



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

Speaker Activity Plan (Virtual Talks)

<p>Brief description of activity:</p>	<p>This generic risk assessment covers the general activities of a Marie Curie Speaker volunteers as they deliver virtual talks out in the community.</p> <p>If you are delivering an in person talk please use the Speaker Talk Activity Plan.</p> <p>A Marie Curie Speaker delivers the talk at home using their own computers, laptops, and smart devices.</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 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</p> <p>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"
 - o 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
Personal Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the space you are planning on holding your talk is suitable. This includes being aware of your personal space and photographs behind you which you may not wish to be seen on screen. <input type="checkbox"/> Always have a charged mobile telephone or landline on hand in case of emergency. <input type="checkbox"/> Let your partner/family know you are giving a virtual talk. <input type="checkbox"/> Get someone else to hold the phone/camera while you are doing your activity or use a phone/camera stand. <input type="checkbox"/> Only do online talks if you feel comfortable and safe to do so.
Personal computer or device safety	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure you have ran all your personal security and anti-virus updates on your personal computer <input type="checkbox"/> Do not have any personal screens or data open in the background. <input type="checkbox"/> Only open links and files from people you know and expecting to receive them from. <input type="checkbox"/> Ensure your computer/laptop is set up to ensure your comfort and reduce risk of injury, by taking the following steps <ul style="list-style-type: none"> <input type="checkbox"/> Using a chair which you can adjust and supports your back. <input type="checkbox"/> Rest your feet on the floor <input type="checkbox"/> Place your screen at eye level. <input type="checkbox"/> Have the keyboard straight in front of you. <input type="checkbox"/> Keep your mouse close. <input type="checkbox"/> Avoid screen reflection. <input type="checkbox"/> Room is well lit <input type="checkbox"/> Volume on your laptop and headset are not too load
Social Media/Video Call software Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm with your host in advance which a social media platform they are using. <input type="checkbox"/> Agree who will be sending you the event link and password from the host organisation. Do not share with anyone else. <input type="checkbox"/> Ensure you have set your personal security settings to ensure you do not accidentally share your personal information. <input type="checkbox"/> Do not share yours or others personal information on social media e.g. your home address. <input type="checkbox"/> Only share images or videos you are happy to be shared on a public platform. <input type="checkbox"/> Be aware that there is an increase amount of spam and phishing emails, social media posts and text messages. <input type="checkbox"/> Do not open messages, emails, or links if source is unknown and do not share/forward on. <input type="checkbox"/> If possible, practice your talk with a friend or your community fundraiser so you are familiar with the technology.

Hazard	Recommended Controls
Audience participation	<ul style="list-style-type: none"> <input type="checkbox"/> Agree with your host in advance is there is an opportunity for audience participation and how they will be able to facilitate that. <input type="checkbox"/> Talks are arranging for a specific audience which the host will be familiar with. <input type="checkbox"/> Do set out the "House Rules" at the start, including <input type="checkbox"/> (Note your host might take the lead on this, therefore do ensure you have agreed this before your talk) <ul style="list-style-type: none"> <input type="checkbox"/> When can they ask questions? <input type="checkbox"/> That this talk will cover a difficult topic for some people <input type="checkbox"/> Be respectful everyone on the call <input type="checkbox"/> Talk them through how they can engage e.g., use the like button, use the chat box, cameras & mute on or off. <input type="checkbox"/> Confirm your host will have someone monitoring messages, not only to respond approbatory but to be able to remove participants if required. <input type="checkbox"/> Share the JustGiving link during the event.
Children, Pets and Animals	<ul style="list-style-type: none"> <input type="checkbox"/> If you have Children and/or pets, ensure they are kept away from the area which you are hosting your virtual talk.
Cash Handling	<ul style="list-style-type: none"> <input type="checkbox"/> Set up JustGiving accounts to for your supporters to make donations safely and securely. <ul style="list-style-type: none"> <input type="checkbox"/> Request a page from your community fundraiser <input type="checkbox"/> This can be done through the Fundraising Group Campaign Page, follow guidance here <input type="checkbox"/> Provide the Marie Curie account details for a BACS transfer, this can be provided by your community fundraiser <input type="checkbox"/> There should be no cash prizes being given out. <input type="checkbox"/> Do not give out personal bank account details
Electrical Equipment	<p>When using your own or your hosts equipment please do the following</p> <ul style="list-style-type: none"> <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 leave the virtual meeting. <input type="checkbox"/> If needed call a family member/friend to come and collect, you. <input type="checkbox"/> If more serious, dial 999 <input type="checkbox"/> Let your community fundraiser know as soon as you can.