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| HSV 925A - HANDLING DONATIONS SAFELY **Revision 2 – February 2024** |
| Where possible make online payments platforms available to avoid lots of cash payments onsite  When collecting cash:   * Secure collecting buckets and boxes should be used * Collecting buckets and boxes must be kept clean * Hand sanitiser (minimum 70% alcohol) should be available * Keep the number of people involved in the handling and counting cash to a minimum * Wear gloves when handling or counting cash, thin disposable gloves are often easier to handle coins * Bank as soon as possible – minimum of two people to transfer cash * If challenged when carrying cash – hand over immediately |