

Public Collection (Indoor)

Name of activity:	Public Collections (Indoors)	
<p>Brief description of activity:</p>	<p>This activity plan is a risk assessment which covers activities related to Fundraising Groups who are hosting a standard indoor public collection.</p> <ul style="list-style-type: none"> • Standard collection: - individual(s) with a collection tin are stood within one location, with the aim of raising funds. They may give out stickers or daffodils and may also have an information stand. • No other fundraising activity or entertainment would be taking place alongside this. • Indoor collections: - Supermarkets, Theatres, Shopping Centres or venues under cover within their local area. <p>Public Collections is one of the most regular activities which our Fundraising Groups lead on. Overseeing volunteer collectors on the day and ensuring they have a good collecting experience. This includes ensuring that their safety and wellbeing is being monitored.</p> <p>All collection venues need be agreed with your community fundraiser in advance.</p> <p>If you wish to have an information stall alongside your collection, please ensure we have permission form the venue in advance.</p> <p>If you feel there is something missing on this list, please let your community fundraiser know so they can feed it back to be updated this document appropriately.</p> <p><i>Note: if there are additional activities such as entertainment taking place alongside the collection e.g., tombola, choir or selling of trade goods, you will need to complete a separate activity plan and pass it onto your Community Fundraiser.</i></p>	
	<p>Claire Guise – Health and Safety Manager and Kerri Wheeler – Fundraising Volunteering Development Manager</p>	<p>Date: August 2019</p>

**Assessment
carried out
by:**

Things to Consider	Recommended Controls
Personal Safety	<ul style="list-style-type: none">• Always have a charged mobile telephone.• Let your partner/family know you are attending a collection and where it is.• Ensure there is a rota in place, so you know who is helping on the collection.• If you, or your volunteers, feel at risk at during the collection remove yourself from that location and report the incident to the store manager and host/community fundraiser.• Always meet at a designated point to let the host/community fundraiser know you have arrived and notify them when you are leaving.• All collectors are required to wear the Marie Curie Tabard and have letter of permission for the collection to go ahead.• The Marie Curie hat is optional.
Theft, abuse or other Incidents	<ul style="list-style-type: none">• Personal safety of our collection volunteers is our priority.• Keep minimal personal items on you whilst collecting, such as phones, purses/wallets and keys.• Keep personal items on your person and do not leave them unattended or on the floor by your feet.• In an unlikely event of theft or threat, collectors are advised to give up their collection tins and to always put their safety first.• Remove yourself from the location, retreat to a safe place (e.g., a local shop) and seek help by calling the police.• Notify Marie Curie on 0800 3047112.
Driving	<ul style="list-style-type: none">• 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.• Check your vehicle before you drive and always take note of weather conditions before leaving the house• 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• Take special care when driving at night and in adverse weather conditions• Take regular breaks if driving for long periods• Ensure you have planned your route in advance and have a satnav or map at hand.

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).

**Under Age
Cheerers:**

**16 or under
14 or under in
Scotland**

- All underage collectors must be accompanied always by a parent/guardian and are the responsibility of their parent/guardian.
- They cannot hold a collection tin, take or count money, but are able to give out stickers or daffodil badges.
- If available, they should wear a Marie Curie Tabard (hats are optional).
- Please make the community fundraiser aware of their attendance in advance.

Cash Handling

- Collection Tins/Buckets are sealed in advance of the collection.
- Tins/Buckets must not be opened until the end of the collection and only when the tins are at a safe location away from the public eye.
- Cash must be counted by two non-related volunteers and banked within two working days.
- 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.
- While in transit or when transporting money to the bank, the following rules must be followed:
 - Up to £2,500 one person to accompany banking.
 - £2,501 - £5,000 two people to accompany banking.
 - £5,001 - £7,500 three people to accompany banking.
 - £7,501 - £10,000 four people to accompany banking.
 - Over £10,000 professional carrying company.
 - There is no limit on the insurance of cheques.
- Make sure there is a secure way to keep the money, until you have counted and banked it.
- If you have any concerns about cash handling at a collection venue, please speak to your CF before the collection day and they can help you make a safe plan.

**Welfare
Arrangements**

- Collectors are advised to book onto 2-hour collections slots at a time, but if they feel they can do longer are welcome to do so.
- Remember to take breaks if you are taking or covering a long shift or are feeling tired.
- Bring water or a drink with you.
- Make yourself aware of your nearest toilet location in the host venue.
- If you require a chair to sit on during the collection, notify the community fundraiser or host in advance so they can confirm if this can be arranged.
- If you are feeling unwell, let the host or community fundraiser know and if safe to do so go home and rest up.
- Wear suitable footwear as you will be standing for long periods of time.

**Manual
Handling**

- When manual handling, it is important to ensure that you:
 - Wear suitable clothing and footwear (closed shoes are ideal in case you drop things)
 - Use good handling techniques – bend those knees, not your back.
 - Break loads down into manageable weights.

	<ul style="list-style-type: none"> ○ Use a trolley or other handling aid if you need to move lots or items or larger items, especially over long distances. ● Share the load, make sure you don't carry/move everything on your own. Collection tins and buckets will increase in weight over the course of the collection. If the tin/bucket becomes too heavy do change to a new tin and keep the first tin in a safe place. ● Keep manual handling to a limited amount if you are pregnant or have an underlying health condition
First Aid	<ul style="list-style-type: none"> ● Host venues should have first aid provision in place, check what first aid arrangements they have in place. ● Contact them if you need basic first aid support. ● Dial 999 if an emergency. Notify Marie Curie on 0800 3047112
Fire	<ul style="list-style-type: none"> ● Venue responsible for maintaining fire alarms, risk assessments. Follow venue fire procedures and instructions provided by the venue staff/fire marshal.
Slips, Trips and Falls	<ul style="list-style-type: none"> ● Venue host is responsible for keeping floors and pathways clear. ● Keep to assigned footpaths and walkways. Report any slippages or trip hazards to the venue manager/supervisor/customer service desk.
Poor Weather Conditions	<ul style="list-style-type: none"> ● If local weather conditions are looking like they may be severe then the community fundraiser has the authority to cancel an indoor collection, 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 to a collection do not make the journey to the collection. ● Instead, please, notify the collection host or your community fundraiser that you will not be able to attend. ● Collection hosts must have contact details of all collectors, so they can notify them of any last-minute changes to a collection due to adverse weather conditions. ● Your safety should always come first.