



NB: If this is a printed copy – do you have the latest version?

## Speaker Activity Plan

<b>Brief description of activity:</b>	<p>This generic risk assessment covers the general activities of a Marie Curie Speaker volunteers delivering talks out in the community.</p> <p>Online talks will still be available for organisations and groups who wish to continue with online talks. Please use the Speaker Virtual Talks Activity Plan.</p> <p>A Marie Curie Speaker travels to talks or meetings in their local area to present a talk on Marie Curie and collect donations.</p> <p>The role aims to raise awareness of Marie Curie, inspire others to support Marie Curie and raise vital funds for Marie Curie.</p> <p>This risk assessment covers their general activities only, including driving, travelling, personal safety and presenting talks.</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>		
<b>Assessment carried out by:</b>	Claire Guise – Head of Health and Safety  Kerri Wheeler - Fundraising Volunteering Project Manager	<b>Date:</b>	13 <sup>th</sup> April 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"
  - 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

Hazard	Recommended Controls
<b>Personal Safety</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Always have a charged mobile telephone with you when travelling</li> <li><input type="checkbox"/> Let your partner/family know where you will be going and when you will be home</li> <li><input type="checkbox"/> Notify your Community Fundraiser in advance of who you are presenting to, where and when (date and times).</li> <li><input type="checkbox"/> Let them know the following day that you returned safely.</li> <li><input type="checkbox"/> Have emergency contact details of the group you are presenting to.</li> <li><input type="checkbox"/> Take your own drink.</li> </ul>
<b>Driving</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>Manual Handling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Moving items from your car into venue, so 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, or you are moving items around which could catch your feet)</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> <li><input type="checkbox"/> Share the load, make sure you don't carry/move everything on your own</li> </ul> </li> <li><input type="checkbox"/> Do not assist with setting up the meeting room or clearing away, as this should be done by your hosts.</li> </ul>
<b>Venue</b>	<p>On arrival, think about:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where you will be standing. Are you 1 meter away from the front row?</li> <li><input type="checkbox"/> Clear access to stage / talk area</li> <li><input type="checkbox"/> Confirmed location of fire escapes and meeting points</li> <li><input type="checkbox"/> Confirm location of welfare facilities</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm with your host if there is a fire alarm test due during your talk</li> <li><input type="checkbox"/> Follow your hosts instructions regarding raising the alarm, procedures for evacuation and assembly point in case of evacuation.</li> </ul>

Hazard	Recommended Controls
<b>Weather</b>	<p>Some meetings/talks might take place outside</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the weather forecast in advance, and dress appropriately for the weather.</li> <li><input type="checkbox"/> Agree with the host how they can notify you if the event is cancelled due to extreme weather</li> <li><input type="checkbox"/> If weather is going to be unsuitable e.g., heavy rain or strong winds, look to either go online or re-arrange the meeting.</li> <li><input type="checkbox"/> Confirm if they will have shelter provided if the weather is hot or sunny or light rain is forecast e.g., a parasol or small marquee/gazebo. <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not get involved in setting up their marquee/gazebo.</li> </ul> </li> <li><input type="checkbox"/> Bring your own waterproofs, blankets, or sun cream</li> </ul>
<b>Cash Handling</b>	<p><b>Online Payments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you are member of a fundraising group, why not look to collect all donations online through your fundraising group JustGiving Page or QR codes.</li> <li><input type="checkbox"/> Provide the Marie Curie account details for a BACS transfer, this can be provided by your community fundraiser</li> <li><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.</li> </ul> <p><b>Cash/Cheques</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cheques payable to “Marie Curie”</li> <li><input type="checkbox"/> Use sealed buckets, tins or goblets and ask members of public to place donations into the tin.</li> <li><input type="checkbox"/> Wash your hands with soap &amp; water (20 second) or use hand sanitiser between exchanges or counting the money.</li> <li><input type="checkbox"/> Make sure that you have someone else with you when handling cash.</li> <li><input type="checkbox"/> Counting and banking should take place within 48 hours/2days.</li> <li><input type="checkbox"/> Do not leave the money in a car overnight.</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><input type="checkbox"/> 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><input type="checkbox"/> While in transit or when transporting money to the bank, the following rules must be followed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Up to £2,500 one person to accompany banking</li> <li><input type="checkbox"/> £2,501 - £5,000 two people to accompany banking</li> <li><input type="checkbox"/> £5,001 - £7,500 three people to accompany banking</li> <li><input type="checkbox"/> £7,501 - £10,000 four people to accompany banking</li> <li><input type="checkbox"/> Over £10,000 professional carrying company</li> <li><input type="checkbox"/> There is no limit on the insurance of cheques</li> </ul> </li> </ul> </li> </ul>
<b>Electrical Equipment</b>	<p>Marie Curie does not provide electrical equipment for talks in the community, but you can utilise your own or the equipment supplied at a venue.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When using your own or your hosts equipment please do the following</li> <li><input type="checkbox"/> Keep liquids away from the electrical equipment.</li> <li><input type="checkbox"/> If you see any exposed wires or other damage to the equipment do not use the equipment and request that the host has your concerns investigated.</li> <li><input type="checkbox"/> Do not overload extension cables,</li> </ul>

Hazard	Recommended Controls
	<input type="checkbox"/> Manage all cables to avoid trip hazards.
<b>Welfare</b>	<input type="checkbox"/> If you are feeling unwell, let your host know. <input type="checkbox"/> Bring your own drink. <input type="checkbox"/> Sit down in a quiet area and have a drink of water. <input type="checkbox"/> If the feeling continues let your host know that you will not be able to present your talk, and if safe to do so, go home. <input type="checkbox"/> If needed call a family member/friend to come and collect, you. <input type="checkbox"/> If more serious, dial 999