

# THE BLOSSOM DEVELOPMENT TRUST



Helping children and young people  
with special and additional needs on the journey towards independence,  
self-worth and a fulfilling, happy life.

## **The Blossom Development Trust**

### **Policies: Health and Safety for Fundraising Events**

#### **1. Policy Statement**

The Blossom Development Trust is committed to ensuring the health and safety of all individuals attending our fundraiser events. We will take all reasonable steps to prevent accidents, injuries, and health-related incidents, and we will respond effectively in case of emergencies.

#### **2. Designated Safeguarding Officer**

The Designated Safeguarding Officer (DSO) for The Blossom Development Trust's ball event is Vicky Boots, the Chair of the Charity. Vicky Boots will also oversee health and safety aspects of the event and can be reached at 07813932368 or blossomdevelopment@gmail.com

#### **3. Outsourced Food Providers**

All food providers for the event must provide the following documents:

- Valid food hygiene and safety certificates.
- Proof of relevant licenses and permits.
- Insurance certificates, including public liability insurance.


#### **4. Insurance Requirements**

For the ball event, The Blossom Development Trust will require the following insurance coverage:

- Public liability insurance to cover potential accidents or injuries to attendees.
- Cancellation insurance to cover unexpected event cancellations.
- Weather-related insurance in case of severe rain affecting the event.

## 5. Risk Assessment

A risk assessment will be completed for each event. The designated form is 'Risk Assessment Document 1' - see below.



The Blossom Development Trust  
Helping children & young people with special  
or additional needs on the journey towards  
independence, self-worth and a fulfilling happy life

Blossom Fundraiser Ball 16th November 2023						
Potential Hazards	Risk Level	Risk Consequence	Risk Control Measures	Training Given	Checked During Event	De Brief After Event
Attendees moving through the gallery could accidentally bump into or damage artworks.	Medium	High	To mitigate the risk of attendees damaging artwork: <ul style="list-style-type: none"><li>Place protective barriers or ropes around sensitive artworks.</li><li>Assign security personnel to monitor and guide attendees around sensitive pieces of artwork.</li></ul>			
Potential for spills and damage to artwork due to food and drink.	Low	High	To prevent spills and damage to artwork: <ul style="list-style-type: none"><li>Limit the services of food and drink to designated areas.</li><li>Use spill resistant cups and plates.</li></ul>			
Risk of overcrowding in certain areas.	Medium	Medium	To manage overcrowding: <ul style="list-style-type: none"><li>Introduce a tickelling system to control the number of attendees.</li><li>Provide clear signage to direct traffic flow.</li></ul>			
Trip hazards, such as cables, decorative elements and wheelchair ramp.	Medium	Medium	To address trip hazards: <ul style="list-style-type: none"><li>Secure and cover cables and wires.</li><li>Ensure that decorative elements are placed safely.</li><li>Warning sign for wheelchair ramp.</li></ul>			
Emergency exits maybe obstructed.	Low	High	To prevent obstruction of emergency exits: <ul style="list-style-type: none"><li>Clearly mark and maintain emergency exits.</li><li>Asian staff to ensure exits remain unobstructed.</li></ul>			

Risk Assessment Document 1


Generated by Lizzy Millar 27/11/23

## Review and Monitoring

This health and safety policy and risk assessment will be reviewed regularly and updated as needed. Any incidents or 'near-misses' will be documented and used for future improvements.

## Recording

All accidents will be recorded on the accident form see Risk Assessment Document 2



The Blossom Development Trust  
Helping children & young people with special  
or additional needs on the journey towards  
independence, self-worth and a fulfilling happy life


**The Blossom Development Trust Fundraiser Event Accident Report Form**

Event Details:	
Event Name:	
Date and Time:	
Location:	
Description of Event Activities:	

Section 1: Event Details: Details of the Person Involved in the Accident	
Full Name	
Contact Number	
address	
Date of Birth	
Gender	
Role at the event (e.g. participant, volunteer)	

Risk Assessment Document 2: Accident form

Generated by Vicky Boots 27/11/23



Mrs Vicky Boots

*Vicki Boots*

Chair of the Blossom Development Trust

Review date: 18<sup>th</sup> March 2025