**HSV: 935 – Collections in pre-agreed premises**

Applies to collections held at Aldi, ASDA, Budgens, Co-op, Lidl, M&S, Morrisons, Sainsbury’s, Spar, Tesco or Waitrose supermarkets where attending volunteers, supporters or staff do not provide personal care that would normally be delivered by carers.

This MS Society activity is covered by our insurance programme. This is based on the guidelines below being followed.

**Action before the event**

Event Organiser must:

1. Check your government COVID-19 requirements (links on [HSV: 921B – COVID guidance sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b)) and local COVID-19 requirements (via local news outlets) to see if they apply to the activity.
2. Check the venue’s emergency arrangements (fire, first aid incident, etc.) and any requirements relating to COVID-19, and that their facilities can accommodate attendees’ accessibility needs (including suitable lavatories and washing facilities).
3. Obtain contact details of all attendees in case it is necessary to use the NHS Test and Trace process. Please use [HSV: 111C - Attendance sheet.](https://volunteers.mssociety.org.uk/resources/4736)
4. Agree a *“named contact”* to be available during the event to deal with any emergencies, problems or questions.
5. For outside events, ensure a plan is in place in case the weather changes.
6. Ensure all equipment (gazebos, tents, banners, laptops etc.) is maintained and inspected in accordance with the manufacturer’s instructions.
7. Agree a system for storing and transferring donations to the bank safely.

Prior to the event the Organiser must:

* Tell attendees that they must follow all legislative and government guidance regarding COVID-19 and should read [HSV: 921B – COVID-19 guidance sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b) prior to attending the event.
* Tell attendees that, if they develop COVID-19 symptoms following the activity, they must contact the event Organiser and use the NHS Test and Trace process. If another attendee becomes symptomatic, they will be contacted by the NHS Test and Trace team.
* Provide details of the *“named contact”* (name and mobile phone number).
* Provide location map/ address (as appropriate) of the venue.
* Ask attendees to bring emergency contact details in case the *“named contact”* needs to contact anyone regarding their welfare.
* Tell attendees that, if eating and drinking that each attendee should prepare, bring and eat their own food/ drinks separately.

Queries regarding disclosure checks, involvement of under 16s or personal care must be presented to the Volunteer Support Team if you are a volunteer, or your line manager if you are a member of staff.

**Action on the day**

Ensure Organisers wear clothing that makes them easily identifiable.

Keep a charged mobile phone available in case of emergency.

Amend the attendance list as required to the actual attendance and check there are no unexpected attendees. If there are please ask for their details and add them to the attendance form.

Inform attendees who the *“named contact” is,* the emergency arrangements, supermarket rules, that they will be expected to deal with everyday risks (uneven walkways, COVID-19 requirements) and that they should use the facilities as specified by the supermarket.

Remind attendees to contact the event Organiser if they develop COVID-19 symptoms following the event and to use the NHS Test and Trace system.

**Equipment:** (gazebo, tent/ banner / stall/ information or cheering point:

* has a sheet of simple instructions for erection and use available on the day
* is moved and set up by individuals competent to do so and in line with the manufacturer’s instructions and Organiser’s requirements
* is used and/ or supervised by a trained person in accordance with manufacturer’s instructions, factoring in the conditions on the day
* does not obstruct any emergency access or present any slip or trip hazards

Any activity which involves an exchange of items or a “thank you” for support (for example printed materials, or a physical item such as a badge or sticker) or a sales transaction should follow any national or local COVID restrictions in place with regards to social distancing and hygiene.

**Handling donations safely:**

* Secure collecting buckets and boxes should be used, and social distancing must be observed.
* Hand sanitiser (minimum 70% alcohol) should be available, and the collecting buckets and boxes must be kept clean.
* Any cash donations that have been collected should be left in a safe or secure place for 72 hours before the sealed containers or collecting boxes are opened, cash is handled and counted.
* Wear gloves when handling/counting cash. Thin disposable gloves are often easier to handle coins.

**Action after the event**

If an attendee tests positive for COVID-19 following the event, the event Organiser must contact all other attendees and ask them to use the NHS Test and Trace process. The Organiser must also complete incident form [HSV: 123](https://volunteers.mssociety.org.uk/resources/HSV-123) and return as instructed on the form.

If an accident or incident has occurred, it must be reported on the appropriate form (HSV: [122](https://volunteers.mssociety.org.uk/resources/HSV-122)/[123](https://volunteers.mssociety.org.uk/resources/HSV-123)), and returned as instructed on the form.

Where equipment used, instruction sheet for erection and use to be attached.

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| A group Organiser running this activity should sign to confirm the above actions will be completed for each new event, and upload this document to the Portal.  A staff member running this activity should send a copy to [healthandsafety@mssociety.org.uk](mailto:healthandsafety@mssociety.org.uk). | | | | |
| Date of event | Type of event/ venue | Name of MS Society Organiser | Signature of MS Society Organiser | Event logged on the Portal |
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