

Collection Box Coordinator Activity Plan

Brief description of activity:

This activity plan is the risk assessment for activities related to placing and collecting of unmanned collection boxes at venues such as shops, community centres and GP centres.

This activity plan applies to both individual volunteers and fundraising group member.

What is an unmanned collection box?

These are collection boxes which are being placed in locations where members of the public can donate and are left at the venue for a couple of months. The collection box coordinator would check on them at least quarterly and replace them with an empty box to bank any donations raised over the period which they have been left at the venue.

Placing of collection boxes at venues must be agreed with the venue, and contact details provided with the management to notify you or the fundraising office if the collection box needs collecting earlier than pre-agreed.

All collection box locations must be recorded.

If you feel there is something missing on this list, please let your community fundraiser know so they can feed it back to be updated this document appropriately.

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.

Assessment carried out by:

Claire Guise – Head of Health and Safety
Kerri Wheeler - Fundraising Volunteering Project Manager

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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.

Safety Plan

Things to Consider	Recommended Controls
COVID	<ul style="list-style-type: none"><input type="checkbox"/> Follow local and national COVID guidance regarding:<input type="checkbox"/> Please read the Marie Curie COVID Event Guidance here<input type="checkbox"/> Follow any shop or venue COVID precautions<input type="checkbox"/> Additional measures to be taken<ul style="list-style-type: none"><input type="checkbox"/> Follow social distancing measures where required<input type="checkbox"/> Face Masks to be worn where required<input type="checkbox"/> Hygiene precautions<ul style="list-style-type: none"><input type="checkbox"/> The use of hand sanitiser, masks etc where appropriate.<input type="checkbox"/> Follow hand washing guidance<input type="checkbox"/> Wipe down all collection tins<input type="checkbox"/> If you don't feel comfortable with the COVID safety measures in the venue you don't have to enter'. Arrange over the phone to return at a quieter time. Do let your community fundraiser know.
Personal Safety	<ul style="list-style-type: none"><input type="checkbox"/> Always have a charged mobile telephone.<input type="checkbox"/> Let your partner/family know you are visiting venues to collect/place collection boxes.<input type="checkbox"/> Ensure there is a rota in place, so you know who is helping on the collection.<input type="checkbox"/> All collection box coordinators are required to have their Marie Curie ID with them, and it is optional to wear the Marie Curie Tabard/T-shirt.<input type="checkbox"/> Remove yourself immediately from a location should it become unsuitable due to potential overcrowding, and you feel uncomfortable to continue.
Theft, abuse, or other Incidents	<p>Personal Safety</p> <ul style="list-style-type: none"><input type="checkbox"/> Personal safety is our priority.<input type="checkbox"/> Keep minimal personal items on you whilst collecting, such as phones, purses/wallets, and keys.<input type="checkbox"/> Keep personal items on your person and do not leave them unattended or on the floor by your feet.<input type="checkbox"/> Do not collect all collection boxes on the same day, spread out the collection and replacement of collection boxes.<input type="checkbox"/> In an unlikely event of theft or threat, you are advised to give up your collection boxes and to always put your safety first.<input type="checkbox"/> Remove yourself from the location, retreat to a safe place (e.g., a local shop) and seek help by calling the police.<input type="checkbox"/> Notify Marie Curie on 0800 3047112. <p>Collection Boxes</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure they are sealed before placing them at your venues.<input type="checkbox"/> Where possible and the venue permits it, secure the collection box to a fixed point.<input type="checkbox"/> Provide the venue with contact details for yourself or your community fundraising.<input type="checkbox"/> When picking up full collection boxes, keep them out of sight, if possible, when carrying (in a bag) and in the boot of the car.<input type="checkbox"/> Do not leave collections tins in the car overnight or in view of other people<input type="checkbox"/> If a collection box is stolen, please notify your community fundraiser immediately, so we can keep a record.

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).
- Car Sharing.** Only car share with people from your own household. If you are unable to do so please follow our COVID guidance on car sharing in the COVID Event Guidance [here](#).

Cash Handling

- All collection boxes should be sealed when you place them at their venues.
- Cash handling
 - Use sealed buckets, tins or goblets and ask members of public to place donations into the tin.
 - If exchanging cash, wash your hands with soap & water (20 second) or use hand sanitiser between exchanges.
 - 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:
 - 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:
 - 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

Welfare Arrangements

- Wear appropriate clothing depending on the weather.
- Wear suitable footwear as you will be walking for extended periods of time.
- If you are feeling unwell, if safe to do so go home and rest up. Let a partner/family member or friend know.
- Remove yourself immediately from a location should it become unsuitable due to potential overcrowding, and you feel uncomfortable to continue.

Manual Handling

- When manual handling, it is important to ensure that you:
 - 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
- Make sure you don't carry/move too many collection tins at once.

First Aid	<ul style="list-style-type: none"><input type="checkbox"/> Host venues should have first aid provision in place, contact them if you need basic first aid support.<input type="checkbox"/> Dial 999 if an emergency<input type="checkbox"/> Notify Marie Curie on 0800 3047112
Fire	<ul style="list-style-type: none"><input type="checkbox"/> Venue responsible for maintaining fire alarms, risk assessments<input type="checkbox"/> Follow venue fire procedures and instructions provided by the venue staff/fire marshal
Slips, Trips and Falls	<ul style="list-style-type: none"><input type="checkbox"/> Keep to assigned footpaths and walkways.<input type="checkbox"/> Report any slippages or trip hazards to the venue manager/supervisor/customer service desk.