

# Compton Care

## Risk Assessment Form

**Team**

**Lottery – Face  
to Face  
Fundraising**

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk
<i>Tolerable means that risk has been reduced to the lowest level that is reasonably practicable</i>			

### RISK RATING

Risk Level	Action	Prepared by: Kevin Barrett CMIO
Trivial	No Action is required and no documentary records need to be kept	
Tolerable	<i>No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.</i>	
Moderate	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	
Substantial	Considerable resources may have to be allocated to reduce the risk as a matter of high priority.	
Intolerable	Immediate action must be taken to reduce the risk and if necessary, additional action taken to remove tenants from potential harm.	

Reviewed	Reviewed	Reviewed	Reviewed	Reviewed	Reviewed	Reviewed	Reviewed
By Marie Von Wurzbach	By Marie Von Wurzbach	By Marie Von Wurzbach	By Marie Von Wurzbach	By Marie Von Wurzbach	By	By	By
Date 13 July 2020	Date 28 July 2020	Date 2 December 2020	Date 8 April 2021	Date 12 April 2021	Date	Date	Date

Please note this risk assessment has been completed using up to date guidance (three tiers) from the Government Website <https://www.gov.uk/coronavirus>  
<https://www.gov.uk/coronavirus>  
 Guidance was last issued 12 April 2021 jointly by the Chartered Institute of Fundraising and the Fundraising Regulator <https://www.fundraisingregulator.org.uk/more-from-us/news/coronavirus-covid-19-statement-fundraising-regulator-return-public-fundraising> detailed guidance <https://www.fundraisingregulator.org.uk/more-from-us/resources/coronavirus-covid-19-fundraising-key-principles-guidance> Plus following the Fundraisers Code of Conduct <https://www.fundraisingregulator.org.uk/code>

Activity	Significant Hazards noted	Who is at risk	Current Risk Control Measures	Estimated level of risk	Additional Actions needed	Level of risk after application of further actions	By whom/ when	Action Completed & Comments
Travel to sites	Public Transport Sharing a Car	Fundraisers	Pre Covid none	Substantial	Virtual training given using all guidance available to support RA  Maintain Social Distancing Measures preferably 2m, if not 1m+  Try to walk or cycle  Wear Face covering on Public Transport and observe social distancing  If you do have to travel with people outside your household or support bubble try to:	Tolerable	Fundraisers	Risk assessment shared, training given, signed by each fundraiser

					<ul style="list-style-type: none"> <li>- share the transport with the same people each time</li> <li>keep to small groups of people at any one time</li> <li>- open windows for ventilation</li> <li>travel side by side or behind other people, rather than facing them, - where seating arrangements allow face away from each other</li> <li>- consider seating arrangements to maximise distance between people in the vehicle</li> <li>- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch</li> <li>- ask the driver and passengers to wear a face covering</li> </ul>			
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Activity	Significant Hazards noted	Who is at risk	Current Risk Control Measures	Estimated level of risk	Additional Actions needed	Level of risk after application of further actions	By whom/when	Action Completed & Comments
Fundraising Teams	Close Proximity of Fundraisers working Together	Fundraisers	None pre Covid	Substantial	<p>Virtual training given using all guidance available to support RA</p> <p>Maintain Social Distancing Measures preferably 2m, if not 1m+</p> <p>For door-to-door fundraising, no more than four fundraisers should work together at the same time and only one fundraiser at a time should approach a household.</p> <p>For street fundraising, no more than four fundraisers should work on the same site at the same time in general, but any terms of Site Management Agreements must be adhered to and will take precedence if it sets out a smaller number of fundraisers.</p> <p>For private site fundraising, the number of fundraisers will be set by the terms of the relevant agreement with the site owner.</p>	Tolerable	Fundraisers	Risk assessment shared, training given, signed by each canvasser.

