

CURRENT CORONAVIRUS ALERT LEVEL - ROADMAP STEP 4							
RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES							
<b>Location/Dept:</b> Fundraising		<b>Date Assessed:</b> 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. Updated: 31/07/2020, 20/10/2020, 5 <sup>th</sup> November 2020, 2 <sup>nd</sup> December 2020, 5 January 2021. 23/03/2021, 29/03/2021, 12 April 2021, 13 <sup>th</sup> April 2021, 21/04/2021, 17/05/2021, 19 July 2021, 11 <sup>th</sup> November 2021			<b>Assessed by:</b> Chloe Atkins <b>Reviews by</b> Carol Dixon and Beth Rogers		
<b>Task/ Activity:</b> Fundraising Staff and Volunteers		<b>Review Date:</b> <b>Every Day After 2pm</b>			<b>Reference Number:</b>		
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	All events to have specific RAMS including section on COVID. All events to only go ahead if they comply with current government COVID guidance on day of event. Staff and volunteers to wear PPE for collections, as per Fundraising Regulator or government guidance. Fundraising Regulator best practice guidance to be followed.	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"> <li>Only staff collect and swap, not volunteers.</li> </ul>	5	1	5	

			<ul style="list-style-type: none"> <li>• Staff to use facemask, visor and gloves when collecting and swapping over boxes, and ensure they have a disposal bag in vehicle for disposal of PPE.</li> <li>• Staff to be provided with a sanitation kit for cars. Staff to sanitise car after collection run.</li> <li>• All boxes to be sanitised prior to handover and immediately after collection.</li> <li>• Social distancing to be followed inside shop, staff to remain 2m from shop staff/ customers.</li> <li>• Staff to ask shops in advance quiet times to schedule collection.</li> <li>• All boxes to be placed in sealed containers and isolated for 72 hours before cash is processed.</li> </ul>				
Attending meetings with funders and supporters	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees	As many meetings as possible to take place virtually. Where face to face meetings are required all social distancing measures and appropriate PPE should be worn. Where possible face to face meetings to take place outside. Visitors to Bradbury Centre only permitted if government guidance allows, with evidence of 2 jabs and only where face to face meetings are necessary, and then must follow office risk assessment. Fundraising team have all received 2 vaccinations.	5	1	5	
Receiving and processing cheque and	Contact with cash handles by persons suffering from coronavirus	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	3	2	6	

cash donations	or displaying symptoms of it		handled staff member to wash hands thoroughly as PH guidance. Cheques arriving by post to be handled by staff and scanned. Fundraising team have all received 2 vaccinations..				
Fundraising events and sponsored events	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees, volunteers and supporters	All events to have specific RAMS including section on COVID. All events to only go ahead if they comply with current government COVID guidance on day of event. September – December 2021 all onsite events cancelled to minimise risk to services, only offsite events to continue. Fundraising Regulator best practice guidance to be followed. Events to only take place where they are in the best interests of Rose Road service users. Fundraising team have all received 2 vaccinations.	5	1	5	
Third party fundraising events	Contact with persons suffering from coronavirus or displaying symptoms of it	FR employees, volunteers and supporters	All events must adhere to current COVID restrictions at time of event, fundraising staff to make 3 <sup>rd</sup> parties aware of current rules, and that rules may change quickly if they are made aware of an event. Rose Road staff to conduct risk assessment if asked to attend event, and will only do so where it is safe to, follow current Fundraising Regulator guidance. Fundraising team have all received 2 vaccinations.	5	1	5	
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	Only a maximum of six people to work in the fundraising office at any time, screens must be between desks. Or 2 metre space, and staff and volunteers must follow office and reception RA. Staff and volunteers to spread across office, ensuring 2m between them at all times, and no desk spaces to be face to	5	1	5	

			<p>face. Cleaning spray and blue towel to be used to clean office surfaces and phones after use.</p> <p>All use of Bradbury Centre to comply with Rose Road Coronavirus Risk Assessment - Office and reception.</p> <p>Fundraising team have all received 2 vaccinations.</p> <p>Vaccine status of all visitors, staff and volunteers with FR team to be sought &amp; stored. Only where we have seen and stored this evidence of 2 jabs can someone be permitted to the building.</p>				
--	--	--	--	--	--	--	--

## 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