

RISK ASSESSMENT

Ref. No.	
Task or Work Operation	Organiser(s) and volunteers working on a fundraising stall outside
Location or Department	
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 and volunteers Members of the public

RISK ASSESSMENT (continued)

Ref. No. Fundraising

Frequency (F)

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 (F) 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	F	S	R	Additional Controls/Actions Required	Person Responsible	Action Date	Completed	Signature
<p>Driving and parking own car</p> <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"> ▪ Out of hours contact needed. ▪ All advised to carry small torches. ▪ All advised to carry mobile phones ▪ All advised to carry personal alarms ▪ Personal responsibility of organisers and volunteers to keep their cars maintained 	Organiser			
<p>Carrying cash</p>	<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. Advised to make other arrangements such as cheques, or bank transfer of funds to the hospice ▪ 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 organisers/collectors understand our insurance and what we are covered for ▪ Ensure receipt for cash is 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 land ▪ 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"> • All advised to carry a small torch at night time 	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, gazebos 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. 	3	2	6	<ul style="list-style-type: none"> ▪ Use trolleys to carry equipment and materials ▪ Ask for assistance at the venue you are setting up in 	Organiser		
Extreme weather conditions	<ul style="list-style-type: none"> ▪ Struck by lightning ▪ Bruising from wind moving items around ▪ Sunburn 	<ul style="list-style-type: none"> ▪ Events are up to organisers to cancel if conditions become too extreme ▪ Use gazebo where possible ▪ Bring umbrellas ▪ Take sun cream if no cover is available 	1	4	4	<ul style="list-style-type: none"> ▪ Ensure organisers and volunteers move to a fixed secure location if weather becomes extreme and are able to pack up should they need to ▪ Offer regular breaks to volunteers ▪ Take additional clothing and coats and umbrellas for all volunteers to use ▪ Ensure gazebo if used has correct poles and weights 	Organiser		

						<p>to tie down prior to use</p> <ul style="list-style-type: none"> ▪ Consider taking sides of gazebo down to move air around easier and stop gazebo becoming a wind trap 			
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"> ▪ Recommend that at least one organizer or collector has Food Safety Certificate Level 1 • All to be aware of food safety guidelines ▪ Raw and cooked meats to be kept separately ▪ Avoid cross-contamination by using separate utensils for each food type 	Organiser		