Fundraising Group – COVID General Activity Risk Assessment

<table>
<thead>
<tr>
<th>Name of activity:</th>
<th>Fundraising Group</th>
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| Brief description of activity: | This document is to enable you to meet as a committee. For this to happen you must follow local COVID guidance in regard to:  
  - The location of your meeting  
  - The number of attendees  
  - The number of households mixing  
  - Social distancing measures in place with hand sanitiser masks etc where appropriate. |

This generic risk assessment covers the general activities of fundraising groups, which are groups of volunteers who come together to arrange activities and events on a voluntary basis to raise vital funds for Marie Curie.

This risk assessment covers their general activities only. This includes driving, travelling, personal safety and meeting to discuss/plan activities.

Meetings can take place in public locations such as a café, pub or community centre and or in fundraising group member’s homes.

This risk assessment doesn’t cover individual fundraising group activities/events arranged – these are covered on an activity/event basis by a documented activity and safety plan submitted by individual fundraising groups.

<p>| Assessment carried out by: | Claire Guise – Health and Safety Manager and Kerri Wheeler - Memberships &amp; Associations Programme Manager | Date: | April 2019 |</p>
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Recommended Controls</th>
</tr>
</thead>
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| **COVID** | • Follow local COVID guidance in regards to:  
  • The location of your meeting  
  • Number of attendees  
  • Number of households  
  • Social distancing measures in place  
  • The use of hand sanitiser, masks etc where appropriate.  
• If any attendees feel unwell or test positive for COVID within 21 days after the event please notify both your community fundraiser and the other attendees. |
| **Personal Safety** | • Always have a charged mobile telephone with you when travelling so that you can call for help if a situation occurs, e.g. car breakdown  
• Let your partner/family know where you will be going and when you will be home. |
| **Driving** | • 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** | • Most fundraising activities and events involve some sort of manual handling (especially collections) so it is important to ensure that you:  
  o Wear suitable clothing and footwear (closed toe and heel shoes are ideal in case you drop things or you are moving items around which could catch your feet).  
  o Use good handling techniques – bend those knees, not your back.  
  o Break loads down into manageable weights.  
  o Use a trolley or other handling aid if you need to move lots or items or larger items, especially over long distances.  
  o Share the load, make sure you don't carry/move everything on your own. |
| **Being at height/potential for falls** | • Avoid being at height where possible.  
• If it cannot be avoided, 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.  
• Don't leave ladders and other equipment out unsecured when members of the public are attending an activity/event. |
| **Meeting Venues** (not fundraising activity venues) (such as someone's house or a local pub) | • Make sure that it is a suitable venue which is conducive to the meeting  
  o Is it big enough?  
  o Is it comfortable?  
  o Is it quiet enough to have the required conversations?  
  o Does it have parking? |
<p>| <strong>Cash Handling</strong> | 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: |</p>
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|                 | 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.  
We recommend that collection boxes are uplifted and counted off site by two unrelated people, unless the site contact specifically requests monies to be counted in their presence. |
| Incidents       | 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. |
| Safeguarding    | 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.                                                             |
| Pets and Animals| If meeting in a fundraising group member’s home and they have pets, ensure the people planning to meet are provided with this information in advance in case of allergy or phobia. |