

No	Hazard & potential consequences	People at risk	Control measures	Current risk rating (high, med, low)	Additional control measures necessary	Residual risk rating (high, med, low)
1	<p>Poor management of safety</p> <p>e.g.: Poor communication of health and safety issues and unawareness of hazards that could potentially cause injury.</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Staff</p>	<p>All volunteer fundraisers will be trained on safety and hazards associated with fundraising before receiving fundraiser credentials.</p> <p>On the day, an allocated team leader will prep all volunteer fundraisers of health and safety issues as well as hazards specific to the location both before departure and upon arrival to the fundraising location.</p> <p>Changing Government guidance locally and/or social distancing measures will be checked on the day of the allocated fundraising and properly communicated to ensure those measures are followed by all volunteer fundraisers in light of COVID-19.</p>	Medium	<p>Fundraising safety documents will be available on the day of the fundraising.</p> <p>A fundraising supervisor will put the actions outlined in the safety guidance into practice.</p>	Low
2	<p>Slip, trips and falls</p> <p>e.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /exit routes and pedestrian areas, hazard presented by wheelchair use.</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Staff</p>	<p>Volunteer fundraisers will avoid uneven or damaged surfaces when fundraising outdoors and in indoor locations, we will work with the permit issuer for such surfaces to be appropriately highlighted (i.e. by means of a physical barrier or hazard tape).</p>	Medium	<p>Pre-fundraising site visit to identify possible hazards that may cause slip, trips and falls.</p>	Low
3	<p>Manual handling</p> <p>e.g.: Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects (carrying buckets for long</p>	<p>Volunteers</p>	<p>Volunteer fundraisers will be trained of the dangers of manual handling particularly when the collection buckets/tins starts to get full.</p>	Medium	<p>Pre-fundraising briefing session with all volunteers to include instructions on manual handling, including:</p> <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young people and others at significant risk (e.g.: people with a previous back injury) instructed not to lift heavy weights. 	Low

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	periods).				<ul style="list-style-type: none"> ▪ All lifting by young people to be supervised 	
4	<p>Weather Issues</p> <p>e.g.: Extreme weather can cause injuries such as wind blown debris.</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Staff</p>	<p>Volunteering fundraiser will be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.</p> <p>Weather will be assessed on the day of the fundraising and will only go ahead if it is safe for the volunteers and members of the public.</p> <p>All volunteers with flu like symptoms, respiratory issues and any form of symptoms that could increase the chances of Covid 19 infections will be restricted from fundraising.</p>	Medium	<p>Pre-fundraising briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn) or in the cold (need to keep warm).</p>	Low
5	<p>Children and young people</p> <p>e.g.: A young person taking unnecessary risks resulting in injury</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Staff</p>	<p>Organiser to carry out a pre-fundraising site visit to ensure that the area is suitable for young people.</p> <p>All under 18s will be supervised by an adult and no one under 16 will be fundraising.</p>	Medium	<p>Specific time will be taken to explain procedures and take particular care to describe and point out the potential hazards specific to the young.</p>	Low
6	<p>Handling Money and Covid-19</p> <p>e.g.: Collection containers/buckets may become detached from cord retainers and roll along the flood; volunteer may be robbed and suffer injury through attempted theft of the money.</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Staff</p>	<p>All collection buckets/tin will be signed for upon collection and return.</p> <p>All buckets will be safety sealed and marked in a way that is identifiable to each collector. The safety seal must not be broken.</p> <p>All collectors will remain stationary, not swinging or shaking the buckets.</p> <p>Fundraisers will not handle money at all.</p>	Medium	<p>Volunteering fundraisers cannot be alone with the bucket but must at least always be in pairs to minimize the risk of theft.</p>	Low

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7	Use of Mascots e.g.: Giving out gifts or items such as stickers and balloons which may cause allergic reaction or add to the spread of COVID-19.	Members of the public Volunteers Staff	<p>Overheating: Mascot performers should be provided with a private space in which they can take the mascot costume off in the event of overheating. Water must be made available for performers at all times. Venues should be well ventilated and have air conditioning.</p> <p>Skin Irritation: People with skin that is sensitive to the costume materials must not wear the costume.</p> <p>Neck and back pain: People with neck and back injuries must not perform as mascots, unless a medical professional advises it is safe. Mascot performers who suffer injuries during performance must stop performing and seek medical attention immediately.</p> <p>Physical injury due to mascot tripping over or bumping into people: Mascot to be given adequate space to perform. Public to stay in front of the mascot in sight.</p> <p>Mascots will not be shared by different performers to help prevent the spread of COVID-19.</p> <p>Stickers will not be given to donors to help prevent the spread of COVID-19.</p>	Medium	<p>It is the responsibility of the mascot performer to report their physical ability or inability to perform as a mascot.</p> <p>Visibility in mascot costumes is poor and so we advise responsible adults to make sure their children do not surprise the mascot performer by standing behind them, sneaking up on them, etc.</p>	<p>Low</p> <p>Medium</p>
8	Spread of Covid-19 Coronavirus.	Members of the public Volunteers Staff	<p>Volunteering fundraisers will frequently use hand sanitizer, especially if any contact is made with a member of the public, or any objects, which might have been touched by any one apart from him/her self.</p> <p>Volunteers will be provided with appropriate PPE.</p> <p>As per government guidelines, no more than 6 volunteers will be assigned to a permitted street location for collection.</p> <p>The appropriate social distance in England is at least two metres or one metre with additional risk mitigation (where two metres is not viable).</p>	Medium		Low

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			<p>Volunteers will make sure to not cause any physical obstruction to the public.</p> <p>Volunteers with symptoms of COVID-19 (high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) will be prohibited from volunteering and asked to follow NHS guidelines. Those who have received positive test results will also be prohibited to fundraise until NHS has given that person the all clear.</p> <p>Reduction in contact with donors as much as possible especially through social distancing.</p> <p>Permits received in locations where non-essential stores are closed/tier 3 will be avoided especially if the tier of that location increased between the time the permit was issued till when the date of the fundraising</p> <p>Tier 1 We will follow government and local authority guidelines according to this tier when fundraising.</p> <p>Tier 2 We will follow government and local authority guidelines according to this tier when fundraising.</p> <p>Tier 3 We will not be fundraising at location within this tier.</p>	<p>Low</p> <p>Medium</p> <p>High</p>	<p>If the location volunteers have been stationed is deemed too busy, volunteers are advised to seek a new location to be stationed at, within our granted permit.</p> <p>Volunteer with COVID-19 like systems are advised to follow NHS guidance on coronavirus or call 111.</p> <p>A short briefing will be given to volunteers about the government guidelines in relation to the tiers system.</p>	<p>Low</p> <p>Low</p> <p>Medium</p>
9	Door to Door.	Members of the public	Upon approaching any door, volunteers will knock and then step back observing social distancing.	Medium	Volunteering Fundraiser's will have on hand a Face covering.	Low

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		Volunteers Staff	<p>No more than four collectors within a given area.</p> <p>Official fundraising badge will be issued to all our volunteers in order to identify authorized volunteers.</p> <p>Vest with the charity's logo will also be issued for every volunteer, upon the day of collection.</p> <p>We will also go door to door to local businesses following the measures above.</p>		Hand wipes/sanitizer to accompany all volunteers upon day of collection in order to minimize the spread of Covid 19.	Low
10	Carol Singing (Spread of coronavirus through droplets).	Members of the public Volunteers Staff	Carol singing will be avoided as much as possible only taking place where there is shielding and distancing available to protect the singer/volunteer and members of the public.	Medium	Where such measures are not possible, songs will be played from audio systems.	Low