



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

Tea Party (in house) 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.	
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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 tea party event being held at a volunteer's home only.

If the tea party is being held at another venue e.g., village hall, restaurant, coffee shop, you will need to complete an activity plan and submit it to your community fundraiser. You can find this on the [online area](#).

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 tea party 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?
- How many people are you expecting?
- Who is the key contact on the day dealing with issues and if there is an emergency?

Safety Plan

Things to Consider	Recommended Controls	Applicable for our event (Y/N)	Volunteer Responsible (write name)
Personal Safety	<p>Inviting people to your home for your tea party is a fantastic thing to do, however, always make sure you are comfortable to do so, and you know the individuals who will be attending.</p> <ul style="list-style-type: none"> • Always have a charged mobile telephone or landline on hand in case of emergency. • Let your partner/family know you are planning the event so that they are aware, you never know they might want to get involved! 		
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 		

	<ul style="list-style-type: none"> • 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"> • If you have limited parking spaces, make sure your guests are aware of this and if there are any alternate parking locations. 		
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"> • Ensure key routes into and leading out of your home or where you are serving food and drink are kept clear. • Monitor the event, so if any spillages occur, they are cleared up quickly 		
Weather	<ul style="list-style-type: none"> • If hosting in your garden, do check the weather forecast in advance. • If weather is going to be unsuitable e.g., heavy rain or strong winds, look to either move inside, online, re-arrange or cancel the event. • 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. 		

	<ul style="list-style-type: none"> • Ask everyone to bring their own <ul style="list-style-type: none"> ○ Waterproofs ○ Blankets ○ Sunscreen 		
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 		
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 tea party area where possible to avoid slips and trips. 		
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 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"> ○ £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. 		

	<ul style="list-style-type: none"> • 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. 		
Crowd control	<ul style="list-style-type: none"> • Ensure you invite no more than the maximum number of people you also feel comfortable to have in your home and/or garden. • 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. 		
Other event specific considerations (please list and fill in each section)			

