



NB: If this is a printed copy – do you have the latest version?

Sip and Paint Event Activity Plan and Risk Assessment

To be completed by the Fundraising Group

We still require you to complete the main details of the event but have prefilled the activity plan below. Please read the guidance below to ensure your event is safe and confirm all aspects that relate to your event.

Main Contact		
Name of Fundraising Group		
Activity Name		
Date and Time(s) of Activity		
Address of Activity		
Raffles	Are you holding a raffle at your event?	Yes / No
	Do you plan to have alcohol as a prize at the event?	Yes / No
	If yes, please speak with your community fundraiser about your raffle and the raffle guidance document	
Contracts	Do you have to sign any agreements / contracts with suppliers or venues?	Yes / No
	NB – you should share these with your volunteer manager for signing as we will need to check them.	

How much do you hope to raise, and any costs?

Income – change examples where needed		Costs – change examples where needed		Upfront cost
Tickets/Admission (please show price per person)	£	Venue	£	
Stall Charges	£	Equipment	£	
Car Parking	£	Catering	£	
Raffle/tombola/auctions	£	First Aid	£	
Catering	£	Postage	£	
Donations	£	Printing	£	
Collections	£	Advertising	£	
Trading items	£	Prizes	£	
	£	Entertainment	£	
	£	Volunteer Expenses	£	
		Other (detail)	£	

Estimated Total Income	£	Total Cost	£
Profit estimated £	£		
Will there be any upfront costs?	<u>Yes / No</u> If yes 1. Please ensure that they are addressed to either 'Marie Curie Fundraising Group Name' or 'Marie Curie' 2. Send details and invoices onto your Community Fundraiser. 3. To ensure Marie Curie can arrange a prompt payment of invoice in advance of an event, please send them on as soon as possible.		
	NOTE: You should also identify deadlines for when deposits or full payment for your event must be met, i.e., the hire of venues or suppliers. The approval of any event will be reviewed against potential financial loss.		

Brief description of activity:

This risk assessment covers activities related to hosting a sip and paint event.

This activity only covers the activities with the fundraising group and fundraising volunteers would be at their event.

Always let your local community fundraiser know about your fundraising group events in advance, even if you are hosting it at home. And do double check that everything you plan to do at the event is covered below, if not you might need to submit an activity plan to cover the additional items/activities.

If there is an activity taking place which is not covered in this activity plan, please add it to the other information section. It is important to walk through your event from start to finish to consider any potential risks.

If you feel there is something missing on this list, please let your community fundraiser know so they can feed it back to update this document appropriately.

Marie Curie still requires additional information for these types of events and those additional documents are listed on page 4

NOTE: where you are unable to open a link let your community fundraiser know so we can send copies to you and fix the documents.

Raffles: Are you planning a raffle? Please speak with your community fundraiser about your raffle and the raffle guidance document

Assessment carried out by (Volunteer Name):

Date:

Assessment checked by (Staff Member):

Date:

Important: Let us know when there has been an incident.

- Incident definition: *"An event or circumstance that could have or did lead to unintended or unexpected harm, loss, damage to any individual/s involved or damage or loss of Marie Curie property"*
 - For example, theft of a collection tin or becoming injured while volunteering.
- If you have an incident or become aware of one within normal hours, contact your Community Fundraiser.
- If out of hours you should call the Community Fundraising Incident Team on **0800 3047112**.
- A member of the team will be able to support you and give you guidance.

Additional Documents/Information

As your event may have third party providers, such as a venue or artist supporting, it is appropriate for you to speak with the organisation/individual to ensure they have a few basic documents in place which can reassure you and Marie Curie that the event is well organised and is safe for you and your fellow volunteers to run.

If you are having any issues with getting hold of these please do speak with your Community Fundraiser. Where possible please send these in 6 weeks before the event.

Documents to request copies of, and to be shared with your community fundraiser.

- Booking form, with Terms & Conditions
- Safety or event briefing document
 - (This could be a risk assessment, safety plan or a list of event rules which you need to follow)
- Public Liability
- Invoice addressed to 'Marie Curie Fundraising Group Name' or 'Marie Curie' if applicable

Other key questions to ask, to help with your planning.

