

## Cheer Station

<b>Name of activity:</b>	<b>Cheer Station</b>		
<b>Brief description of activity:</b>	<p>This activity plan is a risk assessment which covers activities related to Fundraising Groups who are hosting a cheer station at a third-party event, such as marathon, other running or cycle events.</p> <p>A cheer station is a designated point along the route which a group of supports will stand to cheer on participants of a fundraising event which is usually outdoors.</p> <p>The number of people generally involved are:</p> <p>They will / will not be standing on something.</p> <p>There should be no cash collections taking place during this type of activity.</p> <p>If you feel there is additional information required to confirm the cheer station arrangements and to ensure a more suitable/detailed risk assessment, please let your community fundraiser know so they can feed it back and update this document accordingly.</p>		
<b>Assessment carried out by:</b>	Claire Guise – Health and Safety Manager and Kerri Wheeler – Fundraising Volunteering Development Manager	<b>Date:</b>	August 2019

<p><b>Personal Safety</b></p>	<ul style="list-style-type: none"> <li>• Always have a charged mobile telephone.</li> <li>• Let your partner/family know you are volunteering on a cheer station and specify which event and where it is.</li> <li>• Ensure there is a rota in place, so you know who is helping and breaks can be taken.</li> <li>• If you, or your volunteers, feel at risk at remove yourself from that location and report the incident to the host/community fundraiser, or event steward.</li> <li>• Always meet at a designated point to let the host/community fundraiser know you have arrived and notify them when you are leaving.</li> <li>• All cheerers are required to wear the Marie Curie Tabard or T-shirt.</li> <li>• The Marie Curie hat is optional.</li> <li>• Follow any instructions provided by the event organiser, steward or marshals</li> </ul>
<p><b>Theft, abuse or other Incidents</b></p>	<ul style="list-style-type: none"> <li>• Personal safety of our cheer stations is our priority.</li> <li>• Keep minimal personal items on you whilst on a cheer station, such as phones, purses/wallets and keys.</li> <li>• Keep personal items on your person and do not leave them unattended or on the floor by your feet.</li> <li>• No collections will be taking place.</li> <li>• In an unlikely event of theft or threat, always put your safety first. Remove yourself from the location, retreat to a safe place and seek help by calling the police or event steward.</li> <li>• Notify Marie Curie on 0800 3047112.</li> </ul>
<p><b>Driving</b></p>	<ul style="list-style-type: none"> <li>• 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>• Check your vehicle before you drive and always take note of weather conditions before leaving the house</li> <li>• 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>• Take special care when driving at night and in adverse weather conditions</li> <li>• Take regular breaks if driving for long periods</li> <li>• Ensure you have planned your route in advance and have a satnav or map at hand.</li> <li>• 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>
<p><b>Underage Cheerers:</b></p> <p><b>16 or under 14 or under in Scotland</b></p>	<ul style="list-style-type: none"> <li>• All underage cheerers must always be accompanied by a parent/guardian and are the responsibility of their parent/guardian.</li> <li>• If available, they should wear a Marie Curie Tabard (hats are optional).</li> <li>• Please make the community fundraiser aware of their attendance in advance.</li> <li>• Follow any instructions provided by the event organiser, steward or marshals.</li> </ul>
<p><b>Cash Handling</b></p>	<ul style="list-style-type: none"> <li>• No Cash collections will be taking place during the event.</li> </ul>

<p><b>Welfare Arrangements</b></p>	<ul style="list-style-type: none"> <li>Remember to take breaks if you are taking or covering a long shift or are feeling tired.</li> <li>Bring water or a drink with you.</li> <li>Make yourself aware of your nearest toilet locations</li> <li>If you require a chair to sit on during the cheer event, notify the community fundraiser or host in advance so they can confirm if this can be arranged.</li> <li>If you are feeling unwell, let the host or community fundraiser know and if safe to do so go home and rest up.</li> <li>Wear suitable footwear as you will be standing for long periods of time.</li> <li>Follow any instructions provided by the event organiser, steward or marshals.</li> </ul>
<p><b>Crowds</b></p>	<ul style="list-style-type: none"> <li>Some events might experience a high number of spectators and cheer stations.</li> <li>Always stand within the designated cheer station area and get your bearings if you need to take a break and/or use toilet facilities so that you can find your way back.</li> <li>Follow any instructions given by the event stewards/marshals, especially in relation to security and personal safety.</li> <li>If being in a large crowd gets to be too much, take a break and move away from the cheer station and the crowd.</li> </ul>
<p><b>Manual Handling</b></p>	<ul style="list-style-type: none"> <li>When manual handling, it is important to ensure that you: <ul style="list-style-type: none"> <li>Wear suitable clothing and footwear (closed shoes are ideal in case you drop things)</li> <li>Use good handling techniques – bend those knees, not your back</li> <li>Break loads down into manageable weights</li> <li>Use a trolley or other handling aid if you need to move lots or items or larger items, especially over long distances</li> </ul> </li> <li>Share the load, make sure you don't carry/move everything on your own</li> <li>Arrive early to set up the cheer station before the event is due to start, and the crowds arrive. Ensure that a team are assigned to help pack up the cheer station after the event has finished and the crowds have disbursed.</li> <li>Keep manual handling to a limited amount if you are pregnant or have an underlying health condition</li> </ul>
<p><b>First Aid</b></p>	<ul style="list-style-type: none"> <li>If you require a first aid find the nearest event steward/marshal.</li> <li>Contact them if you need basic first aid support.</li> <li>Dial 999 if an emergency</li> <li>Notify Marie Curie on 0800 3047112</li> </ul>
<p><b>Slips, Trips and Falls</b></p>	<ul style="list-style-type: none"> <li>Keep to assigned footpaths.</li> <li>Keep your cheer station area clear of any slippages and or trip hazards.</li> <li>Be aware the stations are located on the edge of roads and can be on uneven surfaces.</li> </ul>
<p><b>Poor Weather Conditions</b></p>	<ul style="list-style-type: none"> <li>Check weather reports and if adverse weather such as rain is expected, bring water proof clothing.</li> <li>Dress warmly, as your locations will be outdoors, and conditions can be cold.</li> <li>Wear a hat and sun cream, if required when sunshine is predicted.</li> </ul>

- If local weather conditions are looking like they may be severe then the community fundraiser, or the event organisers, has the authority to cancel the event and cheer station, to ensure that volunteers are safe and are not making unnecessary risky journeys.
- If you feel the weather conditions are not safe/too severe for you to travel do not make the journey to the event.
- Instead, please, notify the cheer station host or your community fundraiser that you will not be able to attend.
- If you feel the weather conditions are not safe/too severe during the event to stand outside in for an extended period, end the cheer station and notify your cheer station host or community fundraiser.
- Cheer Station hosts must have contact details of all volunteers, so they can notify them of any last-minute changes due to adverse weather conditions.
- Your safety should always come first.
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