



# Checklist

## Handling Money

Restaurants are prime targets for theft and violence because of the amount of available cash, late hours and one-on-one contact with the public. To reduce the risk of violence in your workplace and keep your employees safe, consider the following recommendations:

### Preventative Measures

Require employees to keep the register closed when it is not in use.	<input type="checkbox"/>
Place the cash register in a place where multiple employees can see it at all times, and ask employees to never count cash in front of customers.	<input type="checkbox"/>
Establish lock-up procedures such as employees using the buddy system.	<input type="checkbox"/>
Teach employees how to report and log incidents of threats and violence.	<input type="checkbox"/>
Establish a safety plan for dealing with unsatisfied or angry clientele.	<input type="checkbox"/>
Always keep the backdoor locked unless you are receiving a delivery.	<input type="checkbox"/>
Design a violence prevention programme with specific instructions on how to interface with local police in case of an emergency.	<input type="checkbox"/>
Post signs alerting customers that your establishment only has £20 in the cash register at all times. Follow through with that promise by limiting the amount of cash on hand.	<input type="checkbox"/>
Install video surveillance, an alarm system, door detectors, bullet-proof barriers where appropriate and lighting around dimly lit areas.	<input type="checkbox"/>
Install drop safes to limit the amount of cash on the premises.	<input type="checkbox"/>

### In Case of Emergency

Instruct employees to make sure everyone is safe and then call 9-9-9 for assistance.	<input type="checkbox"/>
Attend to injured employees and customers with the resources available within the establishment.	<input type="checkbox"/>
Insist that employees report incidents promptly to a manager and fill in an incident report.	<input type="checkbox"/>

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