

RISK ASSESSMENT

Ref. No.	
Task or Work Operation	Organiser(s) and volunteers working on a fundraising stall inside a venue / at an event
Location	
Assessor	
Name	<i>Organiser's name</i>
Designation	Organiser
Signature	
Date of Assessment	
Date due for Review	
Employees involved:	None
Employees especially at risk:	NA
Non- employees who may be at risk:	Organiser(s) Volunteers Members of the public

RISK ASSESSMENT (continued)

Ref. No. Fundraising

Likelihood (L)

1. Improbable occurrence
2. Possible occurrence
3. Occasional occurrence
4. Frequent occurrence
5. Regular occurrence
6. Common occurrence

Severity (S)

1. Trivial injury/ies
2. Minor injury/ies
3. Major injury to one person
4. Major injuries to several people
5. Death of one person
6. Multiple deaths

The Risk Rating (R) is obtained by multiplying the probable likelihood number (L) by the probable severity number (S)

RISK RATING

- | | | | |
|-------|------|-------------------------------|---|
| 1-5 | LOW | Not significant | If appropriate implement precaution |
| 6-14 | MED. | Significant | Identify and implement precaution |
| 15-36 | HIGH | Uncontrolled Significant Risk | Identify and implement immediate precaution |

Hazards	Potential Harm	Existing Measures	L	S	R	Additional Controls/Actions Required	Person Responsible	Action Date	Completed	Signature
Driving and parking own car <ul style="list-style-type: none"> ▪ Road accident ▪ Breakdown ▪ Vandalism & Theft ▪ Feeling Vulnerable ▪ Parking in unlit areas ▪ Getting lost and delayed and therefore increased anxiety. 	<ul style="list-style-type: none"> ▪ Risk of being attacked. ▪ Freezing conditions if broken down 	<ul style="list-style-type: none"> ▪ Plan route in advance ▪ Allow plenty of time for journeys 	3	3	9	<ul style="list-style-type: none"> ▪ Organiser(s) and volunteers to have each others' contact details ▪ Organiser(s) and volunteers advised to carry a mobile phone. ▪ Organiser(s) and volunteers advised to carry a personal alarm ▪ All volunteers advised to carry small torches. ▪ Personal responsibility of volunteers to keep their cars maintained 	Organiser			
Carrying cash	<ul style="list-style-type: none"> ▪ Attacked or mugged in order to steal the money ▪ Weight of cash may cause injury (see Manual Handling sheet) 	<ul style="list-style-type: none"> ▪ Avoid carrying cash whenever possible. ▪ Organiser advised to make other arrangements such as cheques, or bank transfer of funds ▪ Make sure it is not obvious cash is being carried. Carry any cash in inconspicuous bags ▪ Plan route carefully ▪ Guidelines for insurance should be followed: No individual fundraiser should carry over £2,000. If 	2	3	6	<ul style="list-style-type: none"> ▪ Ensure all volunteers understand our insurance and what we are covered for ▪ Ensure receipts for cash are given to fundraisers and signed by donor if essential to bring cash home. 	Organiser			

		£2,000 - £5,000 is carried at least 2 people, £5,000 - £8,000 at least 3								
Trips & slips caused by <ul style="list-style-type: none"> ▪ Uneven pavements and pathways ▪ Inadequate lighting 	<ul style="list-style-type: none"> ▪ Minor to major injuries 	<ul style="list-style-type: none"> ▪ Sensible shoes to be worn ▪ Avoid unlit and isolated areas whenever possible 	3	3	9	<ul style="list-style-type: none"> • Carry a small torch if working at night 	Organiser			
Working at unfamiliar premises <ul style="list-style-type: none"> ▪ Fire procedures ▪ Access/egress ▪ Unfamiliar equipment etc 	<ul style="list-style-type: none"> ▪ Difficulty in evacuating if there was an emergency ▪ Injury from equipment 	<ul style="list-style-type: none"> ▪ Gathering as much information as possible prior to event if possible ▪ General awareness on arrival ▪ Seeking assistance with unfamiliar equipment 	2	2	4	<ul style="list-style-type: none"> ▪ Specific Risk assessments of premises/event may be necessary 	Organiser			
Manual Handling Carrying equipment etc such as tables and setting up	<ul style="list-style-type: none"> ▪ Back strain/sprains etc ▪ Trapped fingers 	<ul style="list-style-type: none"> ▪ Use good lifting techniques ▪ Keep weight of loads to minimum, refer to manual handling sheet ▪ Tables should be set up already 	3	2	6	<ul style="list-style-type: none"> ▪ Ensure all volunteers read manual handling sheet ▪ Use trollies to transport equipment and materials ▪ Ask for assistance at the venue you are setting up in 	Organiser			
Catering	<ul style="list-style-type: none"> • Allergic reactions • Food poisoning 	<ul style="list-style-type: none"> • Full ingredient list for each item to be available • Highlight any of the most common allergy-causing ingredients, eg contains nuts/wheat/gluten/milk/soy etc • Practise good hygiene 				<ul style="list-style-type: none"> ▪ Recommendation that at least one volunteer have Level 1 Food Safety Certificate ▪ Raw and cooked meats to be kept separately ▪ Avoid cross-contamination by using separate utensils for each food type 	Organiser			