

## Stall (with food) Activity Plan

### To be completed by the Fundraising Group

We still require you to complete the main details of the event, but have pre-filled the activity plan below. Please read the guidance below to ensure your event is safe.

<b>Name of Fundraising Group</b>		
<b>Main Contact</b>		
<b>Activity Name</b>		
<b>Date and Time(s) of Activity</b>		
<b>Address of Activity</b>		
<b>Raffles</b>	Are you holding a raffle at your event?	Yes / No
<b>Contracts</b>	Do you have to sign any agreements / contracts with suppliers or venues?  NB – you should share these with your volunteer manager for signing as we will need to check them.	Yes / No

### How much do you hope to raise, and any costs?

<b>Income – change examples where needed</b>		<b>Costs – change examples where needed</b>		<b>Upfront cost</b>
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	£	

<b>Estimated Total Income</b>	£	<b>Total Cost</b>	£
<b>Profit estimated £</b>	£		

<b>Will there be any upfront costs?</b>	<u>Yes / No</u>  If yes <ol style="list-style-type: none"> <li>1. Please ensure that they are addressed to either 'Marie Curie Fundraising Group Name' or 'Marie Curie'</li> <li>2. Send details and invoices onto your Community Fundraiser.</li> <li>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.</li> </ol>
	<b>NOTE:</b> 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.

<b>Brief description of activity:</b>	<p>This risk assessment covers activities related to hosting a stall at a community fair or market.</p> <p>This activity only covers the activities with the fundraising group and fundraising volunteers would be doing on their stall only.</p> <p>Marie Curie still requires additional information for these types of events and those additional documents are listed on page 2.</p> <p>This is a basic Safety Assessment for a stall which is selling cold or baked food such as cakes and drink only.</p> <p>This activity plan <b>does not</b> cover BBQs or serving hot food. Please complete the activity plan template for these types of activities.</p> <p>There is a stall with no food and drink activity plan.</p> <p>If there is an activity taking place which is not covered in this activity plan, you will need to complete an activity plan template with details and submit to your community fundraiser.</p> <p>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.</p> <p><b>NOTE:</b> where you are unable to open a link let your community fundraiser know so we can send copies to you and fix the documents.</p> <p><b>Raffles:</b> Are you planning a raffle? Please speak with your community fundraiser about your raffle and the raffle guidance document</p>
<b>Assessment carried out by:</b>	Claire Guise – Head of Health and Safety Kerri Wheeler - Fundraising Volunteering Project Manager <b>Date:</b> 4 <sup>th</sup> August 2022

**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 and fundraising volunteering development manager.

Where possible please send these in 6 weeks before the event.

### Documents to request copies of

- Booking form, with Terms & Conditions
- Safety or event briefing document
  - o (This could be a risk assessment, safety plan or a list of event rules which as stall holders you need to follow)
- Public Liability Insurance Certificate
- Invoice addressed to 'Marie Curie Fundraising Group Name' or 'Marie Curie'

### 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
<b>Personal Safety</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the community fundraiser knows who will be attending at Marie Curie Stall holders.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Always have a charged mobile telephone or landline on hand in case of emergency.</li> <li><input type="checkbox"/> If someone has not turned up for their shift, someone from the Marie Curie Volunteers should ring to see if they are okay.</li> </ul>
<b>Driving to the venue</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Check your vehicle before you drive and always take note of weather conditions before leaving the house</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Take special care when driving at night and in adverse weather conditions</li> <li><input type="checkbox"/> Take regular breaks if driving for long periods</li> <li><input type="checkbox"/> Ensure you have planned your route in advance and have a satnav or map at hand.</li> <li><input type="checkbox"/> 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).</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure you know where you can park your vehicles during the event, especially if there are limited spaces.</li> <li><input type="checkbox"/> 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</li> </ul>
<b>Setting up the stall / manual handling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> When manual handling, it is important to ensure that you: <ul style="list-style-type: none"> <li><input type="checkbox"/> Wear suitable clothing and footwear (closed shoes are ideal in case you drop things)</li> <li><input type="checkbox"/> Use good handling techniques – bend those knees, not your back</li> <li><input type="checkbox"/> Break loads down into manageable weights</li> <li><input type="checkbox"/> Use a trolley or other handling aid if you need to move lots or items or larger items, especially over long distances</li> </ul> </li> <li><input type="checkbox"/> Share the load, make sure you don't carry/move everything on your own</li> <li><input type="checkbox"/> 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.</li> </ul>
<b>Being at height/potential for falls</b> <i>(e.g., when putting up bunting or balloons)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid being at height where possible.</li> <li><input type="checkbox"/> Always use purpose designed equipment such as a ladder or kick stool to stand on (not a chair or a table).</li> <li><input type="checkbox"/> Check equipment is in good condition before standing on it.</li> <li><input type="checkbox"/> Ensure someone else is at hand to help and pass items to you, if needed.</li> <li><input type="checkbox"/> Don't leave ladders and other equipment out unsecured when members of the public are attending an activity/event.</li> </ul>
<b>Slips, Trips and Falls</b>	<p><b>When setting up or packing way</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure when setting up the pathway you are using to access your stall area is kept clear.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Keep an eye on other stall holders, who might be setting up and walking across your path or leaving their items on the floor</li> </ul> <p><b>During the event</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure key routes around your stall is kept clear.</li> <li><input type="checkbox"/> That your items are not moving into the pathway of the attendees.</li> <li><input type="checkbox"/> Monitor the event, so if any spillages occur, they are cleared up quickly.</li> </ul>

