



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

## General Meeting 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.

<b>Name of Group</b>	
<b>Main Contact</b>	
<b>Activity Name</b>	
<b>Date and Time(s) of Activity</b>	
<b>Address of Activity</b>	

<b>Brief description of activity:</b>	<p>This generic risk assessment covers the general activities of fundraising groups, which are groups of volunteers who come together to arrange activities and events on a voluntary basis to raise vital funds for Marie Curie.</p> <p>This risk assessment covers your general activities such as committee meetings and event planning.</p> <p>This document includes driving, travelling, personal safety and meeting to discuss/plan activities.</p> <p>Meetings can take place in public locations such as a café, pub or community centre and or in fundraising group member's homes.</p> <p>This risk assessment doesn't cover individual fundraising group activities/events arranged – these are covered on an activity/event basis by a documented activity and safety plan submitted by individual fundraising groups</p> <p><b>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.</b></p>		
<b>Assessment carried out by:</b>	Claire Guise – Head of Health and Safety Kerri Wheeler - Fundraising Volunteering Project Manager	<b>Date:</b>	13 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 so that you can call for help if a situation occurs, e.g., car breakdown</li> <li><input type="checkbox"/> Let your partner/family know where you will be going and when you will be home.</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>	<p>Most fundraising activities and events involve some sort of manual handling (especially collections) so it is important to ensure that you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wear suitable clothing and footwear (closed toe and heel 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>
<b>Meeting Venues (not fundraising activity venues), such as someone's house, coffee shop or a local pub</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that it is a suitable venue which is conducive to the meeting               <ul style="list-style-type: none"> <li><input type="checkbox"/> Can you meet outside?</li> <li><input type="checkbox"/> Is it big enough to social distance?</li> <li><input type="checkbox"/> Is it comfortable?</li> <li><input type="checkbox"/> Is it quite enough for you to have the required conversations?</li> <li><input type="checkbox"/> Does it have parking?</li> <li><input type="checkbox"/> Can the tables and chairs be wiped over before and after use?</li> </ul> </li> </ul>
<b>Weather</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check the weather forecast in advance.</li> <li><input type="checkbox"/> If weather is going to be unsuitable e.g. heavy rain or strong winds, look to either move inside (if national or local COVID guidelines permit), go online, re-arrange, or cancel the meeting.</li> <li><input type="checkbox"/> If the weather is hot or sunny, have a parasol or small marque/gazebo.</li> <li><input type="checkbox"/> If you do use a marque/gazebo, please ensure it is safely anchored against winds and do not put up/leave up if strong winds are forecast or occur.</li> <li><input type="checkbox"/> Again, having the option to go indoors will also be beneficial.</li> <li><input type="checkbox"/> Ask everyone to bring their own               <ul style="list-style-type: none"> <li><input type="checkbox"/> Waterproofs</li> </ul> </li> </ul>

Hazard	Recommended Controls
	<ul style="list-style-type: none"> <li>○ Blankets</li> <li>○ Sun cream</li> </ul>
<b>Cash Handling</b>	<ul style="list-style-type: none"> <li>□ Where possible take donations online, through JustGiving &amp; Trybooking.</li> <li>□ Do not use your personal bank account to take BACS donations, speak with your community fundraiser to get the Marie Curie account details.</li> <li>□ Cash handling <ul style="list-style-type: none"> <li>○ Use sealed buckets, tins or goblets and ask members of public to place donations into the tin.</li> <li>○ If exchanging cash, wash your hands with soap &amp; water (20 second) or use hand sanitiser between exchanges.</li> <li>○ Make sure that you have someone else with you when handling cash.</li> </ul> </li> <li>□ Counting and banking should take place within 48 hours/2days</li> <li>□ Make sure there is a secure way to keep the money, until you have counted and banked it</li> <li>□ Counting should be done by two unrelated people, and details of the income added onto the counting and signed by both individuals.</li> <li>□ If this is not possible, please speak with your community fundraiser in advance of your event/activity for support and guidance</li> <li>□ Transporting and Banking donations: <ul style="list-style-type: none"> <li>○ 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>○ While in transit or when transporting money to the bank, the following rules must be followed: <ul style="list-style-type: none"> <li>▪ Up to £2,500 one person to accompany banking</li> <li>▪ £2,501 - £5,000 two people to accompany banking</li> <li>▪ £5,001 - £7,500 three people to accompany banking</li> <li>▪ £7,501 - £10,000 four people to accompany banking</li> <li>▪ Over £10,000 professional carrying company</li> <li>▪ There is no limit on the insurance of cheques</li> </ul> </li> </ul> </li> </ul>
<b>Pets and Animals</b>	<ul style="list-style-type: none"> <li>□ If meeting in a fundraising group member's home and they have pets, ensure the people planning to meet are provided with this information in advance in case of allergy or phobia.</li> </ul>