

Towergate Embrace and Charities Policy

Guide to Managing Fundraising Events

Introduction For the majority of charitable organisations', fund raising events are an important, regular part of core activities.

Running a successful event of any size requires careful management and planning to avoid potential accidents and injuries. This is important because:

- if you have a reputation for creating a safe environment for those attending your events (public and helpers) they are more likely to support you in the future
- minimising the likelihood of a claim is likely to have a favourable effect on future insurance premiums
- you can avoid the effects of any potential negative publicity surrounding an occurrence

The following guidance highlights the main risk management topics you will need to consider. As it is not an exhaustive list, further considerations may be necessary.

1. Legal

- Event activities tend to be classed as **work related** or **working activities** and are subject to usual health and safety rules associated with the **Management of Health and Safety at Work**.

As the organiser of an event you have a **legal duty** to ensure the safety of everyone attending. This includes visitors, volunteers, charity workers and other third parties associated with the main location, premises or activity.

2. Outside Contractors

- If outside contractors are involved in any way with your event, whether supplying services or labour, you must ensure that they carry an appropriate amount of **Public Liability Insurance cover**. We can advise on specifics of the amount of cover they should have depending on the activity or service being provided.

All external services provided must be adequately supervised by a **competent and/or experienced person** particularly where there are high risk or potentially hazardous activities planned. You should make enquiries to determine the competence of the individuals supervising the activity.

Find out if the contractors:

- Are experienced and hold qualifications from a governing body
- Require (and hold) professional indemnity insurance cover
- Are members of any Professional Organisation or Sports Governing Body

3. Contractual Arrangements

- Ensure you read and understand any **contractual conditions and terms** before you sign them. Pay particular attention to those that relate to the **hire of equipment** as you need to understand what you could be liable for in the event of injury, damage or breakdown/maintenance.

Some Hire agreements seek to **transfer liability to the hirer**, and by signing you could be accepting this.

You should also find out if you will be responsible for continuing hire charges in respect of hired equipment that is damaged or otherwise made unusable whilst hired to you. This liability can carry a **high ongoing monetary liability** and you may need to arrange suitable insurance cover to protect you against this risk.

4. Completing a Risk Assessment

- An overall or general risk assessment should be completed. Our Checklist on the following 3 pages can help you with this. You can also use our template risk assessment form if you don't have one of your own (see Appendices 1 and 2). Whichever form you use it should list:

- All potential hazards
- Existing controls
- Additional precautions taken to reduce or minimise potential hazards to those people:
 - Attending/ invited to the event
 - Organising the activities.

The assessment should also score each identified hazard in terms of likelihood of occurrence and impact if it did occur. This will enable you to **prioritise identified hazards** and help you plan how each of them can be contained and controlled.

Risk Assessments are not difficult, but they do take time. In order to help you we have provided below some common areas to be considered at any event.

Further information

- **Further information and advice is available from:**
 - The Health & Safety Executive (HSE) Info line on **08705 154500**
 - A Guide to Risk Assessment Requirements – Common provisions in health and safety law (Available **free** from HSE Books – tel 01787 881165)
 - Five steps to risk assessment INDG163 (Available **free** from HSE Books on above number)
 - Your local Environmental Health Dept of the Local Authority
 - Your Local Authority licensing Department
 - Fire/Police and Ambulance Service
 - Royal Society for the Prevention of Accidents.