

Anthony Nolan 2021 Face to Face Private Sites Campaign Risk Assessment Summary

Description of Risk	Summary of Anthony Nolan's actions planned to reduce this risk
1. Regulatory: Fundraisers non-compliance with Code of Conduct	<p>Appropriate policies and procedures are in place to ensure fundraisers are compliant with the Fundraising Regulator rules and the Covid-19 guidelines for public fundraising. The following actions will help us ensure fundraiser compliance:</p> <ul style="list-style-type: none"> • Our fundraisers are trained to the best possible standard by Anthony Nolan's staff regularly throughout the campaign. • A mystery shopping programme is in place to ensure quality and monitoring of fundraisers' conduct.
2. Health & Safety	<p>All fundraisers are provided with training by Anthony Nolan and guidance based on public health advice and guidance from the Fundraising Regulator and Chartered Institute of Fundraising. A specific, detailed Covid-19 Health and Safety process has also been agreed upon by Anthony Nolan working in partnership with our third party provider APPCO.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Training to provide a full understanding of the implication of any breach of the Code of Conduct. • Observing and maintaining the PPE and social distancing practices outlined in the social distancing guidelines. • Offering the use of contactless sign up confirmation. • Ensuring materials handed to the public are wrapped in polybags and wiped with antibacterial <p>In addition to this the following measures will be in place:</p> <ul style="list-style-type: none"> • Quality assurance monitoring e.g. validation calls with specific questions around Covid-19 and measures taken by the fundraisers • Use of daily photos from site to check for compliant set-up confirmation • Mystery shopping and potential use of 'urgent red flag' system <p>Anthony Nolan will monitor ways of working closely to ensure adherence to the Fundraising Regulator Code of Conduct by attending APPCO fundraiser trainings and ensuring the best standard is maintained throughout.</p>
3. Reputational	<p>The past year of the pandemic has seen a number of phases of associated restrictions. Therefore, there is likely to be some anxiety around being engaged in conversation with a third party. However, the following measures will help to address this:</p> <ul style="list-style-type: none"> • Ensure that an outdoor site has adequate room to allow for social distancing • Have clear notices at the outdoor site reinforcing social distancing measures • Ensure that members of the public can see and access hand sanitizer at the stand • Observe and maintain the PPE and social distancing practices outlined above • Ensure that members of the public do not engage with fundraisers in clusters • Offer the use of contactless sign up confirmation
4. Operational: Further Covid-19 national or local lockdown	<p>We will continue to follow the Government guidelines throughout the campaign. In the eventuality that a new partial lockdown is put in place, we will only operate where non-essential retail is still open.</p> <p>If a new national lockdown is put in place, we will pause the campaign as per the Fundraising Regulator guidelines for public fundraising.</p>

