

## RISK ASSESSMENT

Ref. No.	
Task or Work Operation	Holding a bucket collection
Location or Department	Various locations
<b>Assessor</b>	
Name	
Designation	Organiser
Signature	
Date of Assessment	
Date due for Review	
Employees involved:	None
Employees especially at risk:	NA9
Non- employees who may be at risk:	Organiser(s)/volunteers

**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
<b>Driving and parking own car at venue</b> <ul style="list-style-type: none"> <li>▪ Road accident</li> <li>▪ Breakdown</li> <li>▪ Vandalism &amp; Theft</li> <li>▪ Feeling Vulnerable</li> <li>▪ Parking in unlit areas</li> <li>▪ Getting lost and delayed and therefore increased anxiety.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of being attacked.</li> <li>▪ Freezing conditions if broken down</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan route in advance</li> <li>▪ Allow plenty of time for journeys</li> <li>▪ Advise collectors to ensure their cars are well maintained.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>▪ Organiser to have collectors' contact details</li> <li>▪ Collectors to have Organiser's details</li> <li>▪ All organisers/collectors advised to carry mobile phones and small torches.</li> <li>• Personal responsibility of organisers/collectors to keep their cars maintained</li> </ul>	<p><b>Organiser</b></p> <p><b>Organiser</b></p> <p><b>Organisers/Collectors</b></p> <p><b>Organisers/Collectors</b></p>			
<b>Collecting Cash</b>	<ul style="list-style-type: none"> <li>▪ Attacked or mugged in order to steal the money</li> <li>▪ Weight of cash may cause injury</li> </ul>	<ul style="list-style-type: none"> <li>• All collectors to be in pairs or in view of another collector</li> <li>• Ensure all buckets are sealed with lid so people cannot easily take money out</li> <li>• Regularly empty the buckets with two people present.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure all collectors understand our insurance and what we are covered for</li> <li>▪ Money kept in an out of sight place at the event/venue, in a safe wherever possible</li> </ul>	<p><b>Organiser</b></p>			
<b>Carrying/Transporting Cash after event</b>	<ul style="list-style-type: none"> <li>• Attacked or mugged in order to steal the money</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make sure it is not obvious cash is being carried. Carry any cash in inconspicuous bags</li> <li>▪ Plan route carefully</li> </ul>	2	3	6		<p><b>Organiser</b></p>			

	<ul style="list-style-type: none"> <li>Weight of cash may cause injury (see Manual Handling sheet)</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines for insurance should be followed: No individual fundraiser should carry over £2,000. If £2,000 - £5,000 is carried at least 2 people, £5,000 - £8,000 at least 3.</li> </ul>							
<b>Trips &amp; slips caused by</b> <ul style="list-style-type: none"> <li>Uneven pavements and pathways</li> <li>Inadequate lighting</li> </ul>	<ul style="list-style-type: none"> <li>Minor to major injuries</li> </ul>	<ul style="list-style-type: none"> <li>Sensible shoes to be worn</li> <li>Avoid unlit and isolated areas</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Advise all organisers/collectors to carry small torches if working at night</li> </ul>	<b>Organiser</b>		
<b>Working at unfamiliar premises</b> <ul style="list-style-type: none"> <li>Fire procedures</li> <li>Access/egress</li> <li>Unfamiliar equipment etc</li> </ul>	<ul style="list-style-type: none"> <li>Difficulty in evacuating if there was an emergency</li> <li>Injury from equipment</li> </ul>	<ul style="list-style-type: none"> <li>Gathering as much information as possible prior to event if possible</li> <li>General awareness on arrival</li> <li>Seeking assistance with unfamiliar equipment</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Specific Risk assessments of premises/event may be necessary</li> </ul>	<b>Organiser</b>		
<b>Manual Handling</b> Carrying equipment/Cash	<ul style="list-style-type: none"> <li>Back strain/sprains etc</li> </ul>	<ul style="list-style-type: none"> <li>Use good lifting techniques</li> <li>Keep weight of loads to minimum, refer to manual handling sheet</li> <li>Use trolleys to transport equipment and materials</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Ensure all organisers/collectors are informed on manual handling guidelines</li> </ul>	<b>Organiser</b>		
<b>Exposure to extreme weather conditions</b>	<ul style="list-style-type: none"> <li>Sunstroke</li> <li>Dehydration</li> <li>Adverse reaction to cold and wet</li> </ul>	<ul style="list-style-type: none"> <li>Suitable weather protection brought and worn for wet, hot and cold weather (eg sun cream, hats, waterproofs and coats)</li> <li>Volunteers advised to take hot/cold drinks with them</li> <li>Organisers to cancel collections if conditions become too extreme</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Find suitable cover to shelter from weather if needed</li> </ul>	<b>Organiser</b>		