



# Challenge Pack



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Hi there, I am so happy that you are getting involved!

This pack contains everything you need for the challenge, from the safety information to sponsorship forms and how to get the money to us when you've collected it in.

When you've completed the challenge, let us know how many layers you managed to put on in just 1 minute. Any photos you attach may be used on our website and social media, so (if you are not an adult) please get permission before sending these to us.

We aim to raise awareness, and of course funds, to continue providing coats and warm clothing for children living in freezing cold climates. Please help by spreading the word, letting as many people as possible know about what you are doing.

I am going to keep a close eye on social media during the International Keep a Child Warm Week and I will be looking out for your posts using #keepachildwarm. If you can, nominate other people to get involved by tagging them.

There are a number of ways to get people to sponsor/donate;

1. Set up an online fundraising page following the Virgin Givingmoney link on the website.
2. Using the paper copy of the sponsorship form – we can then claim gift aid where applicable.
3. For one off donations use the donate link on the website.

If you plan to use the sponsorship form provided, please remember to get tax-payers to fill in their details for gift aid. You will need to **send this form** to us when you've banked your money. Banking information is provided in this pack. Remember that 100% of funds we receive will be used by Operation Orphan to Keep a Child Warm.

Should you have any questions, please do not hesitate to get in touch. We would love to hear from you and will be happy to provide you with all that you need to complete this challenge.

**Please email [kacw@operation-orphan.org](mailto:kacw@operation-orphan.org)**

Good luck!

Cynlyn Moore - Co-Founder and Director



# Safety Guidelines

Please take a few moments to read the simple, but very important, step by step safety guidelines below **BEFORE** starting the challenge.

## Where should the challenge take place?

- In a cool (NOT heated) environment.
- A dry, safe, outside area would be ideal; ensure that the area is away from paths, roads etc.
- Make sure the area is clear and level with no objects to bump into, trip over etc.
- If the challenge is to be completed indoors, please assess (check) the area for fire hazards, breakable items etc.

## How to complete the challenge safely

- Participants **MUST NOT** cover their face – they must be able to see, breathe and hear at all times.
- Use baggy larger sized clothing and ensure that **NOTHING** restricts breathing or blood flow **AT ANY TIME**.
- Observe the time limit of 1 minutes to avoid the risk of over-heating.
- Participants under the age of 18 are to have a trustworthy and responsible adult present **AT ALL TIMES** during the challenge to time them and count the layers of clothing. The responsible adult will also assist in helping to remove the extra layers **IMMEDIATELY** in the event that the participant shows signs, or indicates that they are too hot or uncomfortable.
- Participants should keep their clothes tidy to minimize trip hazards.

## Before, during and after the challenge

- If participants have any pre-existing health issues, they should consult their GP before completing the challenge.
- Ensure participants are hydrated. It may be a good idea to have a bottle of water on hand.
- Please ensure participants rest for at least 5 minutes after the challenge.

## Additional Information

- Schools/groups would need to risk assess the area beforehand.
- <http://www.hse.gov.uk/risk/>

Please note: Operation Orphan does not accept any liability for accidents and/or injuries that occur as a result of completing this challenge.



# Sponsorship Form: Name \_\_\_\_\_

I am taking part in the Keep a Child Warm Challenge, putting on as many items of clothing as I can in 1 minute. All money raised will help Operation Orphan deliver their Keep a Child Warm initiative, providing warm clothing for orphans and vulnerable children across Eastern and Central Europe. You can sponsor me per item of clothing or any amount that you are willing to contribute. After the challenge, I'll let you know how many items I put on and collect your donation.

Cheques can be made payable to Operation Orphan.

**Gift Aid** – If this box is ticked please send the form to Operation Orphan at the end of the challenge so that gift aid can be claimed.  
 \*If you are a UK taxpayer we can get 25p more for every £1 you give! Please ensure that you provide your full home address and postcode. You must pay an amount of UK Income or Capital Gains Tax at least equal to the tax reclaimed by the charity on the donation.

Name	Address	Postcode (essential for Gift Aid)	Gift Aid* (Please tick)	Pledge per item (eg: 50p)	Single Donation	Amount Collected from Sponsor



## How to bank the money

- 1) Take the cash into your nearest Barclays branch and bank the money using the details below. Please make sure you ask the bank to add a reference to your deposit.
- 2) Email [kacw@operation-orphan.org](mailto:kacw@operation-orphan.org) to let us know how much you have banked.

**Account Name:** Operation Orphan

**Account Number:** 23393763

**Sort Code:** 20-10-03

**Reference:** \*the name at the top of your sponsorship form\*

### If someone has ticked the Gift Aid box

We can claim back 25p in every £1 of a gift aided donation!

But we can only do this if we have your form.

Once you have banked the money either **scan and email the form to us** or **pop it in the post**.

If sending it by post please remember to include some contact details, in case we need to get in touch.

