

Covid-19 Risk Assessment

Company name: Gemini Fundraising

Assessment carried out by: Brad Gillham

Date of next review: 20th Dec 2020

Date assessment was carried out: 25th Sep 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Confined Spaces	Fundraisers, Potential Supporters, Shop Workers	Maximum two fundraisers per location used/minimum 1metre distance between all parties marked out by tape on the floor	Acquire consent from the store manager that the agreed area marked is sufficient and does not affect the business needs of the store. A photo of the setup to be taken and sent to the ops manager each morning before starting shift.	Fundraisers to mark out tape whilst setting up stand for the day, if tape is not possible/allowed by the store, social distancing signs must be clearly visible on setup and 1metre plus distancing adhered to by placing social distancing marker on the floor at least 1 metre away.	Daily before canvassing begins	

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Private-Site Stand Setup	Fundraisers, Potential Supporters, Shop Workers	Maximum two fundraisers per location used/minimum 1metre distance between all parties marked out by tape on the floor where possible,. If not floor markers to be used.	Acquire consent from the store manager that the agreed area marked is sufficient and does not affect the business needs of the store. A photo of the setup to be taken and sent to the ops manager each morning before starting shift.	Fundraisers to mark out tape whilst setting up stand for the day, if tape is not possible/allowed by the store, social distancing signs must be clearly visible on setup and 1metre plus distancing adhered to by placing social distancing marker on the floor at least 1 metre away.	Daily before canvassing begins	
Mitigating against poor hygiene and the risk of infection	Fundraisers, Potential Supporters, Shop Workers	All equipment being used to be fully sanitised before commencing canvassing. Ensuring no one is canvassing if they are showing signs of Covid-19 or	All equipment being used to be fully sanitised after every interaction with a potential supporter. Ensure correct PPE is being worn during all conversations.	Fundraisers to ensure they are sanitizing their workstation and wearing correct PPE.	Before and during canvassing	



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		<p>have been in contact with anyone with Covid-19. Fundraisers to wear face masks/visors</p>	<p>The requirements of correct PPE is handed to each Fundraiser before canvassing in Gem_PPE_PS document.</p>			
<p>Spread of Covid-19 through environment</p>	<p>Fundraisers, Potential Supporters, Shop Workers</p>	<p>Ensuring any fundraisers/employee showing symptoms of Covid-19 do not canvass/come into the office and isolate at home for 14 days. Fundraiser should then complete self-assessment form and contact 111 to give contact track and trace details.</p>	<p>Sanitise work station and materials after every interaction with a potential supporter and routinely every 20 minutes. Fundraisers should use anti-bacterial wipes and dispose of them in the pedal bin/rubbish sack taken with them and then to be taken</p>	<p>Fundraisers/employees to ensure they are sanitizing their workstation and wearing correct PPE.</p>	<p>Before and during canvassing</p>	



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			with them off site and disposed of in a general waste bin.			
Contacting/Spreading the virus from another infected individual	Fundraisers, employees, Potential Supporters, Shop Workers	Ensuring any fundraisers showing symptoms of Covid-19 do not canvass/come into the office and isolate at home for 14 days. If canvassers suspects they have come in contact with someone who has Covid-19 whilst canvassing, they must immediately finish canvassing and go home. Fundraiser should then complete self-assessment form	Sanitise work station and materials after every interaction with a potential supporter and routinely every 20 minutes. Fundraisers should use anti-bacterial wipes and dispose of them in the pedal bin/rubbish sack taken with them and then to be taken with them off site and disposed of in a	Fundraisers/employees to ensure they are sanitizing their workstation and wearing correct PPE. Fundraisers to ensure they have taken the test and/or self-isolated	During and after canvassing	

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		and contact 111 to give contact track and trace details.	general waste bin. If canvasser suspects they may have come in contact with someone with Covid-19 they must either have a Covid-19 test or self-isolate for 14 days before canvassing again.			
Spread of Covid-19 through materials being used	Fundraisers, Potential Supporters, Shop Workers	All equipment being used to be fully sanitised before commencing canvassing. The supporter will be able to decide whether they wish to sign the tablet themselves or opt for contact free	Sanitise work station and materials after every interaction with a potential supporter and routinely every 20 minutes. Fundraiser to ensure the supporter is happy	Fundraisers to ensure they are sanitizing their workstation and wearing correct PPE. Fundraisers should use anti-bacterial wipes and dispose of them in the pedal bin/rubbish sack taken with them and then to be taken	Before and during canvassing	

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		sign which will result in the supporter receiving a text or SMS for them to complete the donation. Ensuring no one is canvassing if they are showing signs of Covid-19 or have been in contact with anyone with Covid-19	to proceed with either contact free or regular signing method for donation. Fundraisers should use anti-bacterial wipes and dispose of them in the pedal bin/rubbish sack.	with them off site and disposed of in a general waste bin.		
Spread of Covid-19 through tablet	Fundraisers, Potential Supporters, Shop Workers	The supporter will be able to decide whether they wish to sign the tablet themselves or opt for contact free sign which will result in the supporter receiving a text or	Fundraiser to ensure the tablet is sanitised with anti-bac wipes before and after each interaction, hand sanitiser given to supporter, and tablet to be left on	Fundraiser, supporter	During canvassing	



