



CWS Toolkit: Activity Proposal and Risk Assessment

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Overview

The Coolum Women’s shed is all about connecting women. We believe that participating in a variety of activities on a regular basis is a great way to build friendships with other women in the Sunshine Coast. Feeling connected and having a support network enhances the health and wellbeing of our members. Our activities are run by volunteers and paid facilitators. We believe that members of the shed should be empowered to set up activities that they are interested in.

You can use this tool to propose a new activity or review an existing activity. You **do not** have to fill in every section. As a not for profit it is not our aim to squeeze maximum profit out of every activity. We aim to create the opportunity for women to participate in a broad range of activities on a regular basis, which means that any charges must be low enough to make them affordable. However, the Coolum Women’s Shed has a responsibility to our members to ensure that we can afford to continue to offer new activities and also fund our own building. This tool will help us design an activity that is affordable, sustainable, and ensures that we meet our responsibilities to our members.

If you prefer there is an excel version of this form, where the calculations are done automatically. The excel workbook is available from the general manager, or you can fill in the base information and input it for you.

CWS Toolkit: Activity Proposal – non group 1.0

The Womens Shed Coolum Inc. January 2020



You don't need to fill in every box – just fill in what you know. For example you might not know if there is a grant, but this form will show a potential shortfall and a grant may be able to help. Or you might not have two coordinators yet, but we may be able to find someone interested in helping. You can check our current calendar on our website www.thewomensshed.org

This document should be read with the CWS Information for Coordinators and CWS Information for Facilitators which include:

- Explanations of groups, activities, workshops, classes
- Definitions of the key people involved and an organisational chart
- Information about our insurance and the distinction between volunteers, employees and independent contractors (facilitators)

Intended users

- Volunteers (group coordinators, bookings coordinator, general manager)
- Regular and guest facilitators with the assistance of group coordinators, bookings coordinator or general manager.

Process for approval

- 1) Complete this document by printing it out or using the excel version (available from the general manager).
- 2) If any assistance is required please contact general manager.
- 3) Email the completed proposal to bookingscws@gmail.com. Or drop the printed copy to the shed for the attention of the general manager.
- 4) If costs and risks are covered, general manager has authority approve. Funding shortfalls will be submitted to the management committee.
- 5) The management committee or general manager will inform you by email if the activity has been approved, and of any conditions e.g. change in ticket price, risk mitigation requirements.
- 6) The general manager or bookings coordinator will contact you to finalise dates, inductions, access etc

Basic information

Activity Name		CWS Reference No:	
Description (What will you do, who is it aimed at?)		How many people can attend each session?	
		Is there a minimum number to proceed?	
<input type="checkbox"/> Group	<input type="checkbox"/> Workshop	<input type="checkbox"/> Class	<input type="checkbox"/> Other
Location			
Proposed Days/Dates		Proposed Time	
<input type="checkbox"/> One time	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:
CONTACTS	Name	Email	Phone
Coordinator 1			
Coordinator 2/ Facilitator			
What insurance cover is needed?	<input type="checkbox"/> Public liability	<input type="checkbox"/> Product liability	<input type="checkbox"/> Volunteer cover <input type="checkbox"/> Other:
NB Paid facilitators must provide copies of their insurance and be able to invoice. We do not pay cash.			

The Women's Shed has public liability, product liability and volunteer cover – this covers us for our activities, and the activities of our volunteers. Where we are paying a facilitator, they are required to provide evidence of insurance for the activity we are paying them to run.

Session funding

This table helps us identify how we can fund the activity.

Session Expenses How much does it cost to run the activity ?					
Venue hire		Hours @	\$	p/hour	\$
Refreshments		Attendees @	\$	Each	\$
Facilitator Cost	Flat rate or				\$
		Attendees @	\$	Each	\$
Materials Cost	Flat rate or				\$
		Attendees @	\$	Each	\$
Total Session Expense, SE					\$
Session Income How much money will the activity bring in each time it is on?					
Attendance fee		Attendees @	\$	Each	\$
Additional sales (art materials, kits, catered lunch etc)		Attendees @	\$	Each	
Total Session Income, SI					\$
Net Session Income, NSI = SI-SE					\$
Number of sessions N - how many times will the session run e.g weekly for 6 weeks=6					
Total Course Income or Shortfall, TCI = N x NSI					\$

SESSION SUBSIDY

Add in any funding you plan to obtain.

Subsidies	Details	\$
CWS Contribution	(Agreed by management committee)	
Group Contribution	(From group funds previously made)	
Grant		
Sponsorship		
Total Subsidies, SUB		
Net course income or shortfall after subsidies, NCI= TCI + SUB		

Planning and profit sharing

Which tasks will you do? Each task can be done by our admin coordinators, by you, your group, your facilitator or other volunteers (except creating the activity in our booking system). Groups receive 5% of the net profit for each task they do, up to a maximum of 50%. **A group's profit share** is based on the following formula:

$$\text{Profit\% allocated to group, PA} = \text{No. of Tasks} \times 5$$

Most tasks in the table below are worth a 5% profit allocation. For example, the group coordinator sourced the facilitator, sourced materials, completed the activity proposal and supplied volunteers on the day. That is four of the tasks required. $4 \times 5\% = 20\%$ of net profit will be allocated to the group for future activities. Use the table to show who is responsible for the task, give names if known and give approximate timelines. This may be updated and profit allocation may change if task responsibilities change.