**Postal Address:**

Operation Orphan

143 Attenborough Lane

Attenborough

Nottingham

NG9 6AA

**Email:** [kacw@operation-orphan.org](mailto:kacw@operation-orphan.org)



# Risk Assessment Guidelines

A risk assessment is a systematic examination of a task, job or process that you carry out for the purpose of;

- Identifying the significant hazards that are present (a hazard is something that has the potential to cause someone harm or ill health)
- Deciding if what you have already done reduces the risk of someone being harmed to an acceptable level, and if not;
- Deciding what further control measures you must take to reduce the risk to an acceptable level!

## 1. Identify the hazards

Look for the hazards that you could reasonably expect to result in significant harm.

## 2. Identify those at risk

## 3. Identify existing control procedures

Examine how you already control the risks; it is unlikely that those in your care are getting injured regularly, so you must have some controls in place already. To decide if those existing control procedures are adequate, and to evaluate the risk, complete a risk ranking which will determine the residual risk.

## 4. Evaluate the risk

A risk is defined as the likelihood that a hazard will cause harm i.e. Risk = Likelihood x Severity

Below is an example of a simple 1-5 risk ranking system

How likely is it that the hazard may result in harm? Is it;

1. Highly unlikely
2. Unlikely
3. Possible
4. Probable
5. Certain

If the hazard does result in harm, how severe would the injury be?

1. Scratch (Trivial)
2. Cut (Minor injury)
3. Fracture (Major injury - Over 3 day injury)
4. Amputation (Major injury)
5. Death

		Likelihood					Priority				
		1	2	3	4	5	1	2	3	4	5
Severity	1	1	2	3	4	5	1 Urgent action – (Risk no 15 – 25) 2 High Priority – (Risk no 10 – 12) 3 Medium Priority – (Risk no 5 – 9) 4 Low Priority – Risk no (2 – 4) 5 Very Low Priority– No Action reqd (Risk no 1)				
	2	2	4	6	8	10					
	3	3	6	9	12	15					
	4	4	8	12	16	20					
	5	5	10	15	20	25					

To carry out a risk ranking simply multiply the likelihood by the severity. After the multiplication you will be left with a number from 1 to 25 which you can match against the table above to get the residual risk i.e. the risk that remains after the controls are in place. If the risks are acceptable (Low Risk) then you may wish to skip the next part, if the risk is Moderate/High (Medium/High Risk) then you must do something to bring the risk to a "tolerable" level, you can also prioritise your actions from 1 - 5.

## 5. Decide and implement new control measures

When deciding what new control measures will be required, it is helpful to work through the 'hierarchy' of controls. The hierarchy is as follows:

1. Elimination – get rid of the risk altogether
2. Substitution – exchange one risk for something less likely or severe
3. Physical Controls - separation/isolation, eliminate contact with the hazard
4. Administrative controls - safe systems of work, rules in place to ensure safe use/contact with hazard
5. Information, instruction, training & supervision – warn people of hazard and tell/show/help them how to deal with it

Control measures should be practical and easy to understand (what to do and why they are doing it), applicable to the hazard, able to reduce the risk to acceptable levels, acceptable to those involved and easy to operate. After you have implemented the new control procedures, then re-rank the risks as above to determine the new residual risk. You should aim to get the risk to as low as is reasonably practicable until it is at a tolerable level.

## 6. Record the assessment

Record your findings using the following sheets, then inform all those affected by each risk. Make sure that you store your Risk Assessment after the challenge in case reference needs to be made to it.

**We suggest you run through the safety guidelines to help you.**



# Risk Assessment - Example

Location Blueberry Primary School

Prepared by Bill Coates

Date 15/01/2017

1. Hazard Dehydration

2. Who is at risk? The participant

3. What measures are already in place to reduce this risk?

None

4. Likelihood x Severity = Residual Risk

$$4 \times 2 = 8$$

		Likelihood					Priority				
		1	2	3	4	5	1	2	3	4	5
Severity	1	1	2	3	4	5	1	2	3	4	5
	2	2	4	6	8	10	2	4	6	8	10
	3	3	6	9	12	15	3	6	9	12	15
	4	4	8	12	16	20	4	8	12	16	20
	5	5	10	15	20	25	5	10	15	20	25

5. Control Measures

Ask participants to drink water before and after the challenge.

6. Re-assessment Outcome

$$1 \times 1 = 1$$



# Risk Assessment Form

Location \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

1. Hazard

2. Who is at risk

3. What measures are already in place to reduce this risk?

4. Likelihood x Severity = Residual Risk

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		Likelihood					Priority				
		1	2	3	4	5	1	2	3	4	5
Severity	1	1	2	3	4	5	1 Urgent action – (Risk no 15 – 25) 2 High Priority – (Risk no 10 – 12) 3 Medium Priority – (Risk no 5 – 9) 4 Low Priority – Risk no (2 – 4) 5 Very Low Priority – (Risk no 1)				
	2	2	4	6	8	10					
	3	3	6	9	12	15					
	4	4	8	12	16	20					
	5	5	10	15	20	25					

5. Control Measures

6. Re-assessment Outcome

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