# General Activity Activity Plan

<table>
<thead>
<tr>
<th>Name of activity:</th>
<th>Fundraising Group General Activities</th>
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<tbody>
<tr>
<td>Brief description of activity:</td>
<td>This activity plan is a risk assessment which 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. Meeting with volunteers on a one to one basis in public places such as a coffee shop, café or restaurant to say thank or discuss future 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</td>
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<td>Assessment carried out by:</td>
<td>Claire Guise – Health and Safety Manager and Kerri Wheeler – Fundraising Volunteering Development Manager</td>
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<td>Date:</td>
<td>August 2019</td>
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<td>Things to Consider</td>
<td>Recommended Controls</td>
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| **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.  
• Share the load, make sure you don’t carry/move everything on your own.  
• Keep manual handling to a limited amount if you are pregnant or have an underlying health condition |
| **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 quite enough to have the required conversations?  
  o Does it have parking? |
| Cash Handling | • 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:  
  o Up to £2,500 one person to accompany banking  
  o £2,501 - £5,000 two people to accompany banking  
  o £5,001 - £7,500 three people to accompany banking  
  o £7,501 - £10,000 four people to accompany banking  
  o Over £10,000 professional carrying company  
  o 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. |