

## Wall of Reflection 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 Fundraising Group</b>		
<b>Main Contact</b>		
<b>Activity Name</b>		
<b>Date and Time(s) of Activity</b>		
<b>Address of Activity</b>		
<b>Raffles</b>	Are you holding a raffle at your event?	Yes / No
<b>Contracts</b>	Do you have to sign any agreements / contracts with suppliers or venues?  NB – you should share these with your volunteer manager for signing as we will need to check them.	Yes / No

**Name of activity:** Wall of Reflection

**Brief description of activity:**

This risk assessment covers activities related to hosting a Wall of Reflection as part of the National Day of Reflection.

<https://www.mariecurie.org.uk/get-involved/day-of-reflection/walls-of-reflection>

Fundraising Volunteers can host and coordinate a wall of reflection, within their local area, community centre or place of work, and ask members of their communities to come along and contribute by placing a share memories or photos on the wall or even just to visit, pause and reflect.

It can be held indoors or outdoors, depending on the location and weather. However, ensure that the location/venue can provide you with the following

- Written permissions to use their wall
- Copies of their Public Liability Insurance

This activity can be done as a fundraising group or by individual volunteer.

It is not intended as a fundraising event, but an event to reflect and remember. However, it is down to the organisers to decide if it is suitable to have collection tins or a fundraising activity.

Hosting a Virtual wall? Visit our National Day of Reflection about how to host a virtual wall and see our virtual fundraising for guidance on virtual safety.

Always let your local community fundraiser know about your events in advance. Double check that everything you plan to do for your Wall of Reflection is covered below, if not you might need to submit an activity plan to cover the additional items/activities

If you feel there is something missing on this list, please let your community fundraiser know so they can feed it back to update this document appropriately.

**Assessment carried out by:**

Claire Guise – Health and Safety Manager  
 Kerri Wheeler - Fundraising Volunteering Project Manager

**Date:** 15 February 2022

**Things to Consider Recommended Controls**

<b>Personal Safety</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Always have a charged mobile telephone or landline on hand in case of emergency.</li> <li><input type="checkbox"/> Let your partner/family know you are planning the event so that they are aware, you never know they might want to get involved!</li> <li><input type="checkbox"/> Carry a drink or water with you, to prevent you getting dehydrated</li> </ul>
<b>Wall</b>	<p>Ensure you have written permission to set up and use the allocated space for the wall. Using a permanent Wall e.g. a building wall</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the wall you select is safe and secure</li> <li><input type="checkbox"/> Do not use if the wall looks unstable. Select an alternative wall</li> <li><input type="checkbox"/> Do not permit items to be placed above the reach of their arms (to avoid working at height)</li> <li><input type="checkbox"/> Use blue tac to attach items to the wall. (please do not use drawing pins and sellotape as it can damage wall/paint)</li> </ul> <p>Temporary Wall</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use a material or a bin board which can be securely held in place</li> <li><input type="checkbox"/> Do not block walkways or entrances</li> </ul>
<b>Crowd Control / Queuing around the wall</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep pathways clear</li> <li><input type="checkbox"/> If required create a one-way system to enable easy access</li> <li><input type="checkbox"/> Encourage people to move away from the wall after placing the photo</li> <li><input type="checkbox"/> Have a space which people can stand to reflect</li> <li><input type="checkbox"/> If indoor limit numbers accessing the building</li> </ul>
<b>Slips, Trips and Falls</b>	<ul style="list-style-type: none"> <li>• Keep an eye on pathways and along your route for trip hazards</li> <li><input type="checkbox"/> Ensure key routes leading to and from the wall, and areas if you are serving food and drink, are kept clear.</li> </ul>
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> When manual handling, such as taking items in and out of your car or carrying items to someone's house it is important to ensure that you:       <ul style="list-style-type: none"> <li>o Wear suitable clothing and footwear (closed shoes are ideal in case you drop things)</li> <li>o Use good handling techniques – bend those knees, not your back</li> <li>o Break loads down into manageable weights</li> <li>o 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><input type="checkbox"/> Share the load, make sure you don't carry/move everything on your own</li> </ul>

<b>Candles</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If using candles around the wall, please use battery powered candles only. This will reduce risk of fire, especially if we have paper or photos on a wall which can fall onto the candles.</li> <li><input type="checkbox"/> Have agreed who will call the emergency services</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Under 16's or vulnerable adults should be accompanied by a responsible adult at all times.</li> </ul>
<b>Hot Drinks / Scalds</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep area for pouring and making hot drinks tidy at all time.</li> <li><input type="checkbox"/> Control numbers who are working serving the drinks</li> </ul>
<b>Baked Goods / Allergen/Hygiene Risk</b>	<p>If <b>homemade goods</b> are supplied by kind donors:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read the food hygiene guidance in the Activity Guidance <a href="#">here</a></li> <li><input type="checkbox"/> Ensure that they are: <ul style="list-style-type: none"> <li>o Kept in hygienic conditions at all times, especially during transportation.</li> <li>o Are clearly labelled with <b>all</b> ingredients.</li> </ul> </li> <li><input type="checkbox"/> Ensure items with cream in them are kept refrigerated, until you are ready to start the tea party.</li> </ul> <p>If <b>shop brought</b>, ensure that the packaging is at hand so individuals can check ingredients if needed by allergy sufferers.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have food allergies then ensure you have checked the ingredients being used, before helping to prepare/serve food.</li> </ul> <p><b>Serving Food</b></p> <p>To reduce risk of contamination please</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Always keep food covered</li> <li><input type="checkbox"/> Ask people to wear masks around the food when serving or helping themselves</li> <li><input type="checkbox"/> Use serving spoons or tongs at hand for people to use, and wipe these over after each use.</li> </ul>
<b>Weather</b>	<ul style="list-style-type: none"> <li>• Check the weather forecast in advance.</li> <li>• If weather is going to be unsuitable look to either re-arrange or cancel the event.</li> <li><input type="checkbox"/> Dress appropriately for the weather</li> <li>• Have sun cream at hand</li> </ul>
<b>Pets and Animals</b>	<ul style="list-style-type: none"> <li>• Keep animals and pets away from the wall to avoid distractions and trips.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If you have limited parking spaces, make sure your guests are aware of this and if there are any alternate parking locations.</li> <li><input type="checkbox"/> Do you have access to toilets</li> </ul>
<b>Cash Handling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where possible take donations online, through JustGiving &amp; Trybooking.</li> <li><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.</li> <li><input type="checkbox"/> Cash handling <ul style="list-style-type: none"> <li>o Use sealed buckets, tins or goblets and ask members of public to place donations into the tin.</li> <li>o If exchanging cash, wash your hands with soap &amp; water (20 second) or use hand sanitiser between exchanges.</li> <li>o Make sure that you have someone else with you when handling cash.</li> </ul> </li> <li><input type="checkbox"/> Counting and banking should take place within 48 hours/2days</li> <li><input type="checkbox"/> Make sure there is a secure way to keep the money, until you have counted and banked it</li> <li><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.</li> <li><input type="checkbox"/> If this is not possible, please speak with your community fundraiser in advance of your event/activity for support and guidance</li> <li><input type="checkbox"/> Transporting and Banking donations: <ul style="list-style-type: none"> <li>o 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> </ul> </li> </ul>

- 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

**Incidents**

- 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.