

MAKING YOUR EVENT SAFE & LEGAL

Whatever type of event you are planning to hold there will be health and safety issues that will need to be considered. Health & Safety is, in many instances, about common sense. As long as you look at any potential issues and resolve them, there need not be any problems.

The Cystic Fibrosis Trust cannot take responsibility for any injury, loss or damage caused or sustained as a result of fundraising events held in aid of the Cystic Fibrosis Trust. It is the responsibility of the event organiser to comply with legal and safety regulations.

Below are some best practice guidelines. Please ensure you consider these before organising your fundraising activities and events so that participants, guests and attendees have a safe and enjoyable event.

SAFETY CONSIDERATIONS

- **Risk Assessment** – Good health and safety practice is built around risk assessment. It is a relatively simple process to look at your event and take actions to minimise risk to staff, volunteers and the public, for example marshal a car park to control parking, barrier off dangerous areas, remove obstacles from courses, ensure there are no spillages at a venue. If children or young people aged under 18 will be attending your event please refer to our Children and Young Persons Protection Policy available from our website.
- **First aid** – Having a first aid box and qualified first aider present at any event is good practice. It may be worth arranging first aid cover from the [British Red Cross Association](#) or the [St John Ambulance](#) service, who charge a donation for their services.
- **Security** – Consider the safety of your colleagues and volunteers if large amounts of cash are expected to be collected. See overleaf for security tips.
- **Food safety** – Events involving the production, supply or sale of food either by you or catering organisations, must comply with a number of regulations. The [Food Standards Agency](#) has an excellent website that offers good advice on food hygiene and preparation. External catering companies must be registered with your local council. Ensure you have a copy of their licence and insurance. Local council web pages contain advice and contact numbers for questions on all of the above.
- **Facilities** – Consider the supply of fresh drinking water, hot or cold water for washing, toilets, PA systems, lighting and temporary structures e.g. tents and stages. Review your requirements for inclement weather – extra tenting, duckboards, heating, cooling, etc. If you are holding your event in a public place, tell the police and those that are responsible for the area you are going to use. Ensure there are adequate fire facilities, extinguishers, exits and notices and fire evacuation procedures. Contact your local fire station for further advice if necessary. Other areas of consideration include; is the facility large enough for the event, how will you dispose of rubbish, will neighbours or animals be affected, will the local infrastructure support it?

LEGALITIES

- **Licences** – Check with the venue and/or your local council licensing unit whether you need to obtain any special licences eg. public entertainment or alcohol licences.
- **Collections** – It is illegal to carry out a house-to-house or street collections without a special licence, and CF Trust policy to only allow those aged 18 and over to collect. Collections in the street or other public places may require a licence from your local council licensing unit. More information can be found on the CF Trust's handy factsheet – How to organise a collection, available at www.cftrust.org.uk/help/howtoorganiseanevent.
- **Donations** – Get sponsored by and collect donations from people you know and trust. Make sure that

www.cftrust.org.uk

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Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCMG President: Duncan Bluck CBE
Cystic Fibrosis Trust registered as a charity in England and Wales (1079049) and in Scotland (SC40196)
A company limited by guarantee registered in England and Wales number 3880213
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anyone under the age of 18 is supervised and don't let them collect money from strangers.

- **Raffles** – Raffles are carefully regulated and the only type of raffle that can be operated without a licence is one for which the tickets are sold and the prizes given on the same day. You cannot pre-sell tickets without a licence. Check the rules with your local council licensing unit or the Gaming board of Great Britain.

INSURANCE

Whilst we appreciate your support, the Cystic Fibrosis Trust cannot accept liability for any fundraising activity or event you undertake in aid of the Trust. If you require insurance there are organisations that can provide this, for example www.events-insurance.co.uk.

SECURITY TIPS

The purpose of your event is to make money, so you need to think about how you are going to manage money and other security issues. Below is a list of guidelines; if you have any questions please contact your [Regional Fundraising Manager](#).

- Ensure at least two unrelated people are present when monies are counted.
- Bank money as soon as possible after the event.
- Provide adequate numbers of lockable cash boxes, and keep money and valuables out of site and identify a safe place to secure the boxes, eg office or storeroom.
- Never leave cash or cheques in an unattended vehicle.
- Issue a float to each stall holder, signed and accounted.
- If you need to carry money around, ensure the container is not too obvious. You should always carry money with an escort.
- Cash, cheques, raffle prizes, tickets, etc should be regularly checked.
- If you are organising a large event ensure you have arranged overnight storage such as a night safe or the use of a security firm.
- If you are operating a cloak-room, ensure you have a good property system and that the service is staffed at all times.
- Stall holders are advised to wear zipped money belts at all times. Loose containers can go missing.
- If you are arranging house-to-house collections, ensure collectors go around in pairs, they must be 18 years or over. Collection boxes should be regularly emptied at pre-arranged locations/times (please see our CF Trust collection fact sheet for more information).
- Never close up your venue alone - arrange for at least one other person to be present.
- Ensure you escort one another to cars and/or offer lifts home.

If you have any questions about any of the issues covered in this health and safety section then please contact our Events Team on 0845 859 1100 or email events@cftrust.org.uk

USEFUL RESOURCES

The Institute of Fundraising: 020 7627 3436 www.institute-of-fundraising.org.uk

Health and Safety Executive: 0845 345 0055 www.hse.gov.uk

A-Z of Local Councils: www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils

British Red Cross Association: www.redcross.org.uk

St John Ambulance: www.sja.org.uk

Food Standards Agency: www.foodstandards.gov.uk

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