

Security

Money

Cash is a primary target of criminals, and they will make determined efforts to steal it by stealth or forced entry (burglary), or by using or threatening force (robbery). Such theft can be opportunistic, or carefully planned.

Therefore any organisation which handles cash is at risk, and appropriate security measures should be taken. These measures begin with assessing the risk, then reducing the risk, and finally risk control.

Managing the Risk

Assessment of the risk: undertake risk assessments to identify potential risks and review the adequacy of existing security measures; this includes the existing arrangements and methods of cash handling, transit and storage.

Eliminating and/or reducing the risk: consider ways of eliminating and/or reducing the amount of cash on the premises; for example, by use of electronic transfer, more frequent banking, the use of secure internal cash movements, or the use of a Cash and Valuables in Transit (CViT) company.

Risk control: general physical security of the site and the buildings, and electronic security in the form of Intruder Alarm and CCTV protection should be in accordance with the guidance given in the **Security – RiskFix** guides. In addition, there are specific measures which should be implemented:

Safes: cash and other valuables should be kept in a safe which is of an adequate grade for the amount stored, as agreed with American International Group UK Limited.

- New safes should comply with latest enforceable version of the European Standard EN 1143-1.
- The safe should be sited within an approved intruder alarm protected area, and should be anchored in accordance with the manufacturer's instructions.
- Safes can be equipped with deposit facilities to enable cash to be regularly deposited without the need to open the safe, and time locks to restrict opening of the safe.
- Safe keys should be removed from the premises overnight.
- Combination codes should not be written down, and should be changed at least every six months.

Cash offices: are required where large amounts of cash are handled, and need to be strategically located and

securely constructed within the building. Construction of secure cash offices should comply with latest enforceable version of BS EN 356/BSEN 1063 – Resistance of Glazing to Manual/Ballistic attack, and BS EN 1522/1523 – Resistance of Structures to Ballistic attack. Helpful guidance to these standards is available at www.securedbydesign.com

Intruder alarm: The protection should include a 'silent' hold-up alarm, and a 'duress code' for use if staff are forced by robbers to unset the alarm, and specific 'opening/closing' times which are monitored by the alarm receiving centre.

Cash and valuables in transit: cash carryings may be undertaken by staff as follows:

Up to £2,500	1 able bodied adult
£2,501-£6,000	2 able bodied adults
£6,001-£12,500	3 able bodied adults

In excess of £12,500, cash delivery and/or collection should be undertaken by a CViT company. The Company should be accredited by the National Security Inspectorate (NSI), which ensures compliance with BS 7872: 2011 - Manned Security Services - Cash & Valuables in Transit Services (Collection & Delivery) - Code of Practice, and ensures that all CViT company staff hold appropriate Security Industry Association (SIA) licences.

Procedures: human element issues, relating to the management procedures primarily aimed at reducing the likelihood of an event occurring or how to react in the event of an emergency, also need to be addressed:

- **Vet new employees carefully, particularly those who are handling cash.**
- **Visitors: access and movement throughout the premises should be strictly supervised and controlled.**
- **Thorough and robust security procedures should be implemented, and regular audits conducted.**
- **Staff training: the need to comply with security procedures and to minimise the risks of theft and robbery should be made clear to all staff, and supervisory staff should be made responsible for applying this culture.**
- **Review procedures to reduce the amount of cash held on the premises; for example, make and receive payments via electronic transfer, and/or carry out more frequent banking.**
- **Where staff are undertaking cash transit:**
 - **Ensure that the route and time of transit is varied.**
 - **Use proprietary cash carrying bags.**
 - **Equip staff with personal attack alarms.**

- Conduct self-inspections at the end of each day to ensure that the premises are fully secured and security alarms are properly functioning.

For further information please contact your local AIG risk engineer.

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