



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

Speaker Event Activity Plan and Risk Assessment

This information document acts as a guide for your event. Please fill out the details below and read through the guidance to ensure that your speaker event is safe.

Volunteer Name	
Activity Name	
Date and Time(s) of Activity	
Address of Activity	

Brief description of activity:

This generic risk assessment covers the general activities of a Marie Curie Speaker volunteers delivering talks out in the community.

A Marie Curie Speaker travels to talks or meetings in their local area to present a talk on Marie Curie and collect donations.

The role aims to raise awareness of Marie Curie, inspire others to support Marie Curie and raise vital funds for Marie Curie.

This risk assessment covers their general activities only, including driving, travelling, personal safety and presenting talks.

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.

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.

Safety Plan

Things to Consider	Recommended Controls
Personal Safety	<ul style="list-style-type: none">• Always have a charged mobile telephone with you when travelling• Let your partner/family know where you will be going and when you will be home• Notify your Community Fundraiser in advance of who you are presenting to, where and when (date and times).• Let them know the following day that you returned safely.• Have emergency contact details of the group you are presenting to.• Take your own drink.
Driving	<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• 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).
Manual handling	<p>Moving items from your car into venue, so it is important to ensure that you:</p> <ul style="list-style-type: none">• Wear suitable clothing and footwear (closed shoes are ideal in case you drop things, or you are moving items around which could catch your feet)• Use good handling techniques – bend those knees, not your back

	<ul style="list-style-type: none"> • 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 • Do not assist with setting up the meeting room or clearing away, as this should be done by your hosts.
Venue	<ul style="list-style-type: none"> • On arrival, think about: <ul style="list-style-type: none"> ◦ Where you will be standing. ◦ Clear access to stage / talk area ◦ Confirmed location of fire escapes and meeting points ◦ Confirm location of welfare facilities
Fire	<ul style="list-style-type: none"> • Confirm with your host if there is a fire alarm test due during your talk • Follow your hosts instructions regarding raising the alarm, procedures for evacuation and assembly point in case of evacuation.
Weather	<p>Some meetings/talks might take place outside</p> <ul style="list-style-type: none"> • Check the weather forecast in advance, and dress appropriately for the weather. • Agree with the host how they can notify you if the event is cancelled due to extreme weather • If weather is going to be unsuitable e.g., heavy rain or strong winds, look to either go online or re-arrange the meeting. • Confirm if they will have shelter provided if the weather is hot or sunny or light rain is forecast e.g., a parasol or small marque/gazebo. • Do not get involved in setting up their marque/gazebo. • Bring your own waterproofs, blankets, or sun cream
Cash Handling	<p>Online Payments</p> <ul style="list-style-type: none"> • If you are member of a fundraising group, why not look to collect all donations online through your fundraising group JustGiving Page or QR codes. • Provide the Marie Curie account details for a BACS transfer, this can be provided by your community fundraiser • Do not use your personal bank account to take BACS donations, speak with your community fundraiser to get the Marie Curie account details. <p>Cash/Cheques</p> <ul style="list-style-type: none"> • Cheques payable to "Marie Curie" • 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. • Do not leave the money in a car overnight. • 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.

	<ul style="list-style-type: none"> • 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
Electrical Equipment	<p>Marie Curie does not provide electrical equipment for talks in the community, but you can utilise your own or the equipment supplied at a venue.</p> <ul style="list-style-type: none"> • When using your own or your hosts equipment please do the following: • Keep liquids away from the electrical equipment. • If you see any exposed wires or other damage to the equipment do not use the equipment and request that the host has your concerns investigated. • Do not overload extension cables, • Manage all cables to avoid trip hazards.
Welfare	<ul style="list-style-type: none"> • If you are feeling unwell, let your host know. • Bring your own drink. • Sit down in a quiet area and have a drink of water. • If the feeling continues let your host know that you will not be able to present your talk, and if safe to do so, go home. • If needed call a family member/friend to come and collect you. • If more serious, dial 999