**Group Walking Fundraising Event Plan and Checklist**

**Introduction**

Thank you for being part of our Fundraising Group and Branch Volunteer Network and choosing to raise money on behalf of the British Heart Foundation.

With your support, we power groundbreaking research, CPR training, and vital support services to help keep hearts beating across the UK.

We have created an event planning document which we hope you find helpful. Please take the time to read through and check that you are including all the required information and arrangements in your event plan.

Our Insurers require all BHF Community Fundraising Events to provide certain information as part of our public liability and personal injury insurance cover. We ask for this information because we want to make sure that your event is successful, and we all want to avoid anyone getting injured, or the reputation of the BHF being negatively affected if there is an incident.

This event plan and checklist is for **a group walking fundraising event of less than 50 people** and has been designed to assist you to carry out an assessment of the hazards associated with this type of activity and help plan your event

**What to do with this checklist:**

* Please read through each of the check items and questions below.
* You will be able to answer some questions prior to the event, but some information might only be confirmed when you have visited the venue.
* Use the ‘Notes / Further Actions’ column to confirm that things have been checked, or to make a note of what needs to be done.
* If the question or check is not relevant to your event, put ‘N/A’ in the answer box.

**Please send a copy of the completed planning checklist to your Fundraising Manager so that they know your activity is taking place, and the BHF can keep a record.**

