

POST OFFICE SECURITY - TOP TEN TIPS

- Ensure that opening & closing procedures, including lunchtimes, are in accordance with business guidelines.
- Restrict immediate cash availability to the lowest possible level, certainly not in excess of 60-90 minutes usage. [£600 maximum at open plan counters]
- Keep all safes locked closed, with keys withdrawn and hidden.
- Ensure that, where installed, maximum use is made of time delay equipment.
- Ensure that remittances are secured in the safe immediately until they can be checked.
- Ensure that alarm systems are set correctly, for remotely monitored alarms the safes should be alarmed throughout the day.
- Ensure that all counter access doors are kept closed and locked.
- Ensure that parcel hatches are kept closed at all times and only opened to the lowest possible position, when required.
- Ensure that ATM replenishment is completed outside of business hours and obscured from public view.
- Remain vigilant at all times and report any suspicious activity to the Post Office Grapevine team on GRO In the event of an imminent threat dial 999.

Please ensure that you are familiar with and comply with the Security Operations Manual issued January 2008.