

## Keep it Safe - Keep it Legal

If you are holding a public event in aid of 4Louis you are responsible for ensuring that it complies with the law and is safe for all concerned. 4Louis cannot and does not accept liability for your events or responsibility for accidents or theft/loss of personal belongings or equipment.

Please do take the time to read through and consider the following:

**Access for people with special needs:** Consider access and escape exits for wheelchair users, people with mobility problems, impaired vision or hearing. Consider having materials in large print for people with impaired vision.

**First aid:** Ensure you have a first aid kit and first aid station. Contact your local St. John's/St Andrew's Ambulance or British Red Cross for advice or assistance relating to your specific event. A venue should have a trained First Aider too. Have a copy of the venue's health and safety policy and fire evacuation plan. Make sure the fire exits are clearly marked and there is equipment for putting out fire e.g. fire extinguishers. Contact your local fire brigade for more information. Liaise with the venue manager to remove obstructions and clearly mark any areas where people may slip or fall.

**Equipment hire:** If you are planning on hiring equipment at your event make sure that it has the relevant accreditation and compliance with the relevant health and safety guidance. In addition, make sure anyone using the equipment has the relevant experience and comply with insurance and health and safety standards. E.g. Van - do you have the correct license? Bouncy Castle - Not over loaded.

**Cash:** Prior to the event make arrangements to store cash securely during the event. Ensure you have made appropriate plans to transport monies from the event for safekeeping. We would recommend for large amounts of money traveling with a companion. Please use a cash counting form and ensure that two people are present when counting the money, regardless of the amount. E.g. lock box.

**Clothing:** Make sure those involved in helping you run the event have the right clothing for the external conditions such as rain-wear, a sun hat or high visibility jacket.

**Food hygiene:** If you plan to sell food at your event, food safety laws apply. Contact your local environmental health department for relevant food hygiene information. E.g. Cake bakes - we recommend avoiding all nuts and by products.

**Alcohol:** If you are selling alcohol at a venue that does not normally serve alcohol you will need a licence. Contact the Licensing Department at your local council. Alternatively you could hold your event on licensed premises (we would recommend).

### **NO HOUSE CALLS**

### **Insurance and legal requirements**

Check with your local authority if you are considering holding a public event or organising a public street collection to find out what licences you may need.

Raffles are also subject to guidelines. We would recommend that you sell raffle tickets at your event and draw the raffle on the day. Also, try to get prizes donated because there is a maximum that you can legally spend on prizes. Please contact the Fundraising team for more information.

### **Fundraising for under 18's**

We love it when young people fund-raise for 4Louis but we want you to do it safely. So if you are under 18 you should always involve a responsible adult in your planning and ask your parents/guardians' permission. A parent or guardian will also need to authorise any 4Louis fundraising registration forms.

### **Top tips**

- Try to work in groups - it's more fun and it's safer
- Let the Sands Fundraising Team know about your event (we can issue a letter of agreement which is useful if you are asking people to donate prizes or give you a discount)
- Check your event is safe by doing a risk assessment (details below)
- Always ensure there are a minimum of two adults at events for under 18s (more adults will be needed to supervise larger events)

### **Useful websites**

[www.hse.gov.uk](http://www.hse.gov.uk) Health and safety advice for England, Scotland and Wales with some useful free fact sheets on health and safety topics

[www.hseni.gov.uk](http://www.hseni.gov.uk) Health and safety advice for Northern Ireland

[www.firekills.gov.uk](http://www.firekills.gov.uk) Fire safety advice

[www.rospa.org](http://www.rospa.org) Advice on accident prevention

[www.sja.org.uk](http://www.sja.org.uk) First aid tips

[www.redcross.org.uk](http://www.redcross.org.uk) First aid help

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) Search tool to help you find your nearest treatment centres [www.foodlink.org.uk](http://www.foodlink.org.uk) Advice on food safety

[www.suzylamplugh.org](http://www.suzylamplugh.org) Provides personal safety advice [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) Advice on lotteries and fundraising including raffles

## **Risk assessment for beginners**

A risk assessment involves examining whether anything at your event could cause harm to people attending. If you identify risks you must take steps to avoid preventable accidents. Please remember that Sands cannot accept liability for your events including responsibility for accidents or theft/loss of personal belongings. Every event is different so it is important to do your own written risk assessment as required by the premise owner and/or local council

If you are under 18, you must ask a responsible adult to help you check your event is safe and draw up a plan in case of emergency. Your school/college should have public liability insurance but please check that this covers your event.

**Here are a few tips to help get you started, please note that this is not an exhaustive list and we would advise that you visit [www.hse.gov.uk](http://www.hse.gov.uk) for further information.**

- Go through your event plan and make a list of hazards e.g. o Flammable items
- Things that could cause injury e.g. trip hazards like loose cables
- Money getting stolen
- Food poisoning risks
- Noise, loud noise can damage hearing so you may need to provide hearing protection for those helping at events

### **Then put in place some simple precautions:**

- Make sure there are fire extinguishers and clearly labelled emergency exits.
- Have an evacuation plan.
- Don't overload electrical sockets and make sure all electrical goods have been tested. Tape down cables and make sure exits and walkways are clear.
- Use a stepladder when putting things up (make sure it is on level ground and ask someone to hold it).
- Bend your knees when lifting heavy goods.
- Have a first aid station at your event Make sure cash can be locked away safely and always have two people present when handling or counting money.
- If preparing or serving food always follow food hygiene standards.
- If the volume of music is over 80 decibels (it is so noisy that someone 2 metres away can't hear you unless you shout) protection must be provided for staff and volunteers.
- For outdoor events there may be additional risks. Make sure you plan for extreme weather (take sun cream, drinking water and waterproofs). Make sure volunteers take breaks and have somewhere to shelter.