Activity Plan	Group Coordinator (Y/N)	Profit Share- Enter 5% for each 'Yes'	Who will do it?(Give name of person if/when known)	When? Approx
Source and contact the facilitator				
Complete the activity proposal				
Seek and gain grant funding or sponsorship				
Provide copy and images (for advertising)				
Book onto the system & calendar	N/A	N/A	Booking Coordinator	
Promote to members and others e.g. sharing the FB event in different groups, putting up posters				
Supply volunteers to help on the day, including taking payments				
Source necessary materials and equipment				
Book the venue				
Supply refreshments				
Complete any grant acquittal				
Group Profit allocation PA	Total %			

Risk Assessment and Mitigation

This table identifies some common risks and gives you space to add any others that you may identify. Please delete or amend as needed. Identifying potential risks, and how we can address them helps to ensure your safety, the safety of others and to protect the organisation. If you need help with this assessment, please contact the General Manager or Health & Safety Coordinator. Risks identified here will be added to our Risk Register.

Risk	Chance (H/M/L)	Severity (H/M/L)	Actions
Unauthorised persons accessing shed and causing damage or stealing contents.	Medium	High	<p>Always rotate key lock after use to ensure that the code is not on display to unauthorised users.</p> <p>Register kept of people given access to key code, and access to lockable cabinet (ipad/wifi/cashtin).</p> <p>Procedure in place to change key code if necessary.</p>
Accidental damage to CWS equipment	Medium	Medium	<p>Accidents happen. Please ensure you notify the general manager of any damage so that we can repair or replace the equipment (email or use communication book).</p>
Damage to the building by one of our volunteers, members or visitors.	Medium	Medium	<p>Volunteer facilitator agreement notes duty to report any damage and how it occurred</p> <p>Volunteers must treat the building with respect, in particular cleaning up any spills that may permanently stain floor e.g. from craft activities.</p>
Damage to the building by users other than CWS.	Medium	Medium	<p>This policy requires users to scan for damage when opening building and report it to the general manager or via the communications book.</p>
Personal safety if on own, particularly at night.	Low	High	<p>No users allowed to use building on their own at night. Minimum two persons.</p> <p>Always take a mobile phone for additional light and if you need to call the police.</p> <p>For opening up, the user is able to go in on own but only if they feel safe to do so.</p> <p>For closing up, never stay on your own in the building to close up on your own.</p> <p>Security lights have been installed.</p>

Risk	Chance (H/M/L)	Severity (H/M/L)	Actions
Trip or fall hazard from debris or liquid left on the floor, and outside building	Medium	High	<p>Persons opening up must visually inspect inside and outside for potential hazards and take action to either remove, or highlight risk to others coming to shed (e.g. wet floor sign)</p> <p>Note in communication book if any significant risks identified.</p>
<p>Injury to person attending activity</p> <p>(space has been left to assess for this specific activity)</p>			<p>Ensure people are trained in the safe and correct use of any equipment.</p> <p>Maintain a tidy and clean workspace.</p> <p>Coordinators are trained in first aid.</p> <p>Report any incidents by email or communication book to enable review and mitigation for the future</p> <p>Paid facilitators must provide a copy of their public liability insurance. Unpaid facilitators are classed as volunteers and will need work within the conditions of the CWS insurance.</p> <p>Group coordinators and facilitators must check at the beginning of each session if people have any physical limitations that they need to allow/adjust the activity for.</p>
Financial risks associated with mismanagement of cash and payment system	High	Low	<p>All people taking payments will be provided with training</p> <p>Processes are designed to ensure that nobody is solely responsible for cash or card related processes.</p> <p>Where large amounts of cash will be involved, senior team members will be assigned to assist with handling.</p>

Risk	Chance (H/M/L))	Severity (H/M/L)	Actions

NB you do not have to fill in all of the table, space has been provided in case it is needed.



Further Information

Other relevant documents:

- CWS Information for Coordinators
- CWS Information for Facilitators
- CWS Procedure Setting Up a Group, Workshop, Class or Other Activity
- CWS Policy – Funding CWS Activities.

For any feedback, questions or comments relating to the use of this procedure, please contact the general manager via coolumwomensshed@gmail.com.

Hard copies of our procedures and policies are held in a file at the Community Centre.

Online access is available to volunteers via the volunteer section of our website www.thewomensshed.org. Access to this is given to volunteers as part of their induction.

This document may be updated at any time – the latest version will be available on our website. Where there is a discrepancy between the website version and any printed copy, the website version is deemed as the latest copy.