



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

Fundraising Stall Event Activity Plan

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 / Volunteer		
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.	

Venue/Event Risk Assessment & Insurance	Do you have the venue/event organisers risk assessment or safety plan or a variation of?	Yes / No
	Have you shared with your volunteer manager?	Yes / No
	Do you have the venues/event organiser public liability insurance.	Yes / No / N/A as it is a Marie Curie led activity
	Have you shared with your volunteer manager?	Yes / No

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 <ol style="list-style-type: none"> 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 stall at a community fair or market. This activity only covers the activities with the fundraising group and fundraising volunteers would be doing on their stall only.

Marie Curie still requires additional information for these types of events and those additional documents are listed on page 5.

This is a basic safety assessment for a stall. This includes a stall that may be selling cold or baked food such as cakes and drink only.

This activity plan does not cover BBQs or serving hot food. Please complete the activity plan template for these types of activities. You can find this on the **online area**.

If there is additional activity taking place which is not covered in this activity plan, you will need to discuss with your community fundraiser and add to the document.

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.

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"*
 - o 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 the stall is part of a community or another organisational event, it is appropriate for you to speak with the organisers 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 attend.

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 as stall holders 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.

- Will they be providing a table/stall, or do you need to bring your own?
- Will there be access to electricity (if needed)?
- What are the parking facilities?
- What time can you set up and back down?
- How many people can you have on your stand?
- How many people are you expecting?
- Who is the key contact on the day dealing with issues and if there is an emergency?
- Will food and drink be available for the stall holders?

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 who will be attending the stall.• Ensure your partner/family member or friend is 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, someone from the Marie Curie Volunteers should ring to see if they are okay.		

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: <ul style="list-style-type: none"> ▪ 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 stall. • 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/serve food. • Serving Food <ul style="list-style-type: none"> ◦ Always keep food covered ◦ Use 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 • 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 the offloading area is near to your stall to ensure you are not having to carry everything over a long distance. Avoiding other vehicles 		
Setting up the stall/ 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 		

	<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 ● Check if there 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 the pathway you are using to access your stall area is kept clear. - If outside the ground might be uneven, so ensure you can see where you are walking and that you are keeping to flat paths were possible. - Keep an eye on other stall holders, who might be setting up and walking across your path or leaving their items on the floor ● During the event <ul style="list-style-type: none"> - Ensure key routes around your stall is 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 		
Weather	<ul style="list-style-type: none"> ● Ask the event organisers how you will be notified if the weather becomes unsuitable for the event to go ahead or moved inside. ● If weather is going to be unsuitable e.g., heavy rain or strong winds, and the event organisers have not cancelled/postponed but you feel it is not safe to attend, then cancel your stall and notify your community fundraiser. ● If the weather is hot or sunny, have a parasol or small marque/gazebo. ● If you do use a marque/gazebo, please ensure it is safely anchored against strong winds. ● Ask everyone to bring their own <ul style="list-style-type: none"> ○ Waterproofs ○ Blankets ○ Sun cream 		
Fire	<ul style="list-style-type: none"> ● Check with the event organisers if any fire alarm test will take place due during the event. 		

	<ul style="list-style-type: none"> • Confirm with the host where your nearest fire escape is and where the meeting point is. • Follow your hosts instructions regarding raising the alarm, procedures for evacuation and assembly point in case of evacuation. 		
Volunteer / Stall Holders Welfare	<ul style="list-style-type: none"> • Have a roster set up, to allow for breaks • Ensure there is something to drink at the stall (bottled water) • Ensure lunch or food is available. This can be from the event or by bringing your own. • Where possible ensure there is a chair at the stall • Ensure you know what first aid cover is available and where to go for help • If serious call 999 		
Prizes – Sweets & Alcohol	<ul style="list-style-type: none"> • Sweets <ul style="list-style-type: none"> - Keep the packaging at hand so individuals can check ingredients if needed by allergy sufferers. • Alcohol <ul style="list-style-type: none"> - Permission from the event organisers will need to be agreed in writing ahead of the event to give alcohol away as a prize - ID will be asked from anyone who looks under 25 years old. Signage will be visible on the stall to make it clear. - If no ID is available or they are underage, they cannot take part in the activity to win alcohol 		
Game - Throwing ball/hoop or hitting a target or stick with hook <i>(Attendees playing physical stall games)</i>	<ul style="list-style-type: none"> • Game area should be clearly marked out, ensuring the participant is not too close to people walking by. • A stall holder to be stood nearby to ensure no one walks into this area. • Participants will be directed to throw/hit towards a target • Stall holders will stand outside of the target area. • These activities do not include shoot with BB Guns, axe throwing, archery equipment, darts or similar high-risk activities. Separate activity plans will be required. 		
Stand or back drop falling over	<ul style="list-style-type: none"> • Stand/back drop will be sent up before the event and securely attend to the ground or wall. • Marie Curie stall holder will be always with the stand to monitor and either fix/take down if it becomes unstable during the event. 		
Pets and Animals	<ul style="list-style-type: none"> • Pets will not be at the stall unless they are aide animals, e.g., Guide Dogs or allowed by the event organiser. • Leads should not be attached to the stall 		
Crowd control	<ul style="list-style-type: none"> • Numbers attending the event will be controlled by the event organisers. 		

	<ul style="list-style-type: none"> Where you have large numbers attending the event or visiting the stall, have someone at the front of the stall to guide people into a queue. This is especially important if you are serving hot drinks. 		
Cash Handling	<ul style="list-style-type: none"> Where possible, take donations online, through QR codes, JustGiving & Trybooking. Do not use your personal bank account to take BACS donations, speak with your community fundraiser to get the Marie Curie account details. Cash handing: <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"> £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 following 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. 		
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. If you find a lost child notify the event organisers immediately. 		

Other event specific considerations (please list and fill in each section)			
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