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		SMS for them to complete the donation.	table for supporter to sign whilst adhering to social distance			
<p>Concerns that canvassing/working could put the fundraiser or their family at risk.</p>	<p>Fundraiser, employee, Fundraisers/employees family</p>	<p>All equipment being used to be fully sanitised before commencing canvassing. Ensuring no one is canvassing if they are showing signs of Covid-19 or have been in contact with anyone with Covid-19. Fundraisers to wear face masks/visors. If fundraiser is still concerned then they will not canvass and remain at home.</p>	<p>Fundraiser to self-assess when they feel situation (r number) is safe for them to return to canvassing.</p>	<p>Fundraiser/employee</p>	<p>Before and during canvassing</p>	

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Fundraiser or employee showing symptoms of Covid-19	Fundraisers, employees, Potential Supporters, Shop Workers	Fundraiser, employee showing symptoms of Covid-19 must self-isolate for 14 days.	Check in with fundraiser/employee after 14 days self-isolation to ensure it is safe for them to return to work/canvassing	Managing Director/Operations Manager	Before employee, fundraiser returns to office/canvassing.	
A case of Covid-19 being confirmed in your setting	Fundraisers, employees	All fundraisers, employees to have read and signed covid-19 policy and know they must self-isolate for 14 days if they have been in a confirmed Covid-19 setting.	Check in with fundraiser/employee after 14 days self-isolation to ensure it is safe for them to return to work/canvassing	Managing Director/Operations Manager	Before employee, fundraiser returns to office/canvassing.	
Potential supporter is unwell during conversation	Fundraisers, Potential Supporters, Shop Workers	All equipment being used to be fully sanitised before commencing	If fundraiser feels they have been exposed to Covid-19 they must	Fundraiser	During Canvassing	

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		<p>canvassing. Ensuring no one is canvassing if they are showing signs of Covid-19 or have been in contact with anyone with Covid-19.</p> <p>Fundraisers to wear face masks/visors. If fundraiser is still concerned then they should end the conversation as soon as possible in a polite manner.</p>	<p>immediately finish canvassing and go home.</p>			
<p>Risks associated with travel and holidays</p>	<p>Fundraisers, employees, Potential Supporters, Shop Workers</p>	<p>If a fundraiser, employee has recently returned to the UK after visiting a country which is listed as high</p>	<p>Keep up to date with new government guidelines on safe destinations to</p>	<p>Managing Director/Operations Manager</p>	<p>Before a canvasser, employees resumes their duties with Gemini.</p>	



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		<p>exposure by the WHO, then they must follow government guidelines and self-isolate for 14 days before canvassing or returning to the office. If they are returning to the UK and it is safe to return to canvassing, the office immediately following government guidelines then that is fine.</p>	<p>travel to and from the UK.</p>			
<p>Risks associated with travelling to work on public transport</p>	<p>Fundraisers, employees, Potential Supporters, Shop Workers</p>	<p>Fundraisers, employees to ensure they are following government guidelines and</p>	<p>If Fundraisers, employees have failed to follow guidelines they will</p>	<p>Fundraiser, employee</p>	<p>Before canvassing/working</p>	

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		wearing the correct PPE whilst travelling on public transport.	not be allowed to canvass/work.			
Use of equipment to carry out the task in hand, i.e canvassing on field or in the workplace	Fundraisers, employees, Potential Supporters, Shop Workers	Sanitise work station and materials after every interaction with a potential supporter and routinely every 20 minutes.	Every time an employee leaves their workstation they must sanitise before leaving and upon returning.	Fundraiser, employee	Before, during and after canvassing, working.	
Fundraisers failing to disclose all legally required Solicitation statement information before confirming gift.	Supporters unaware of key information before agreeing to donation amount, London's Air Ambulance reputational risk and financial risk	The Solicitation will be verbally read out by the fundraiser and if the digital confirmation option is selected on the tablet then the supporter will receive the statement via email, SMS or both	Fundraiser to ensure supporter details are filled out correctly on the tablet and solicitation is read out aloud by the fundraiser or is read in full by the supporter.	Fundraiser, Supporter	During Canvassing	



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		depending on their preference.				
Safe disposal of PPE and cleaning materials	Fundraisers, employees, Potential Supporters, Shop Workers	Sanitise work station and materials after every interaction with a potential supporter and routinely every 20 minutes. Fundraisers should use anti-bacterial wipes and dispose of them in the pedal bin along with any disposable gloves if used and taken with them and then to be taken with them off site and disposed of in a tied bin liner in a general waste bin.	Fundraiser to ensure the bin liner is securely tied and disposed of responsibly in a general waste bin.	Fundraiser	After Canvassing	

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<p>Accessible ID badges and mandatory information</p>	<p>Public with hearing or visual impairments unable to read or hear information while following social distancing</p>	<p>ID Badge is available on the Tablet screen in an enlarged version and will also be read out aloud before engaging in a full conversation with any supporter with hearing or visual impairments.</p>	<p>Fundraiser to ensure the supporter can hear or see before engaging in conversation to ensure the supporter is happy to continue.</p>	<p>Fundraiser</p>	<p>During Fundraiser</p>	