

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM

RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES

Location/Dept: Fundraising		Date Assessed: 23 March 2020, changes made 19 May 2020 in line with COVID Secure guidance and 18/06/2020 in light of non essential shops reopening. Reviewed 31/07/2020, updated 20/10/2020			Assessed by: Chloe Atkins Reviews by: Carol Dixon 19/05/2020 and Beth Rogers 18/06/2020, 31/07/2020 by Beth Rogers		
Task/ Activity: Fundraising Staff and Volunteers		Review Date: Every Day After 2pm			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Street/bucket collections.	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees and volunteers	Collections to only take place on agreed sites, in line with social distancing and using tap and donate machine. Individual event risk assessments to be undertaken in collaboration with collection sites. Regular cleaning schedule of all equipment used.	5	1	5	
Collecting tin pick up from shops	Contact with persons suffering from coronavirus or displaying symptoms of it Risk of potential theft of donations, putting shop staff at risk.	FR employees and volunteers and employees of shops where boxes are	FR assistant to call all shops to avoid financial risk of money sitting about. Shops to be called prior to pick up to establish if shop is open and if box needs collecting. If box needs collecting and changing staff to ensure: <ul style="list-style-type: none"> • Only staff collect and swap, not volunteers. • Staff to use facemask and gloves when collecting and swapping over boxes, and ensure they have a disposal bag in vehicle for disposal of PPE. 	5	1	5	

			<ul style="list-style-type: none"> • Staff to be provided with a sanitation kit for cars. Staff to sanitise car after collection run. • All boxes to be sanitised prior to handover and immediately after collection. • Social distancing to be followed inside shop, staff to remain 2m from shop staff/ customers. • Staff to ask shops in advance quiet times to schedule collection. • All boxes to be placed in sealed containers and isolated for 72 hours before cash is processed. 				
Attending meetings with funders and supporters	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees	All meetings to be carried out via telephone, virtual platform or postponed where possible. If face to face meetings necessary then they are to be carried out outdoors and in line with social distancing guidance.	5	1	5	
Receiving and processing cheque and cash donations	Contact with cash handles by persons suffering from coronavirus or displaying symptoms of it	FR employees	Cash to be stored on premises at RR and banking to be undertaken once per month and only where staff can ensure social distancing and safety. If cash is handled staff member to wash hands thoroughly as PH guidance. Cheques presentations postponed. Cheques arriving by post to be handled by staff and scanned, banking of cash postponed unless significant amount.	3	2	6	
Fundraising events and sponsored events	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees, volunteers and supporters	<p>All events cancelled (on a rolling monthly basis), all third party sporting events cancelled.</p> <p>Virtual events now being offered all to fit within social distancing guidance.</p>	5	1	5	

Third party fundraising events	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees, volunteers and supporters	Staff team to only attend where social distancing requirements are being met. FR team to ensure volunteers are aware of risks and social distancing guidelines if made aware of an event, and that it cannot go ahead unless it meets PH guidance.				
Team meetings and office visits	Contact with persons suffering from coronavirus or displaying symptoms of it – risk of bringing infection to Bradbury Centre	FR employees and volunteers	<p>Only three people to work in the fundraising office at any time. Staff and volunteers to spread across office, ensuring 2m between them at all times, and no desk spaces to be face to face. Cleaning spray and blue towel to be used to clean office surfaces and phones after use.</p> <p>Rota scheme to be put into place to ensure only 3 people use office per day, meaning 1 day each per volunteer. Returning volunteers and staff to be issued with guidance on rules and policy listed below and to have regular supervisions to keep up to date.</p> <p>All use of Bradbury Centre to comply with Rose Road Coronavirus Policy-Office and reception.</p>	5	1	5	

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