**Group Walking Fundraising Event Plan and Checklist**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **British Heart Foundation fundraising branch / group name** | | | | | | | | |  | | | | | | | | | | |
| **Branch / Group Contact** | | Name: | |  | | | | | | | | | Phone: | | |  | | | |
| e-mail | | |  | | | |
| **Activity Name:** | |  | | | | | | | | | | | | | | | | | |
| **Date of Activity:** | | Start Date / Time: | | | |  | | | | | | | | Finish Date / Time: | | | |  | | |
| **Location / Route :**  address, postcode | | Start : | | | | | | | | | | | | | | | | | |
| Finish : | | | | | | | | | | | | | | | | | |
| Distance: | | | | | | | | | | | | | | | | | |
| **Description of Activity :** | |  | | | | | | | | | | | | | | | | | |
| **Number of Participants:**  Estimated number attending the event  For a collection activity, only provide the number of staff or volunteers involved. | | | | | | | | | | | | | | | | | | |  |
| **Estimated Cost of Activity** please provide details, eg catering costs, transport, prizes. | | | | | | | | | | |  | | | | | | | | |
| **Fundraising Target** How much are you aiming to raise? | | | | | | | | | | | | | | |  | | | | |
| **Key Contacts:** | **Role** | | | | | | **Name** | | | | | | | | **Contact Details** | | | | |
| Event Organiser | | | | | |  | | | | | | | | Telephone | | |  | |
| e-mail | | |  | |
| Event Day Contact | | | | | |  | | | | | | | | Telephone | | |  | |
| e-mail | | |  | |
| **Event Plan and Checklist Completed By:** Please provide name, contact number | | | | | Name | | | | |  | | | | | | | | | |
| Telephone | | | | |  | | | | | | | | | |
| **Route walked in person:** | | | Yes | | | | | No | | | | **Date Walked** | | | | |  | | |
| **Location(s) of available defibrillators on route of walk** | | | | | | | |  | | | | | | | | | | | |
| **Fundraising Manager Supporting Activity:**  *To be completed by BHF Fundraising Manager.* | | | | | | | | Name: | | | | | | | | | | | |
| e-mail | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Route** | | |
| **CHECK - Is the route suitable?** | Yes / No  N/A | **Notes or Further Actions** |
| 1. Choose a route that is accessible to as many people as possible to maximise participation. 2. Route planned to avoid crossing major roads where possible. 3. Walk the route in the days before the event, to familiarise yourself with any changes that may have occurred – eg damage to paths, diversions, 4. Check that footpaths are well signed and clearly marked if walking through fields or woodland. 5. Note locations of any rest stops, cafes, toilet facilities. 6. Check for any open water hazards – eg canals, rivers, lakes, ponds. 7. If walking through or near fields, ensure route can divert if necessary to avoid grazing cattle that might become disturbed by walkers. 8. Make sure the route is clearly marked and / or marshalled to allow for participants to follow the route independently. 9. Prepare a map to be supplied to participants. 10. Check mobile phone signal along the route and mark areas ‘no signal’ and ‘good signal’ on map. |  |  |
| **Before the day of the walk** |  |  |
| 1. Provide map of route, highlighting road crossings and other hazards eg open water, cliff edges. 2. Participants to be informed that appropriate footwear should be worn and any person seen with clearly inappropriate footwear will be advised of this expectation and asked to change footwear or not take part if the route is particularly uneven or wet underfoot. 3. Check weather forecasts in the days before the walk – prepare to call off the walk if the weather conditions may have a negative impact on participants 4. Advise participants to keep an eye on the weather forecasts and to wear / bring appropriate clothing, water, food, etc. |  |  |
| **On the day of the Walk** |  |  |
| 1. Check that participants have a route map provided – printed or on own devices. 2. Participants briefed before setting off to take note of road crossings and other hazards eg open water, cliff edges. 3. Any participant seen with clearly inappropriate footwear or clothing will be advised and asked to change footwear / clothing or not take part in the walk. 4. Walk leader / event organiser oversees a check in / out system so that all participants accounted for 5. Volunteer to follow at the back of the walk to do a ‘sweep’ of the route to find any participants who have fallen behind the main group of walkers and support them to the finish. 6. Ensure that you have a fully charged mobile phone and charging devices. 7. Take a fully stocked first aid kit. 8. If walking cross-country take an OS Map – this will help provide emergency services with grid references if they are needed. |  |  |
| **Safeguarding children and vulnerable adults** | | |
| 1. Children and vulnerable adults must be accompanied by an adult at all times during the walk – participants briefed on this before starting 2. Volunteers on the day should stay with unsupervised children or vulnerable adults if they come across anyone unsupervised, until their supervising adult is found. |  |  |
| **Weather conditions** | | |
| 1. Weather conditions to be checked in advance of the event 2. In the case of extreme conditions such as torrential rain, strong winds or snow the event will be cancelled. 3. In the case of hot weather anticipated, participants to be briefed before setting off to speak to a volunteer if they begin to feel thirsty or tired and it will be suggested they don’t set off without adequate supplies such as sun cream and a hat. 4. Extra water and sun cream to be carried by volunteers during the walk. |  |  |
| **Food Preparation and Food Handling** | | |
|  | Yes / No N/A |  |
| **Are you offering homemade food items?**   1. Check the [Food Standard Agency website : Providing food at charity and charity events](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events) :   [ [www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](http://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events) ]   1. Follow the 4Cs of food hygiene: cleaning, chilling, cooking, and avoid cross-contamination, to help prepare, make and store food safely. 2. Refer to the BHF Volunteer Fundraising Zone for guidance on food hygiene at events. 3. Food Allergens : Please ensure that if you are preparing any food, or if any food is being provided by others that the Guidance on Food Allergens from the Food Standard Agency website is shared and followed. [Food Standard Agency website : Providing food at charity and charity events](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)   [ www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events ] |  |  |
| **Incident Reporting:** | | |
| 1. Any accidents, incidents or concerns should be reported to a member of the BHF Fundraising Team at the earliest opportunity, normally the next working day. 2. For serious accidents or incidents that required involvement of the emergency services, or a participant requiring hospital treatment, the BHF Fundraising Manager **must** be contacted as soon as possible after the event.   **If you are in any doubt, speak to your BHF Fundraising Manager for advice.** | | |

**Once you have completed this event plan, please send it to your BHF Fundraising Manager.**

Please help us to improve the information and guidance we provide.

Any observations that may be useful for future events, or suggestions are very welcome.

Please share these with your BHF Fundraising Manager in conversation after your event.

Thank you for being part of our Fundraising Group and Branch Volunteer Network and choosing to raise money on behalf of the British Heart Foundation.

With your support, we power groundbreaking research, CPR training, and vital support services to help keep hearts beating across the UK.

**We hope that you, and everyone involved, have an enjoyable, safe, and successful fundraising event.**