- What equipment will they be providing/what do you need to provide?
- Will there be access to electricity (if needed)?
- What are the parking facilities?
- What time can you set up and back down?
- Is there a limit on numbers that can attend?
- How many people are you expecting?
- Who is the key contact on the day dealing with issues and if there is an emergency?
- If you are providing refreshments, are there facilities to do so?
- Is the venue happy with you using paints and do you need to provide protective materials for tables, etc?
- Do they have a music/alcohol licence in place? (if applicable)

Safety Plan

Things to Consider	Recommended Controls	Applicable for our event (Y/N)	Volunteer Responsible (write name)
Personal Safety	<ul style="list-style-type: none"> • Ensure the community fundraiser knows the details of your event. • Ensure your partner/family member or friend are aware you are volunteering. Tell them where you are going when you are leaving and when you should return. • Always have a charged mobile telephone or landline on hand in case of emergency. • If someone has not turned up for their shift, have a dedicated volunteer to call them to check if they are okay. • Where possible, there will be at least 2 volunteers together at any time. 		
Hot Drinks / Scalds	<ul style="list-style-type: none"> • Keep area for pouring and making hot drinks tidy at all times. • Have a designated person(s) responsible for this task and limit the number of people in the kitchen area. 		
Food Safety	<ul style="list-style-type: none"> • If homemade goods are supplied by kind donors <ul style="list-style-type: none"> ◦ Read the food hygiene guidance in the Activity Guidance in the <u>online area</u> ◦ Ensure that they are: ◦ Kept in hygienic conditions at all times, especially during transportation. ◦ Are clearly labelled with all ingredients. ◦ Ensure items with cream in them are kept refrigerated, until you are ready to start the tea party. • If shop brought, ensure that the packaging is at hand so individuals can check ingredients if needed by allergy sufferers. <ul style="list-style-type: none"> ◦ If you have food allergies then ensure you have checked the ingredients being used, before helping to prepare/service food. • Serving Food <ul style="list-style-type: none"> ◦ Always keep food covered ◦ Have serving spoons or tongs at hand for people to use 		
Driving to the venue	<ul style="list-style-type: none"> • Make sure that you are safe and legal to drive and that your insurance company knows that you use your vehicle for fundraising activities for Marie Curie. • Check your vehicle before you drive and always take note of weather conditions before leaving the house • Always secure equipment and supplies for activities and events in the boot so that they are not free to move around the vehicle and cause injury, especially in an accident 		

	<ul style="list-style-type: none"> • Take special care when driving at night and in adverse weather conditions • Take regular breaks if driving for long periods • Ensure you have planned your route in advance and have a satnav or map at hand. • Ensure you select a parking location which is close to the location or in a well-lit area (confirm parking arrangements in advance, if possible). 		
Parking	<ul style="list-style-type: none"> • Ensure you know where you can park your vehicles during the event, especially if there are limited spaces. • Check if you can reserve a spot close to the venue to park so that you are not carrying equipment too far into the building. 		
Setting up the event/ manual handling	<ul style="list-style-type: none"> • When manual handling, it is important to ensure that you: <ul style="list-style-type: none"> ◦ Wear suitable clothing and footwear (closed shoes are ideal in case you drop things) ◦ Use good handling techniques – bend those knees, not your back ◦ Break loads down into manageable weights ◦ Use a trolley or other handling aid if you need to move lots or items or larger items, especially over long distances ◦ Share the load, make sure you don't carry/move everything on your own • Check if there are any steps which you need to carry items over and only use them if it is safe for you to do so. 		
Being at height/potential for falls <i>(e.g., when putting up bunting or balloons)</i>	<ul style="list-style-type: none"> • Avoid being at height where possible. • Always use purpose designed equipment such as a ladder or kick stool to stand on (not a chair or a table). • Check equipment is in good condition before standing on it. • Ensure someone else is at hand to help and pass items to you, if needed. • Don't leave ladders and other equipment out unsecured when members of the public are attending an activity/event. 		
Slips, Trips and Falls	<ul style="list-style-type: none"> • When setting up or packing way <ul style="list-style-type: none"> ◦ Ensure when setting up tables and chairs that there are clear pathways for participants to get to tables and chairs. • During the event <ul style="list-style-type: none"> ◦ Ensure key routes are kept clear. ◦ That your items are not moving into the pathway of the attendees. • Monitor the event, so if any spillages occur, they are cleared up quickly. • Have bins/bags for rubbish close by to tables to avoid materials being dropped on the floor. 		
Weather	<ul style="list-style-type: none"> • If weather is going to be unsuitable causing participants to be unable to attend, e.g., heavy rain or strong winds, then consider cancelling your event and notify your community fundraiser. • If the weather is hot or sunny, consider having windows or door ways open to allow air into the room or see if the venue has air conditioning/fans. 		

