



Making your Event Safe & Legal

Whatever type of event you are planning to hold there will be health and safety issues that will need to be considered. Health & Safety is, in many instances, about common sense. As long as you look at any potential issues and resolve them, there need not be any problems.

Scottish Love in Action cannot take responsibility for any injury, loss or damage caused or sustained as a result of fundraising events held in aid of the Scottish Love in Action. It is the responsibility of the event organiser to comply with legal and safety regulations.

Below are some best practice guidelines. Please ensure you consider these before organising your fundraising activities and events so that participants, guests and attendees have a safe and enjoyable event.

Safety

1. Planning

Ensure that your event is organised efficiently and safely.

2. Risk Assessment

Conduct a risk assessment to ensure that you have proper plans for the safety of participants. The Health and Safety Executive has further information on how to do this on their website (www.hse.gov.uk).

3. Brief your participant and helpers.

Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.

4. Supervision

Ensure that your event is properly and adequately supervised.

Where children are involved, this should include:

- Providing proper adult supervision.
- Checking that the child's parents/guardians have given permission for their child to take part.
- Carrying out appropriate background checks if adults are to have unsupervised access to children.

5. Insurance

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Scottish Love in Action, Box 123, 44-46 Morningside Rd, Edinburgh, Scotland EH10 4BF : 0131 558 7395 : enquiries@sla-india.org : www.sla-india.org

Patron – Tom Fleming : A registered Scottish Charity : Charity Number SC030516 Company Number SC280397

Consider what insurance cover you need for your event. You will need to make sure your venue has public liability insurance and if you are hiring equipment or employing any third parties for your event, ensure they have their own insurance. Scottish Love in Action cannot accept any responsibility for your event nor for anyone who participates in it.

6. First Aid

Know what to do in case of an accident or emergency. Make sure you have a first aid box available and consider whether you need a trained first-aider. For advice on First Aid, contact your local branch of St. John's Ambulance.

7. Food

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 like washing your hands frequently and keeping worktops and kitchen utensils clean. The Food Standards agency website has more information www.food.gov.uk

8. Alcohol

If you are selling alcohol at your event, a licence is required. It is possible to get a temporary drink licence, contact your local authority to find out more.

9. Venue

Check that you know where fire exits are. Consider the facilities available - including for disabled participants. Check the capacity of any venue before sending invites!

10. Equipment

Be careful lifting heavy equipment. Make sure that any electrical equipment is safe to use.

11. Money

Always have two people present to count any money raised. Keep money locked in a cash tin and make sure someone is responsible for looking after it. Be safety-conscious and don't walk around alone with large amounts of money on you. After the event, bank any money as soon as possible and send a cheque for the total to Scottish Love in Action. Please don't send money through the post.

12. Waste

Be responsible for any leftover rubbish and waste and ensure that it is disposed of correctly. Remember to recycle as much as possible.

Legal

1. Collecting funds

You need a licence from your local authority to collect funds on the street or in a public place or by going from house to house. However collections on private property do not need a licence and in shopping centres, supermarkets and sports grounds, only the permission of the owner is need. It is illegal to collect funds in this way without a licence. There are special rules about collection buckets.

2. Raffles

A raffle is a great way to raise money at an event but when running a raffle you need to be fully aware of the various rules and regulations as different types of lotteries (raffles) have different classifications. For further information contact and consult your local authority and the Institute of Fundraising (www.institute-of-fundraising.org.uk)

3. Venue

If your event is on private property, you should first get permission from the owner or manager.

4. Fundraising materials and publicity

If you are creating your own publicity materials please make it clear that you are fundraising in aid of Scottish Love in Action Scottish, a registered charity SC030516' Suggested wording for this would be "[Name of your event] raising funds in aid of Scottish Love in Action, Scottish Registered Charity, SC030516' . Please ensure that you have permission to use any images or text; although some material is available without copyright restrictions on the internet, don't assume that all materials are copyright free. Free resources and materials for your event are available from our [resources](#) page. For further information, please contact the office at enquiries@sla-india.org or on 0131 558 7395.

5. Licences

Check with your local authority whether you will need a licence for your event - for example, if you are selling alcohol, providing food and drink, or organising entertainment such as music and dance, you may need a licence.

6. Gift Aid

Please ask donors/sponsors, including higher rate tax payers, to sign a Gift Aid declaration or tick the relevant box on your sponsor form. This enables us to claim tax back from the government increasing the overall benefit to the Charity. Please note that we are unable to claim Gift Aid on ticket sales, raffle sales, corporate sponsorship, sale of goods or auction proceeds.

Please note that the above tips are basic suggestions on issues you might consider when organising your event. They do not constitute legal advice. If you have any concerns about the legality of your event, please seek appropriate legal advice.