



# The legal stuff

**This might sound like the boring bit but when you're being super amazing you need to make sure you stay super safe. Below are some issues that you should consider if you are organising your own fundraising event.**

## First aid

You can get advice from a professional medical company like St John Ambulance or Red Cross about what type of First Aid to have at your event. If it is a large event, like a fete, they may even attend.

### Try to think about:

- the number of people
- type of event and risk involved
- type of people, ie children, disabled
- location and type of venue
- how long the event lasts
- the weather forecast and how it might affect your event
- how near are local medical facilities
- what experience you have of similar events
- what welfare and first aid facilities are at the venue.

## Insurance

If your event involves the public you will need to have Public Liability Insurance. Check with the venue first as they may already have insurance that covers your event.

## Licences

Some things require a licence, such as:

- alcohol or entertainment, including recorded music
- holding a raffle, lottery or auction
- doing a public money collection
- putting up banners or signs in public areas. This list doesn't cover everything. Contact your local authority to check which licences you will need.

[www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

## Food hygiene

The Food Standards Agency provides guidelines for preparing, handling and cooking food. If you are using a caterer you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance.

<https://www.food.gov.uk>

## Collecting money

- To collect in a public place or street you need a licence. Speak to your local authority about how to apply for a licence. The authority may have additional rules about street collections.
- To collect on private property, such as a shopping centre or supermarket, you need permission from the manager of the property.

## Children at your event

- Make sure children are properly looked after and have permission to take part from a parent or guardian.
- Adults looking after children (who are not their guardian) should have carried out appropriate checks. See the Government's Disclosure and Barring Service (DBS) information for more guidance.

## Suppliers or contractors

- If you use external suppliers for equipment or services at your event, make sure you use a reputable company.
- Ask to see a copy of their Public Liability Insurance and risk assessment.
- If anything looks unsafe on the day, do not use the equipment or stop the activity.

## Risk assessments

Doing a risk assessment means looking at what could cause you or your participants harm and checking you've taken the necessary precautions to prevent this from happening.

It's a good idea to keep a record of the risks for your event.

You are responsible for ensuring that the activities that form part of your event are undertaken safely, and that participants are made aware, in advance of taking part of any activities, of any risks involved.

Where the activities are strenuous or could result in personal injury, you should request participants to sign the relevant disclaimer below in advance.

Please note that this Disclaimer is provided by way of example only. Victim Support gives no warranty that this disclaimer is fit for your purposes and you should seek independent advice prior to using it.

# PRO FORMA DISCLAIMER FOR THOSE ORGANISING EVENTS WHICH INCLUDE ACTIVITIES

## Disclaimer

You have agreed to take part in the \_\_\_\_\_  
("the Activity").

You acknowledge that:

- taking part in the Activity could involve strenuous physical activity and that there is a risk of personal injury
- you are responsible for assessing your own competence prior to taking part in the Activity. If you have any doubts as to your ability to take part in the Activity safely, you should not commence the activity
- if you have any medical condition which may affect your ability to take part in the Activity, or which may in any way hamper your ability to take part in the Activity safely, you should seek advice from an appropriately qualified medical practitioner as to the advisability of your taking part in the Activity. You should act in accordance with any medical advice provided to you
- you should familiarise yourself with, and act in accordance with, any health and safety rules and instructions relating to the Activity.

**Nothing in this letter is intended to exclude any liability for personal injury or death arising out of the negligence of the organisers of the event.**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_