Activity	Significant Hazards noted	Who is at risk	Current Risk Control Measures	Estimated level of risk	Additional Actions needed	Level of risk after application of further actions	By whom/when	Action Completed & Comments
Approaching , having a conversation and signing up a new player	Coming into contact with door knockers/bells, pens, paper, podiums, clip boardscontact with members of the public,	Fundraisers, members of the public	None pre covid	Substantial	<p>Virtual training given using all guidance available to support RA</p> <p><b>Keep up good sanitation practices. Cleaning practices and hand hygiene are important in reducing the risk of transmission. You should wash your hands as often as practically possible and use hand sanitiser frequently. Make sure you reinforce hand hygiene and provide hand sanitiser for fundraisers to use whenever they come into contact with an object or have to touch something (such as a doorbell) which others may have touched. Sanitiser should be used before and after touching any such object. Restrict the use of shared equipment wherever possible, and if it must be shared make sure it is frequently cleaned.</b></p> <p><b>Please use facemasks/covering as per government guidance for indoor and outdoor situations. It is strongly recommended that if a member of the public is interested in</b></p>	Tolerable	Fundraisers	Risk assessment shared, training given, signed by each canvasser.

				<p><b>finding out more, then a face covering should be worn.</b></p> <p><b>Keep to social distancing guidance. You must fundraise in accordance with Government guidance on social distancing and in-line with any rules from the Governments of England, Scotland, Wales and Northern Ireland and any further conditions from local authorities. Currently, the appropriate social distance in England is at least two metres or one metre plus with additional risk mitigation (where two metres is not viable).</b></p> <p><b>You should be aware that this could change over time and you will need to keep up-to-date with any changes and respond appropriately. If there are certain locations, for example, flats or apartment blocks with narrow walkways, where social distancing cannot be maintained, you should not fundraise in those locations. Be aware that the public might expect to maintain these practices after restrictions lift. You should implement social distancing measures in the following ways:</b></p> <p><b>Keep a minimum distance. You should maintain the appropriate social distance from members of the public</b></p>			
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				<p><b>and between yourself and other fundraisers. For example, if you knock on a person's door, you should then move at least two metres away from the door. If you have a stand in a public place then consider having markings or materials that clearly set out the appropriate distance that people should be. Messages on clothing or signage about social distancing should also be considered.</b></p> <p><b>The behaviour of the public may be difficult to predict, and in the event that a member of the public is not maintaining social distancing then it is the responsibility of the fundraiser to act quickly and ensure a proper distance is maintained. Due to the risk of transmission, fundraisers should never shout to attract attention or during the course of a conversation, even if they are in a loud public setting. You should also refrain from playing loud music. If the setting becomes too loud so that fundraisers are unable to have a conversation at normal speaking volume then they should not initiate or continue a conversation.</b></p> <p><b>Give way to the public. Fundraisers must never cause any physical obstruction to the public (see standard 8.1.2 in the code). When you are moving</b></p>			
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				<p><b>between positions you should always maintain social distancing, and give way to members of the public to let them pass you at a safe distance. If any setting does not enable the fundraiser to give way to the public and maintain social distancing throughout then fundraising should not take place in that setting.</b></p> <p><b>Maintain a static position. In normal circumstances, the code allows fundraisers to approach the public, for example by taking steps alongside them (see standards 8.4.19 and 8.4.28 in the code). However, this is likely to cause anxiety at the current time, so we recommend maintaining a static position in general and giving clear warning if you are going to move closer to a member of the public, while always maintaining a two metre distance.</b></p> <p><b>It may be in certain locations there is a requirement to wear additional PPE under other organisations Risk Assessments, which will be adhered to.</b></p> <p><b>Use a 2m distancing mat or other distancing measure where appropriate.</b></p>			
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					<p><b>Ensure that the member of the public is happy to have a conversation, and if no please disengage courteously without follow up</b></p> <p><b>Review and agree improved process for collecting donor information, exchanging items, showing ID</b></p> <p><b>Carefully select your door-to-door fundraising territory. When selecting territories in which to fundraise, be particularly mindful of places where there may be greater numbers of people who are shielding or who may be more vulnerable to the virus. No work should be carried out in a household which is isolating because one or more family members has symptoms or where an individual has been advised to shield.</b></p> <p><b>Ensure that you have carried out due diligence and are not calling in areas identified by councils/trading standards as vulnerable areas and no cold calling areas.</b></p> <p><b>Under no circumstances should any door that has no cold calling, no sales etc be knocked on. Any sign pertaining to do not knock qualifies, even if you believe it precludes charity.</b></p>			
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