Health and Safety Checklist

Fundraising and other events

We have generic risk assessments for all events and activities but they cannot cover all potential risks. You are strongly encouraged to consider any additional factors and risks applicable.

About your personal safety, be aware of your own health and safety situation, the activity and tasks (for example proximity of liquids to electrical appliances and sockets / cables etc), the environment (especially if travelling to an unknown venue or late in the evening/ night or the activity is an outdoor event) as well as the people they’ll be interacting with i.e. your audience.

Dos & Don’ts:

- Notify us if you are unable to make the event.
- Notify us, too, if there are adverse weather conditions in the local area.
- Sign in and out of the venue on arrival and departure.
- Familiarise yourself with the venue’s specific procedures including fire escapes and meeting points and you’ve know the first aid staff available on the day.
- Place materials in suitable carrying bags with handles and split your literature stock into manageable weights.
- Slips trips and falls - Make sure that:
  - Any materials are kept away or under the table to avoid falling over them.
  - Obstacles are clearly marked to avoid the public and other volunteers tripping over them.
  - When carrying any items, nothing prevents your visibility.
- Wear suitable clothing for the prevailing weather conditions.
- Do not resist anyone trying to forcibly remove any collection boxes. You are more important to us than money. Please get yourself to safety and notify the police immediately.
- Ensure collection boxes are stored at a visible and safe place and stay sealed.
- Move collection boxes to a safe place if you need to leave the room/ stand.
- If you do not know the local area, please contact the venue to find the best parking place in location to the venue to minimise distance.
- Transfer the money in bags (we can provide these to you) so that you are concealing the fact that it’s charity money.
• If you are volunteering outside normal volunteering hours, please check additionally that:
  o You park as close as possible to the entrance, or near a street light and ask a
    member of staff or another volunteer to escort you back to the car, if you are
    carrying money.
  o You let someone know what time you expect to return home and check in that
    you did return safely.
  o You call a taxi to take you to the venue and back to your house (if you rely on
    public transport) – just keep all receipts and check with us prior to the event.
  o You work in pairs with other volunteers and remain in eyesight. If one of you
    must leave, make sure the other stays safe, perhaps in eyesight of venue staff.
  o If this opportunity is arranged by yourself, you let us know if the activity will be
    finishing very late at night so that we agree on a plan.

• Notify us of any health and safety incidents within 24 hours as we need to report them
  and update our risk assessment process for any near misses.