Fundraising Group

Virtual Fundraising Activity Plan

<table>
<thead>
<tr>
<th>Name of activity:</th>
<th>Virtual Fundraising</th>
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| Brief description of activity: | This activity plan and risk assessment covers activities related to hosting a virtual fundraising held at a volunteer’s home (indoors and or outdoors). 

Virtual Fundraising is where fundraising is being done online using the support of individuals social media networks.

These could include but not limited to hosting a virtual collection, a baking challenge, an activity challenge, fancy dress and quiz night. The list is endless. For suggestions of possible activities do visit our fundraising at home ideas page.

Although your home should be a safe place, some of the fun and exciting things you could think about doing for your virtual fundraising could cause some unexpected issues.

This basic safety plan has been designed to get you thinking about what these issues could be and what needs to be done to prevent any problems.

It has been specifically documented for virtual fundraising which is held at an individual’s home during the Covid-19 crisis.

Always let your local community fundraiser know about your fundraising group events in advance.

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.
<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>Recommended Controls</th>
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| **Personal Safety** | • Follow Government Guidance on staying safe during COVID-19 crisis including physical distancing and hygiene.  
  • Do not invite people to your home or offer to go to their home  
  • Ensure the space you are planning on holding your activity, challenge etc is suitable.  
  • Always have a charged mobile telephone or landline on hand in case of emergency.  
  • Let your partner/family know you are planning a virtual fundraising event.  
  • Get someone else to hold the phone/camera while you are doing your activity.  
  • Only do challenges you feel comfortable and physically able to do. |
| **Slips, Trips and Falls** | • Ensure the area you are hosting your virtual fundraising challenge or activity is are kept clear and free of any trip hazards.  
  • Monitor the activity, so if any spillages occur, they are cleared up quickly.  
  • Move furniture or items which could be knocked or broken during the activity. |
| **Social Media Safety** | • Chose a social media platform you are comfortable with.  
  • Ensure you have set your personal security settings to ensure you do not accidently share your personal information.  
  • Do not share yours or others personal information on social media e.g. your home address.  
  • Only share images or videos you are happy to be shared on a public platform.  
  • Try to avoid sites which will require others to set up accounts or personal data. Always use platforms which you and your friends and family are familiar with.  
  • Be aware that there is an increase amount of spam and phishing emails, social media posts and text messages.  
  • Do not open messages, emails or links if source is unknown and do not share/forward on. |
| **Manual Handling** | • When manual handling, it is important to ensure that you:  
  o Wear suitable clothing and footwear (closed shoes are ideal in case you drop things).  
  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.  
  • 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.  
  • 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. |
| **(e.g. when putting up bunting or balloons)** | |
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| **Children, Pets and Animals** | • If you have children and/or pets, ensure they are kept away from the area which you are hosting your virtual challenge if they are not joining in.  
• This is to prevent accidentally injury to you and them.  
• If they are joining in, ensure they are not being asked to perform something which will put themselves or you at risk. |
| **Cash Handling** | • Set up just giving accounts to for your supporters to make donations safely and securely.  
• There should be no cash prizes being given out.  
• Do not give out personal bank account details. |
| **Baked Goods / Allergen/Hygiene Risk** | • There is believed to be minimal risk of contracting COVID 19 from food items.  
• If doing a cooking or baking challenge, ensure the following  
  o Follow good hygiene practice including regular hand washing during food preparation and after handling packaging.  
  o All foods are clearly labelled with all ingredients (if giving food to other people outside your household).  
  o Clean as you go.  
  o Do not leave items on the cooker or in the oven unattended.  
• Ensure items with cream in them are kept refrigerated, until needed.  
• If you (or anyone you are giving the food to) have food allergies then ensure you have checked the ingredients being used, before helping to prepare/serve food.  
• Practice social distancing if giving food to people outside your household, put food in suitable packaging/containers - ring bell/knock door, leave food on the doorstep and step back away from the door (ideally to outside the gate/end of the path to ensure physical distancing).  
• Remind people you are giving the food to, to wash their hands after handling the packaging/containers. |
| **Weather** | • 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, re-arrange or cancel the event. Either of these options are perfectly okay to go with.  
• 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 winds and do not put up/leave up if strong winds are forecast or occur.  
• Again, having the option to go indoors will also be beneficial. |