



**PROSTATE  
CANCER UK**

## Health and Safety Checklist

### Awareness Activities

We generate risk assessments for all events and activities but they might not cover all potential risks. You are strongly encouraged to consider any additional factors and risks applicable.

About your **personal safety**, be aware of your own health and safety situation, the activity and tasks (for example proximity of liquids to electrical appliances and sockets / cables etc), the environment (especially if travelling to an unknown venue or late in the evening/ night or the activity is an outdoor event) as well as the people they'll be interacting with i.e. your audience.

### Dos & Don'ts:

- Notify us if you are unable to make the event.
- Notify us, too, if there are adverse weather conditions in the event area.
- Sign in and out of the venue on arrival and departure.
- Familiarise yourself with the venue's specific procedures including fire escapes and meeting points and you've know the first aid staff available on the day.
- Place materials in suitable carrying bags with handles and split your literature stock into manageable weights.
- Slips trips and falls - Make sure that:
  - Any boxes/ bags are kept away or under the table to avoid falling over them.
  - Obstacles are clearly marked to avoid the public and other volunteers tripping over them.
  - When carrying your items, nothing prevents your visibility.
- Wear suitable clothing for the prevailing weather conditions.
- If you are volunteering outside normal volunteering hours, park as close as possible to the entrance, or near a street light and let someone know what time you expect to return home and check in that you did return safely.
- If you are volunteering outside normal volunteering hours but rely on public transport, you can call a taxi to take you to the venue and back to your house – just keep all receipts and check with us prior to the event.
- Do not resist anyone trying to forcibly remove any collection boxes.
- Ensure collection boxes are stored at a visible and safe place and stay sealed.
- Move collection boxes to a safe place if you need to leave the room/ stand.
- Notify us of any health and safety incidents within 24 hours as we need to report them and update our risk assessment process for any near misses.