Volunteer Welfare	<ul style="list-style-type: none"> • Have a roster set up, to allow for breaks • Ensure there is something to drink at the event or suggest volunteers bring their own. • Ensure you know what first aid cover is available and where to go for help • If serious call 999 		
Pets and Animals	<ul style="list-style-type: none"> • If host venue has pets, ensure the people planning to attend are provided with this information in advance in case of allergy or phobia. • Keep pets in a room separate to the sip and paint area where possible to avoid slips and trips. 		
Alcohol at event	<ul style="list-style-type: none"> • Speak to the venue to check if they have an alcohol licence if people can buy from you. If not, a licence may need to be sought. • ID will be asked from anyone who looks under 25 years old. Signage will be visible at the event to make it clear. • If no ID is available or they are underage, they cannot have alcohol as their drink on arrival and a non alcoholic alternative should be offered. 		
Cash Handling	<ul style="list-style-type: none"> • Cash handling <ul style="list-style-type: none"> ◦ Use sealed buckets, tins or goblets and ask members of public to place donations into the tin. ◦ Make sure that you have someone else with you when handling cash. • Counting and banking should take place within 48 hours/2days • Make sure there is a secure way to keep the money, until you have counted and banked it • Counting should be done by two unrelated people, and details of the income added onto the counting and signed by both individuals. • If this is not possible, please speak with your community fundraiser in advance of your event/activity for support and guidance • Transporting and Banking donations: <ul style="list-style-type: none"> ◦ Cash raised at an event or collection and in transit is insured for £2,500 for each Fundraising Group member by Marie Curie's insurance. ◦ While in transit or when transporting money to the bank, the following rules must be followed: <ul style="list-style-type: none"> ▪ Up to £2,500 one person to accompany banking ▪ £2,501 - £5,000 two people to accompany banking ▪ £5,001 - £7,500 three people to accompany banking ▪ £7,501 - £10,000 four people to accompany banking ▪ Over £10,000 professional carrying company • There is no limit on the insurance of cheques 		
Paint allergies	<ul style="list-style-type: none"> • Ensure all packaging of paints are available in case people need to check for any allergies. • Ensure cleaning facilities are available for handwashing 		

Use of electrical equipment	<ul style="list-style-type: none"> • If using equipment from a company, please check for PAT stickers on items and check that the items are not damaged and in good working order. • If using a volunteer's item from home, please follow our checklist for electrical equipment to ensure it is in a good working condition for the event. • If an item is damaged, do not use. 		
Crowd control	<ul style="list-style-type: none"> • Sell tickets in advance of the event to monitor attendance numbers. • Check attendees from the ticket list on arrival. 		
Safeguarding	<ul style="list-style-type: none"> • If under 16's or vulnerable adults are involved in general fundraising group activities, ensure that they accompanied by a responsible adult at all times. 		
Fire	<ul style="list-style-type: none"> • Confirm with the venue if the fire alarm test will take due during the event. • Confirm with the venue where your nearest fire escape is and where the meeting point is. • Follow your venues instructions regarding raising the alarm, procedures for evacuation and assembly point in case of evacuation. 		
Other event specific considerations (please list and fill in each section)			

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