

The Goodwill Revolution: Fundraising Event Risk Assessment Policy

Our Commitment

The Goodwill Revolution is committed to ensuring the safety of all our staff, volunteers, and members of the public at every fundraising event we hold. We also take our responsibility to protect our funds and our reputation seriously. This policy outlines our procedure for conducting thorough risk assessments to identify and mitigate potential hazards and to comply with all relevant legal requirements.

10.1.1: Risk Assessment Before a Fundraising Event

Before any fundraising event, a written risk assessment must be completed. The purpose of this assessment is to:

- **Identify potential risks:** This includes health and safety hazards, reputational risks, and financial risks.
- **Evaluate the level of risk:** Determine how likely each risk is to occur and how severe the impact would be.
- **Implement control measures:** Put in place clear and appropriate steps to reduce or eliminate the identified risks.

The risk assessment form must be completed and approved by a designated person at The Goodwill Revolution before the event can proceed.

10.1.2: Health and Safety Arrangements

As part of the risk assessment, we must specifically consider and document the health and safety arrangements for the event. This includes, but is not limited to:

- Emergency procedures and contact details for emergency services.
- First aid provisions and the location of a first aid kit.
- Clear access for emergency vehicles.
- Assessment of the venue to identify any potential hazards such as uneven surfaces, fire exits, or electrical points.
- Provision of appropriate personal protective equipment (PPE) if needed for certain activities.

10.1.3: Plan to Cover All Situations

Our risk assessment and event plan must include provisions to address potential issues or unforeseen situations. This contingency plan should cover, but is not limited to:

Registered address:
38 Chawn Hill
Stourbridge
West Midlands
DY9 7JB

The Goodwill Revolution CIC
Company number: 15778524


- **Financial risks:** Procedures for handling cash and other donations to prevent theft or loss.
- **Weather contingencies:** A plan for what to do in case of adverse weather, such as moving the event indoors or rescheduling.
- **Reputational risks:** A clear communication plan in case of a complaint or a negative incident.
- **Personnel issues:** A plan for dealing with a staff member or volunteer being unable to attend or becoming ill.

10.1.4: Permissions and Licenses

Before any event can take place, we must ensure that all necessary permissions and licenses have been obtained. Our event plan must confirm this has been done. This includes, but is not limited to:

- Permission from the local authority for a public collection.
- A license for the sale of alcohol.
- Permission from the property owner for the use of their premises.
- Compliance with any local fire safety or public assembly regulations.

Signed:



Louise Wells

Director

Date: 15th August 2025