

Keeping it Legal and Safe

You are responsible for making sure your fundraising event is carried out legally and safely.

When you organise your own fundraiser, it's always important to think about health and safety. You are encouraged to consider this carefully beforehand as Christian Aid cannot accept liability for anything that happens during your fundraising activity. Below are links to various websites where you can find out more.

Risk assessment

It is always a good idea to carry out a risk assessment to identify any hazards and assess any risks that may occur at your fundraiser. You can download a **template risk assessment form** from our website.

Don't forget to revisit your risk assessment just before your event to make sure you have covered everything.

Insurance

Check whether the venue or organiser has their own insurance which will cover what you are planning – they will in any case want to know what you have in mind. As a minimum, you need to ensure that you have public liability insurance for any fundraiser in which members of the public will participate.

Christian Aid is not responsible for arranging insurance and does not guarantee that your fundraiser will be covered by our public liability insurance. A Christian Aid risk assessment (see above) must be submitted to be covered by our insurance. Please contact your local office for further details.

If you are organising your fundraising activity at work, you must comply with the Health and Safety at Work Act 1974. This is available at www.hse.gov.uk. If you are in the Republic of Ireland, your activity must comply with the Safety, Health and Welfare Act 2005 available at www.hsa.ie

First aid

Please make sure there is adequate first aid cover available at your fundraiser. If you're unsure, contact **St John Ambulance** for England and Northern Ireland, **St Andrew's First Aid** for Scotland, **St John Wales** for Wales or the **Irish Red Cross** for the Republic of Ireland.

Food hygiene

Nobody likes an upset stomach, especially as a reward for raising money for charity. Please make sure you follow food hygiene procedures and take great care when handling food. Make sure your event is unforgettable for all the right reasons!

You can find further information at www.food.gov.uk or www.fsai.ie or from your local authority.

Licences

There are a number of activities for which you will need a licence. You should check carefully on the relevant websites when you are planning a fundraiser to make sure you have covered the licensing requirements. For example, licences or permissions will be required for:

- selling alcohol
- public entertainment

The venue you are working with may already have the relevant licence – if so, ask to see it or get confirmation in writing.

If you're holding your event in a public place, you must have permission from the local council or landowner.

Your local authority can offer more guidance on licences. Alternatively, visit www.culture.gov.uk for more information if you are in Great Britain.

Collections

Public collections are donation collections that take place in a publicly owned place. It is illegal to carry out a public collection without a licence. Please contact your local authority for further details.

Private collections are collections which take place on private premises. These do not need the permission of your local authority, only the permission of the owner of the premises concerned (eg the supermarket or train station).

Get consent

If children feature prominently in photos taken at your fundraiser, you will need parental consent for the photos to be used. Christian Aid will assume that the necessary permission has been obtained when receiving any photography from fundraising activities. These may be used on the Christian Aid website or in publications.

Further help

If you would like specific advice, please contact us at events@christian-aid.org. We're happy to help and can point you in the right direction to find the information you need.

caid.org.uk/yourway
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