

## Security top tips

Please remember to read the Security Manual on Horizon Online Help for detailed security guidelines, but here are some top tips to help keep you and your branch safe.

1	Always be vigilant at opening and closing times - this is when you are most vulnerable. Check the outside of the building and look for suspicious activity and never enter the premises if there are signs of a break in, wait for the police. When entering the building, don't forget to lock the door behind you before turning off the alarm
2	<b>Irrelevant</b>
3	Keep your cash safe. It's important to keep your safe closed and locked when not in use and the keys withdrawn and hidden
4	<b>Irrelevant</b>
5	Attend to the CViT delivery officer as soon as you have finished serving your existing customer. The delivery and collection of remittances is another time when your branch and the CViT officer are vulnerable.
6	<b>Irrelevant</b>
7	Make sure the alarm systems are set correctly and that safes with remotely monitored alarms are alarmed throughout the day
8	<b>Irrelevant</b>
9	Please keep the counter access door locked and closed
10	Keep the parcel hatch closed at all times and only open it to the lowest possible position when you do need to open it
11	<b>Irrelevant</b>
12	<b>Irrelevant</b>



### Remember!

Remain vigilant at all times and report any suspicious activity to Post Office Grapevine on **GRO**.  
If you are in imminent danger, please call 999.