

# Volunteer Own Activity Event Guidance

## Why do I need an Activity Plan?

Activity Plans help ensure events are safe, well organised and covered by Marie Curie's insurance arrangements. They also help your Community Fundraiser support you and identify any issues before the event takes place.

## When do I need one?

An Activity Plan (either pre-written or in full) must be completed for any event or activity that volunteers or fundraising groups organise or run on behalf of Marie Curie.

| <b>Low Risk – Pre-written activity plan</b><br><br><b>Public Liability Insurance Certificate not required</b>                                                                                                                    | <b>Medium Risk – Pre-written/ own paperwork</b><br><br><b>Public Liability Insurance Certificate to be requested</b>                                                                                        | <b>High Risk – own paperwork – Community Fundraiser to support</b><br><br><b>Public Liability Insurance Certificate to be requested</b>                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Group Meeting</li> <li>• Collections</li> <li>• Stalls (with or without food)</li> <li>• Tombola's</li> <li>• Coffee Mornings and Tea Parties held in a volunteer's own home</li> </ul> | <ul style="list-style-type: none"> <li>• Sip &amp; Paint Events</li> <li>• Quiz nights</li> <li>• Events with more than 100 people</li> <li>• Events with Alcohol</li> <li>• Events with Animals</li> </ul> | <ul style="list-style-type: none"> <li>• Activities at Height – Abseil, Zip Line</li> <li>• Activities involving fire-fire walk</li> <li>• Activities including bouncy castles</li> <li>• Swimming</li> <li>• Shooting</li> <li>• Large animals – Horses</li> <li>• Ride on equipment – cycling, go karting</li> <li>• Trampolining</li> </ul> |

Please send your completed Activity Plan to your Community Fundraiser before the event.

**Remember:** If you are supporting a "Fundraising My Way" event, it remains the supporter's event. You can encourage, advise and attend, but you should not take responsibility for organising or running it.

# Planning Your Event

## 1. Allocate Roles and Responsibilities

Make sure everyone involved understands:

- Their role
- Key tasks
- What to do in an emergency
- Who to contact if something goes wrong

Share the final Activity Plan with everyone involved and your Community Fundraiser.

## 2. Check Your Venue and Suppliers for Medium & High-Risk Events

If using a venue or external provider, such as caterers, entertainers, equipment hire companies or inflatable suppliers, obtain:

- Public liability insurance
- Relevant safety information or risk assessments
- Any licences or certificates required for the activity

Send copies to your Community Fundraiser with your Activity Plan.

## 3. Think About Safety

Consider whether any of the following apply to your event:

### **People**

- Crowd numbers
- Accessibility
- Children and vulnerable adults
- Lone working arrangements

### **Environment**

- Slips, trips and falls
- Weather conditions
- Traffic and parking

### **Equipment**

- Electrical equipment
- Gazebos and tents
- Inflatables and bouncy castles

### **Food and Drink**

- Food hygiene
- Allergens
- Alcohol licensing requirements

### **Money**

- Cash handling

- Personal safety
- Secure storage of donations

Your Community Fundraiser can help if you are unsure what needs to be considered.

## Event Day Checklist

Before your event starts, make sure:

- Volunteers know their responsibilities
- If required, emergency contact details for participants are available
- First aid arrangements are in place
- Fire exits and emergency procedures are known
- Toilets and welfare facilities are available
- Weather conditions have been checked (for outdoor events)
- Equipment and structures are safely set up and secured
- Food and allergen information is available where food is provided
- Cash handling arrangements are secure
- Participants know important event information, such as timings and any safety instructions.

## If Something Goes Wrong

Please tell your Community Fundraiser as soon as possible about any incident, including:

- Injuries requiring medical treatment
- Fires
- Police attendance
- Serious complaints
- Damage to property
- Any incident that could affect the reputation of Marie Curie

**Out of hours, contact the Community Fundraising Incident Team on: 0800 304 7112**

## Activities We Cannot Support

The following activities are not permitted:

- Motor racing
- Activities involving the operation of watercraft
- High-wire activities

Please speak to your Community Fundraiser if you are considering any activity that may be higher risk.

## Need Help?

Your Community Fundraiser is there to support you. If you are unsure whether an activity is suitable, what documentation is needed, or how to complete your Activity Plan, please get in touch before making arrangements.

**Thank you for helping Marie Curie raise vital funds while keeping our volunteers, supporters and communities safe.**

|                    |                                            |                   |                |
|--------------------|--------------------------------------------|-------------------|----------------|
| <b>Author</b>      | Katie Ginter                               | Volunteering Lead | September 2026 |
| <b>Approved by</b> | Lauren Anzani<br>Health and Safety Adviser |                   | September 2026 |