

Door Step Drop Prewritten 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.

Name of Group		
Main Contact		
Activity Name		
Date and Time(s) of Activity		
Address of Activity		
Raffles	Are you holding a raffle at your event?	Yes / No
Contracts	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?

Income – change examples where needed		Costs – change examples where needed		Upfront cost
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	£	

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

Brief description of activity:	<p>This risk assessment covers activities related to hosting a Doorstep Drop, where volunteers take cake or other items to supporters' doors.</p> <p>This activity can be done as a Fundraising Group or Individual volunteer may choose to do.</p> <p>This type of event is not held at someone home or at another venue.</p> <p>Always let your local community fundraiser know about your fundraising group events in advance, even if you are hosting it at home. And do double check that everything you plan to do for your doorstep drop is covered below, if not you might need to submit an activity plan to cover the additional items/activities</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>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.</p>		
Assessment carried out by:	Claire Guise – Head of Health and Safety Kerri Wheeler - Fundraising Volunteering Project Manager		Date: 13 April 2022

Important: Let us know when there has been an incident.	
<input type="checkbox"/> 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" <ul style="list-style-type: none"> o For example, theft of a collection tin or becoming injured while volunteering. <input type="checkbox"/> If you have an incident or become aware of one within normal hours, contact your Community Fundraiser. <input type="checkbox"/> If out of hours you should call the Community Fundraising Incident Team on 0800 3047112 . <input type="checkbox"/> A member of the team will be able to support you and give you guidance.	

Safety Plan

Things to Consider

Recommended Controls

COVID

- Follow local and national COVID guidance regarding:
- Please read the Marie Curie COVID Event Guidance [here](#)
- Follow any shop or venue COVID precautions
- Additional measures to be taken
 - Follow social distancing measures where required
 - Face Masks to be worn where required
 - Hygiene precautions
 - The use of hand sanitiser, masks etc where appropriate.
 - Follow hand washing guidance
 - Wipe down all collection tins
- 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

- Do not enter other people's homes
- Ensure you have are able to social distance safely when delivering your cakes/bag of goodies.
- Always have a charged mobile telephone or landline on hand in case of emergency.
- Let your partner/family know you are planning the event so that they are aware, you never know they might want to get involved!
- Carry a drink or water with you, to prevent you getting dehydrated

Driving to a Doorstep Drop Off Points

- 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
- 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).
- Secure equipment and gifts to prevent them from moving around in your vehicle and reduce risk of accidents or injury. This can be
 - places items in cool boxes
 - use carrier bags
 - use the boot of the car
 - do not overload the vehicle blocking visibility.
- 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](#).

Walking routes

- Ensure you have planned your route in advance
- Ensure someone knows the route you are walking on
- Pick routes which are safe for you to walk along

Fancy Dress

- Remove head gear while driving.
- Is your visibility clear and not blocked?
 - If your visibility is limited have someone to accompany you and guide you while walking.
- Can you easily move, walk, and lift in the costume?
 - If limited have someone to accompany you to guide you while walking and carry items. Do not drive.
- Plan breaks and have a drink with you to prevent dehydration
- Ensure you are wearing suitable footwear

Manual Handling	<ul style="list-style-type: none"> <input type="checkbox"/> When manual handling, such as taking items in and out of your car or carrying items to someone's house it is important to ensure that you: <ul style="list-style-type: none"> <input type="checkbox"/> Wear suitable clothing and footwear (closed shoes are ideal in case you drop things) <input type="checkbox"/> Use good handling techniques – bend those knees, not your back <input type="checkbox"/> Break loads down into manageable weights <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 <input type="checkbox"/> Share the load, make sure you don't carry/move everything on your own
Hot Drinks / Scalds / Alcohol	<ul style="list-style-type: none"> <input type="checkbox"/> If you are delivering hot drinks, ensure it is in a sealed thermos flask. <input type="checkbox"/> Drop of all drinks in sealed containers <input type="checkbox"/> Instead of tea drop of tea bags <input type="checkbox"/> If you are delivering alcohol, they must be shop brought and can only be deliver them to over 18s
Baked Goods / Allergen/Hygiene Risk	<ul style="list-style-type: none"> <input type="checkbox"/> When taking orders in advance confirm if any of the supporters have food allergies <p>If homemade goods are supplied by kind donors:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read the food hygiene guidance in the Activity Guidance <u>here</u> <input type="checkbox"/> Ensure that they are: <ul style="list-style-type: none"> <input type="checkbox"/> Always kept in hygienic conditions, especially during transportation. <input type="checkbox"/> Are clearly labelled with all ingredients. <input type="checkbox"/> Ensure items with cream in them are kept refrigerated, until you are ready to start the tea party. <p>If shop brought, ensure that the packaging is at hand so individuals can check ingredients if needed by allergy sufferers.</p> <ul style="list-style-type: none"> • If you have food allergies then ensure you have checked the ingredients being used, before helping to prepare/serve food. <p>Packing of Food</p> <p>To reduce risk of COVID contamination please</p> <ul style="list-style-type: none"> • Wash hands before and after handling food • Parcel up each food delivery separately, and clearly label who it is for. • Use serving spoons or tongs at hand for people to use, and wipe these over after each use. • Transport/delivery as soon as you can after cooking/removing from the fridge • Use a cool box to keep cream cakes cool if driving in a car • Use a thermal container if transporting hot food
Slips, Trips and Falls	<ul style="list-style-type: none"> • Keep an eye on pathways and along your route for trip hazards • Ensure key routes into and leading out of your home or where you are serving food and drink are kept clear.
Weather	<ul style="list-style-type: none"> • Check the weather forecast in advance. • If weather is going to be unsuitable look to either re-arrange or cancel the event. <input type="checkbox"/> Dress appropriately for the weather <input type="checkbox"/> Have sun cream at hand
Pets and Animals	<ul style="list-style-type: none"> • Ask supporters to keep their pets indoors while you deliver the cake • Do not take your pet with you while delivering the cake and goodies.
Cash Handling	<ul style="list-style-type: none"> <input type="checkbox"/> Where possible take donations online, through JustGiving & Trybooking. <input type="checkbox"/> Do not use your personal bank account to take BACS donations, speak with your community fundraiser to get the Marie Curie account details. <input type="checkbox"/> Cash handing <ul style="list-style-type: none"> <input type="checkbox"/> Use sealed buckets, tins or goblets and ask members of public to place donations into the tin. <input type="checkbox"/> If exchanging cash, wash your hands with soap & water (20 second) or use hand sanitiser between exchanges. <input type="checkbox"/> Make sure that you have someone else with you when handling cash. <input type="checkbox"/> 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

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.