Assault of employee/customer Other								
Entry and movement of people and vehicles to and from the premises is controlled.								
The allotment/log of duplication of keys is controlled.								
Equipment and materials that could be easily converted to cash have been identified and controls to prevent theft set up.								

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Where there are cash registers/check outs employees have been trained in what to do in the event of an armed hold up/threat.								
The issue of cash pick ups/drop offs to the bank has been assessed. No employee is required to make such a pick up/drop off alone or on foot.								
There are security controls in place to protect employees in 24 hour shift/ night establishments such as duress alarms, security cameras etc.								
Employees have been instructed on what to do if they should discover someone behaving suspiciously at/ near the premises.								
Safes are locked at all times and the door to the office/room where the safe is located is locked at all times.								
Do you have a written cash handling procedure?								
Are all car park areas are floodlit at night. No staff member is required to walk to the car park alone on arriving /completing an evening/night shift?								
Is there a cheque writing procedure and is it followed?								
Are there controls in place to ensure that no manager/employee responds alone to intrusion alarms at night or on public holidays/weekends when the premises are isolated?								
INSERT YOUR OWN								
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## Risk Chart

		LIKELIHOOD					
IMPACT	RATING		A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
	A	Catastrophic	High	High	High	High	High
	B	Critical	High	High	High	Medium	Low
	C	Marginal	High	Medium	Medium	Low	Low
	D	Negligible	Medium	Low	Low	Low	Low

MEASURE	IMPACT	Effect/description
A	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

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