

THE LEGAL STUFF

Organising your own event safely

This is a handy guide to help you consider health & safety and any legal requirements to consider when organising your own event. Be safe, but have fun.

1. Raffles

Holding a raffle is a great way to raise money and awareness for St. Francis' Children's Society. However, there are certain rules governing raffles which should be adhered to and in some circumstances, you may require a licence from your local authority. Please check ask if you are not sure.

2. St. Francis' Children's Society branding

By law, St. Francis' Children's Society charity registration no. 211670 (England & Wales) must appear on all posters and advertisements that invite people to participate or help.

Please use the phrase '**In aid of St. Francis' Children's Society**' on any posters or leaflets.

3. Risk assessment

Many venues will require you to evaluate any risks that your event may involve and how you will mitigate these. We can provide you with a template risk assessment and are happy to chat through the things you'll need to consider.

4. Insurance

Please remember that you are responsible for any fundraising activity that you hold and St. Francis' Children's Society cannot accept liability for any fundraising activity or event you undertake.

5. First aid cover

Make sure that you have suitable emergency and first aid procedures in place. Decide if a first aid box is sufficient or if you need a qualified first aider.

6. Keep your money safe

Plan ahead where to store money securely during the event and how to transport it from the event to safekeeping – take care of your personal security please do not travel alone.

7. Car parking

Ensure that there is a safe route for pedestrians. If someone is marshalling the cars, make sure they can be seen clearly in a high visibility jacket.

8. Food hygiene

When selling food at your event, remember to store it appropriately and keep children and animals out of the preparation areas. Always provide appropriate clothing (e.g. plastic gloves, aprons) and do not forget to label all food that contains nuts or other allergens. Simple food hygiene regulations and advice can be found at www.food.gov.uk

9. Licensing

If you want to collect money on the street, sell alcohol at your event or provide public entertainment, you might need a licence from your local council. If you're not sure contact us and we will help advise you.