



Things to think about if you are holding an event

If you are thinking of holding your own fundraising event, make sure you follow these simple guidelines to make sure your event is safe and legal!

The venue

- Ensure the venue is suitable for your event. Does it have adequate lighting, the right facilities and disabled access?
- Do not exceed the safety capacity of the venue
- Keep fire exits clear and free from obstructions at all times
- Think about the parking arrangements and provide a parking steward if needed
- If you are collecting money in a private property such as a restaurant or pub, you'll need permission from the manager. They may ask for a letter of authority from CHAS
- If your event is in a public place, you'll need to let the police know in case it disrupts traffic. You may also need a license if you are collecting money. You can find more information by contacting your local council to discuss arrangements.

First aid and emergency measures

- Ensure that you have adequate emergency and first aid procedures for your type of event (e.g. what will you do in the event of a fire?)
- Consider whether you need to notify the police or fire brigade of your event
- Decide if you need a qualified first-aider or if a first aid box would be adequate
- Make sure there is a telephone available for emergency calls
- Ensure that you know where to turn off valves and where fire extinguishers are located
- Speak to St Andrew's First Aid for advice about first aid at events.

Food and refreshments

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate
- If no one has this certificate, the NHS have a guide on their website.

Prevention of food poisoning

- Label food which contains nuts or other allergens
- Keep children and animals out of food preparation areas
- Provide appropriate protective clothing (e.g. plastic gloves, aprons, etc.)
- More information can be found at www.foodstandards.gov.scot

Children

- If anyone under the age of 16 wants to help with fundraising, they must be accompanied by an adult at all times
- For anyone aged 16-18 years old, they must have permission from a parent / guardian
- Do you need to make provision for lost children at your event?





Equipment

- Ensure all portable electrical equipment has been tested and is safe to use
- Position equipment safely to avoid trailing cables
- Equipment should only be operated by people who are competent to use it
- Check the stability and strength of trestle tables before piling them up
- Avoid lifting heavy loads – use trolleys or ask for help where appropriate.

Money

- Keep money in a lockable box
- Take care of your personal security when carrying money. If possible, don't go alone. Make sure that no one puts their personal safety in jeopardy by tackling a thief
- Only collect sponsorship or donations from people you know and trust.

Waste

- Don't forget to dispose of any rubbish or waste material safely
- Ensure that you recycle where possible to help protect the environment.

Cleaning

- Avoid use of hazardous cleaning chemicals
- Provide protective clothing where appropriate.

Health and Safety at Work Act

- Remember that the Health and Safety at Work Act 1974 applies to volunteers as well as to paid workers
- You will need to consider whether and how your event could be harmful – to organisers, guests, volunteers, and the public – and think how you can minimise any risk.

Licensing

You will need a licence from your local authority for any of the activities listed below:

- Music and dancing
- Sale of alcohol
- Extended hours
- Provision of food or drink
- Copyright and royalties for drama or film shows
- Collecting money or selling goods in a public place.

Insurance

- For events, we strongly recommend that you check that you have adequate insurance (e.g. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned
- It is the responsibility of those joining in activities to ensure that they are fit enough to take part
- CHAS cannot accept responsibility for accident, injury, loss or damage as a result of your event.

Useful Contacts & Information

- St Andrew's First Aid: 0300 4 666 999
- Police (Non-Emergency): 101
- Institute of Fundraising: 0131 474 6152 or visit their website, www.institute-of-fundraising.org.uk

Legal Guidelines

- The advice given in this section is clearly intended to provide general guidance only and to that extent the information conveyed is accurate
- Any fundraising materials you use should say: In aid of Children's Hospices Across Scotland (CHAS) Registered Charity No SC019724. We can provide you with our 'Proud Supporter' logo.