**Student Groups Pre-prepared Risk Assessment: Fundraising on campus**

***e.g. bucket collection at stall/at Fab/outdoors on campus [see separate cake sale/catering document for cake stalls]***

**Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur**

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| **Potential Hazard***What is the risk? What is posing it? What could happen?* | **People at risk***Who could it affect?* | **Potential Severity?***High, medium or low?* | **Likelihood?***Very likely, quite, slight, low* | **Control Measures***What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.*  |
| Cash handling: risk of theft | All participants | High | Low | Ensure that no individuals left on their ownHave lockable/sealed receptacle (collection bucket, cash tin – available to borrow via Student Opportunities team)Ensure that money is supervised at all timesEnsure that money is paid into Students’ Union at earliest opportunityEnsure that not more than £1000 is collected or transported at any time. If larger sums expected to be collected, this must be discussed with Student Activities staff in advance so that alternatives can be discussed and additional measures put in place. |
| People being uncertain about cause being fundraised for | All attendees | Medium | Quite likely | Plan content of meeting beforehand at committee meetings.Committee to introduce themselves when new members are present, and make it clear that questions can be asked at any time.Signage during event/on collection points must clearly state charity/cause being collected for – full name and charity registration number where appropriate. |
| Aggression from passersby, due to either cause being raised for, or tactics of fundraising | All members | Low | Low | Consider potential reaction when choosing your cause initially; if have grounds for concern, discuss with Student Opportunities staff.If possibility of concern for cause, brief collectors on background and have information ready to give out about cause in response to queries. |
| Not having adequate permission for site | All attendees | Med | Med | Check emails for confirmation of booking. If any uncertainty, check with the relevant Student Opportunities staff; have access to written confirmation of permission (hard copy or on electronic device)Make booking in plenty of time. If unsure of what permissions are needed, ask Students’ Union and/or Venue staff in advance. |
| Having enough volunteers/great burden placed on small number of people | CommitteeOther users | Med | Med | Be realistic about targets and aims during planningEnsure that multiple people are expected to attend, so that if some people can no longer attend there will still be sufficient people to do activity safely and effectively |
| If outside, extreme weather; cold/wet | All attendees | Med | Med | Check forecast in advance and advise participants of likely conditions and required clothing/equipmentCancel or temporarily postpone/pause event if requiredAllow time for individuals to have breaksCheck location and status of nearby facilities/services |
| If outside, extreme weather; heat/sun | All attendees | Med | Med | Check forecast in advance and advise participants of likely conditions and required clothing/equipmentCancel or temporarily postpone/pause event if requiredAllow time for individuals to have breaksCheck location and status of nearby facilities/services |

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| **Additional notes:** If group hasn’t done a specific type of fundraising before or has not been done previously by current committee, discuss plans with Student Opportunities staff in advance. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*