

# Oesophageal Cancer Fund Lollipop Day Guide 2024

## Health & Safety Guidelines / Risk Mitigation

The safety and security of volunteers supporting OCF Lollipop Day 2024 collections is of paramount importance. Please familiarise yourself with this document ahead of Lollipop Day.

### **Cash Collection and Lollipop Sales**

- Cash handling: Do not leave cash unattended
- Cash handling: should be dropped by the donor through the secure slot in the bucket or display box. In order to minimise risk, volunteers should not handle cash donations
- Tamper-proof cable ties are to be secured to all collection buckets. These are to remain intact until the cash is counted.
- Please demonstrate how cashless donations are facilitated through QR code scanning (& card machine, where available) to all volunteers
- When transporting cash, do so with another volunteer, where possible.

### **Anti-social Behaviour**

- Should an incident of anti-social behavior occur at your location, volunteers should not engage. Move to a place of safety within the collection area and notify management or security where possible. Seek support & advice from the Lollipop Day team if unclear or contact Gardai. Where appropriate, the decision can be made to cease collecting by contacting Lollipop Day HQ.
- Should there be an attempt at theft, volunteers should release collection buckets /items containing cash and follow up by alerting the local Gardai and Lollipop Day HQ

### **Manual Handling / Slips, Trips & Falls**

- Volunteers should assess weight and load of supply boxes, bags etc before handling and ensure that anyone handling items has the ability before lifting or seek the support of a second person
- Before the collection begins please ensure the safety of the environment in which the activity is being carried out, keep walking areas around location of collection & supplies clear from clutter or obstructions to mitigate against tripping hazards and ensure the ground/floor is even and kept clean and dry at all times

### **Fire**

Where volunteers are collecting inside a shop or shopping centre please take note of fire evacuation procedures and adhere to advice from staff in your collection location should there be a need to evacuate the building

### **Covid-19**

Volunteers can wear masks during the collections and regularly use anti-bacterial gel for hand sanitising and virus mitigation

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## **Litter**

Volunteers are encouraged to bring refuse bags and to dispose of any litter present at the collection locations on an ongoing basis throughout collection and to remove bags of collected litter from site at the end of the day

## **Security**

All collection buckets should have cable ties provided attached to ensure buckets are secured

## **Cash Storage & Lodgement**

- Keep the seals on collection buckets intact until you are ready to count the cash, to ensure safe storage
- Where possible money should be counted and banked on the day. If not possible then money should be stored in a secure location, out of clear sight until it can be lodged
- Collection takings should be lodged as soon as possible using the lodgement slip provided