<b>Stall Holders Welfare</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have a roster set up, to allow for breaks</li> <li><input type="checkbox"/> Ensure there is something to drink at the stall (bottled water)</li> <li><input type="checkbox"/> Ensure lunch or food is available. This can be from the event or by bringing your own.</li> <li><input type="checkbox"/> Where possible ensure there is a chair at the stall</li> <li><input type="checkbox"/> Ensure you know what first aid cover is available and where to go for help</li> <li><input type="checkbox"/> If serious call 999</li> </ul>
<b>Hygiene Risk</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read the food hygiene guidance in the Activity Guidance <a href="#">here</a></li> <li><input type="checkbox"/> Ensure that they are: <ul style="list-style-type: none"> <li>o Kept in hygienic conditions at all times, especially during transportation.</li> <li>o Are clearly labelled with <b>all</b> ingredients.</li> </ul> </li> </ul>
<b>Hot Drinks / Scalds</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure you have a firm, stable and level surface/table</li> <li><input type="checkbox"/> Keep area for pouring and making hot drinks tidy at all times.</li> <li><input type="checkbox"/> Have a designated person(s) responsible for this task and limit the number of people in the kitchen area.</li> </ul>
<b>Cold Drinks</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No alcohol will be served</li> <li><input type="checkbox"/> Cold drink bottles will have labels on for individuals to check ingredients if required</li> <li><input type="checkbox"/> Any spills will be mopped up</li> </ul>
<b>Baked Goods / Allergen/Hygiene Risk</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If you or other volunteers have food allergies then ensure you have checked the ingredients being used, before helping to prepare/serve food.</li> <li><input type="checkbox"/> <b>Homemade goods</b> are supplied by kind donors: <ul style="list-style-type: none"> <li>o Read the food hygiene guidance in the Activity Guidance <a href="#">here</a></li> <li>o Complete the allergen-chart <a href="#">here</a></li> <li>o Ensure that they are: <ul style="list-style-type: none"> <li>▪ Kept in hygienic conditions at all times, especially during transportation.</li> <li>▪ Are clearly labelled with <b>all</b> ingredients.</li> </ul> </li> <li>o Ensure items with cream in them are kept refrigerated, until you are ready to start.</li> </ul> </li> <li><input type="checkbox"/> <b>Shop brought,</b> <ul style="list-style-type: none"> <li>o Keep the packaging at hand so individuals can check ingredients if needed by allergy sufferers.</li> </ul> </li> <li><input type="checkbox"/> <b>Serving Food</b> <ul style="list-style-type: none"> <li>o Always keep food covered</li> <li>o Use serving spoons or tongs at hand for people to use, and wipe these over after each use.</li> </ul> </li> </ul>
<b>Crowd control</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Numbers attending the event will be controlled by the event organisers.</li> <li><input type="checkbox"/> 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. <ul style="list-style-type: none"> <li>o This is especially important if you are serving hot drinks.</li> </ul> </li> </ul>
<b>Cash Handling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cash handling <ul style="list-style-type: none"> <li>o Use sealed buckets, tins or goblets and ask members of public to place donations into the tin.</li> <li>o If exchanging cash, wash your hands with soap &amp; water (20 second) or use hand sanitiser between exchanges.</li> <li>o Make sure that you have someone else with you when handling cash.</li> </ul> </li> <li><input type="checkbox"/> Counting and banking should take place within 48 hours/2days</li> <li><input type="checkbox"/> Make sure there is a secure way to keep the money, until you have counted and banked it</li> <li><input type="checkbox"/> Counting should be done by two unrelated people, and details of the income added onto the counting and signed by both individuals.</li> <li><input type="checkbox"/> If this is not possible, please speak with your community fundraiser in advance of your event/activity for support and guidance</li> <li><input type="checkbox"/> Transporting and Banking donations: <ul style="list-style-type: none"> <li>o 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.</li> <li>o While in transit or when transporting money to the bank, the following rules must be followed:</li> </ul> </li> </ul>

- 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

**Pets and Animals**

- Pets will not be at the stall unless they are aide animals, e.g., Guide Dogs.

**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.
- If you find a lost child notify the event organisers immediately.

**Fire**

- Confirm with the event organisers if the fire alarm test will take place due during the event.
- 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.

**Weather**

- If the event is outside, do check the weather forecast in advance.
- 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
  - Waterproofs
  - Blankets
  - Sun cream