

Risk Assessment for Private Site Fundraising (Covid-19)

Monday 28th February 2022

Last Reviewed

Next Review

With immediate effect

Friday 17th December 2021

April 1st

Overview



Tower has conducted a full Risk Assessment for the resumption of Face-to-Face Fundraising, at Private Sites such as Supermarkets, Garden Centres and other retail establishments. The assessment needs to be considered in conjunction with Tower's General Return to Work policy, along with the Return to Work Policy (Private Site). The Risk Assessment will be reviewed on a weekly basis, based upon general government advice, regulatory guidance, internal best practice review and consultation with key stakeholders.

What are the identified hazards?	Who might be at risk and why?	What are we already doing to mitigate the risk?	Further possible actions to control this risk?	Responsible Person(s)	Timeframe for Action	Risk Assessed By Tier
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Infection with Virus

Infection of General Public	Members of the public, staff at venues and canvassers	Canvassers will continue to wear masks when working indoors at venues, will sanitise tablets regularly, and maintain social distancing wherever appropriate		Canvasser, Team Leaders and Area Manager	Immediate	Low/Medium
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Legal and Regulatory Compliance

<u>Compliance with Venue Legal Restrictions and Risk Assessments</u>	Venue management may still wish to have restrictions in place based on its own internal H&S Risk Assessments	Fully consulting and co-operating with venue staff and management before bookings are fulfilled	Listening to feedback from venue managers and the public	Area Managers and Compliance Manager of Tower	Ongoing	Low
		Scrupulously following all conditions imposed by the venue agreed at the time of the booking	Listening to feedback from venue managers and the public	Area Managers and Compliance Manager of Tower	Ongoing	
<u>Sign-Up Completion</u>	Public, and legal, regulatory and reputational risk for Tower and its partner charities	Tower canvassers undergo a comprehensive training programme to ensure that the necessary stages have been completed, including the delivery of solicitation statements.		Canvasser and monitored by Area Manager and 'Mystery' shops	Immediate and 'Mystery' shops when available	Low
<u>Perception of Charity</u>	Reputational Risk to charity partners and Tower	Canvassers observing their standard canvasser guidelines	Ensuring that the public feel safe, and are treated with respect at all times	Activity is continually monitored by Area Managers, along with feedback from Venue Managers and the general public	Ongoing review based upon local and national data, and public health guidance	Low

Risk Assessment for Door-to-Door Fundraising (Covid-19)

Monday 28th February 2022

Last Reviewed

Next Review

With immediate effect

Friday 17th December 2021

1st April

Overview



Tower has conducted a full Risk Assessment for the resumption of Face-to-Face Fundraising, within local neighbourhoods across the country. The assessment needs to be considered in conjunction with Tower's General Return to Work policy, along with the Return to Work Policy (Door-to-Door). The Risk Assessment will be reviewed on a weekly basis, based upon general government advice, regulatory guidance, internal best practice review and consultation with key stakeholders.

What are the identified hazards?	Who might be at risk and why?	What are we already doing to mitigate the risk?	Further possible actions to control this risk?	Responsible Person(s)	Timeframe for Action	Risk Assessed By Tier
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Infection with Virus

Infection of General Public, Staff and Canvassers

Members of the public, and canvassers

Canvassers will continue to sanitise tablets regularly, and maintain social distancing wherever appropriate

Canvasser, Team Leaders and Area Manager

Immediate

Low/Medium

Legal and Regulatory Compliance

Sign-Up Completion

General Public and charity

Canvasser training to ensure necessary stages are completed, including solicitation statement

Listening to feedback from venue managers and the public

Area Managers and Compliance Manager of Tower

Ongoing

Low

Perception of Charity

Reputational Risk to charity partners and Tower

Canvassers observing their standard canvasser guidelines

Ensuring that the public feel safe, and are treated with respect at all times

Activity is continually monitored by Area Managers, along with feedback from the general public

Ongoing review based upon local and national data, and public health guidance

Low

Monday 28th February 2022

Private Site	Risk
Infection With Virus	Low/Medium
Venue Compliance	Low
Signing Up Process	Low
Charity Perception	Low

Door-To-Door	Risk
Infection With Virus	Low/Medium
Venue Compliance	N/A
Signing Up Process	Low
Charity Perception	Low

OVERALL RISK **Low**

OVERALL RISK **Low**

SUMMARY OF ASSESSMENT

Following confirmation that the UK Government is to remove the remaining Covid-19 restrictions in England from 24th February, Tower has reviewed this risk assessment and from Monday 28th February will remove some of its remaining provisions. There will no longer be a legal requirement to self-isolate after a positive test. However, Area Managers should be aware of the risk to the health of their teams and the public, and advise canvassers not to work when showing symptoms. Canvassers should always wear masks when working indoors at private site venues, and carry them at all times wherever they are working as a precautionary measure. Sanitising the tablet regularly should also take place. It is now the considered view of Tower that the balance between health and reputational risk now enables us to gradually relax restrictions, although we are conscious that as fundraisers for charities with a strong commitment to public health, that we need to maintain a higher threshold of safeguards than the legal minimum. It is further planned to review the current arrangements on Friday April 1st with a view to removing the need to wear masks indoors as well, and this measure will be reviewed at regular intervals thereafter, if necessary. As we have done since March 2020, Tower will remain responsive to any change in the conditions that are giving us the opportunity to make these changes, and are hopeful that our current plans constitute a Roadmap to exit all restrictions and make the fundraising environment as happy and relaxed as possible for the public and canvassers alike.