

Keep it Safe ~ Keep it Legal

If you are holding a public event in aid of Sands you are responsible for ensuring that it complies with the law and is safe for all concerned. Sands cannot and does not accept liability for your events or responsibility for accidents.

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

Public safety at the venue 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.

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.

Equipment If you are planning on using equipment at your event for example a candy floss machine or a tea urn, make sure that people are given proper instructions on how to use the items safely. If contractors, sub contractors or external facilities are used, make sure they have the relevant experience and comply with insurance and health and safety standards.

Cash Prior to the event make arrangements to store cash securely during the event. Ensure you have a made plans to transport it from the event for safekeeping. If you are transporting large amounts of money ensure you travel with a companion. If you are challenged for the money please do not take any personal risks. Two people should always be present when counting money.

Personal belongings Event volunteers should only bring the minimum of personal belongings as Sands cannot be held responsible for people's property being lost, stolen or damaged.

Clothing Make sure the people helping you run the event have the right clothes for the external conditions such as rainwear, a sun hat or high visibility jacket.

First aid Ensure you have a first aid kit and put someone in charge of first aid. Contact your local St. Johns Ambulance or Red Cross for advice or assistance.

Food hygiene If you plan to sell food at your event, food safety laws apply. You need to be aware of these and follow food hygiene procedures e.g. Wash hands frequently and keep worktops, cloths and kitchen utensils clean. Never let raw meat touch other food (don't use the same chopping board). Hot food should always be served piping hot and meat should never be served pink. Cold food should be served chilled. Further information can be obtained from you local authority environmental health department.

Food allergies We recommend that you state that you cannot guarantee that food served is nut/nut derivative free.

Alcohol Make sure bar staff know they cannot serve under 18s or adults who seem drunk already. It is best if bar staff and other people running your event remain sober so they can deal with any problems that arise. 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.

Insurance and legal requirements

If you organise an event that involves the public in any way you will need to ensure that you or the venue has public liability insurance.

Check the venue has the required licences (performance licences for music, film, plays and dance events, late night opening and sale of alcohol by retail). If not, licenses are usually obtained from your local council.

Street collections are subject to local council and police regulations and you need to be over 16 to take part.

Raffles are also subject to guidelines - the easiest way is to sell tickets at your event (maximum of £2 per ticket) and draw the raffle on the day. Try to get prizes donated because there is a maximum you can spend on prizes.

Fundraising for under 18's

Sands loves it when young people fundraise but we want you to do it safely. So if you are under 16 you should always involve a responsible adult in your planning and ask your parents/guardians' permission. Please never approach strangers for support (it's not safe), go knocking on doors (it's illegal) or collect on the street (you will need a license from your local council and need to be over 16). Collecting on private property is fine as long as you get permission in writing from the owner.

Do:

- Try to work in groups - it's more fun and safer
- Let Sands 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)
- Any money you raise must be sent to Sands.

Useful websites

hse.gov.uk Health and safety advice for England, Scotland and Wales with some useful free fact sheets on health and safety topics

hse.gov.uk Health and safety advice for Northern Ireland

firekills.gov.uk Fire safety advice

rospa.org Advice on accident prevention

sja.org.uk First aid tips

redcross.org.uk First aid help

nhsdirect.nhs.uk Search tool to help you find your nearest treatment centres

foodlink.org.uk Advice on food safety

suzy.lamplugh.org Provides personal safety advice

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 Amnesty cannot accept responsibility for accidents at your event. Every event is different so it is important to do your own risk assessment.

If you are under 18, ask an 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:

- Go through your event plan and make a list of hazards e.g.
- Things that could cause fire
- Things that could cause injury e.g. cables you could trip over, falling off chairs when putting up balloons
- Money getting stolen
- Food causing food poisoning (snacks like crisps shouldn't, but barbequed food might pose a hazard)
- Noise, loud noise can damage hearing so you may need to provide hearing protection for people helping at events for example those with loud music.

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 (school equipment should have been checked)
- 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 kit at your event and put someone in charge of first aid
- Make sure cash can be locked away safely and always have two people present when handling or counting money. Advise people not to take personal risks if someone tries to steal money
- If preparing food from scratch always wash your hands and make sure the equipment you use is clean. Make sure raw meat doesn't touch other food and always serve hot food piping hot and cold food cold. Advise that you can't guarantee food is free from nuts / nut derivatives.
- 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.

For more information visit <http://www.hse.gov.uk/>