

Marie Curie Speaker, In Person Talks – Activity Plan



Care and support through terminal illness

<p>Brief description of activity:</p>	<p>This generic risk assessment covers the general activities of a Marie Curie Speaker volunteers as they return to delivering talks out in the community as COVID guidance’s ease.</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 here</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>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>		
<p>Assessment carried out by:</p>	<p>Claire Guise – Head of Health and Safety Kerri Wheeler - Fundraising Volunteering Project Manager</p>	<p>Date:</p>	<p>13th April 2022</p>

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.

Hazard	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. <input type="checkbox"/> If you attendees feel unwell during the event, please make arrangements for them to leave and let your Marie Curie contact know.
Personal Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Always have a charged mobile telephone with you when travelling <input type="checkbox"/> Let your partner/family know where you will be going and when you will be home <input type="checkbox"/> Notify your Community Fundraiser in advance of who you are presenting to, where and when (date and times). <input type="checkbox"/> Let them know the following day that you returned safely. <input type="checkbox"/> Have emergency contact details of the group you are presenting to. <input type="checkbox"/> Take your own drink.
Driving	<ul style="list-style-type: none"> <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. <input type="checkbox"/> Check your vehicle before you drive and always take note of weather conditions before leaving the house <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 <input type="checkbox"/> Take special care when driving at night and in adverse weather conditions <input type="checkbox"/> Take regular breaks if driving for long periods <input type="checkbox"/> Ensure you have planned your route in advance and have a satnav or map at hand. <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). <input type="checkbox"/> 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.
Manual Handling	<ul style="list-style-type: none"> <input type="checkbox"/> Moving items from your car into venue, so 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, or you are moving items around which could catch your feet) <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 <input type="checkbox"/> Do not assist with setting up the meeting room or clearing away, as this should be done by your hosts.

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Venue	<p>On arrival, think about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where you will be standing. Are you 1 meter away from the front row? <input type="checkbox"/> Clear access to stage / talk area <input type="checkbox"/> Has seating been provided for you, with 1 meter's gap between chairs? <input type="checkbox"/> Confirmed location of fire escapes and meeting points <input type="checkbox"/> Confirm location of welfare facilities <input type="checkbox"/> Can the tables and chairs be wiped over before and after use? <input type="checkbox"/> Is there good ventilation?
Fire	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm with your host if there is a fire alarm test due during your talk <input type="checkbox"/> Follow your hosts instructions regarding raising the alarm, procedures for evacuation and assembly point in case of evacuation.
Weather	<p>Some meetings/talks might take place outside</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check the weather forecast in advance, and dress appropriately for the weather. <input type="checkbox"/> Agree with the host how they can notify you if the event is cancelled due to extreme weather <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. <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 marque/gazebo. <ul style="list-style-type: none"> <input type="checkbox"/> Do not get involved in setting up their marque/gazebo. <input type="checkbox"/> Bring your own waterproofs, blankets, or sun cream
Cash Handling	<p>Online Payments</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Provide the Marie Curie account details for a BACS transfer, this can be provided by your community fundraiser <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. <p>Cash/Cheques</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cheques payable to "Marie Curie" <input type="checkbox"/> Use sealed buckets, tins or goblets and ask members of public to place donations into the tin. <input type="checkbox"/> Wash your hands with soap & water (20 second) or use hand sanitiser between exchanges or counting the money. <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. <input type="checkbox"/> Do not leave the money in a car overnight. <input type="checkbox"/> Make sure there is a secure way to keep the money, until you have counted and banked it. <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. <input type="checkbox"/> If this is not possible, please speak with your community fundraiser in advance of your event/activity for support and guidance <input type="checkbox"/> Transporting and Banking donations: <ul style="list-style-type: none"> <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. <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"> <input type="checkbox"/> Up to £2,500 one person to accompany banking <input type="checkbox"/> £2,501 - £5,000 two people to accompany banking <input type="checkbox"/> £5,001 - £7,500 three people to accompany banking

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	<ul style="list-style-type: none"> ▪ £7,501 - £10,000 four people to accompany banking ▪ Over £10,000 professional carrying company ▪ There is no limit on the insurance of cheques
Electrical Equipment	<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"> <input type="checkbox"/> When using your own or your hosts equipment please do the following <input type="checkbox"/> Keep liquids away from the electrical equipment. <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. <input type="checkbox"/> Do not overload extension cables, <input type="checkbox"/> Manage all cables to avoid trip hazards.
Welfare	<ul style="list-style-type: none"> <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