



### **Fundraising Safely**

This information is specifically intended to provide general guidance only, and to that scope the information provided is accurate.

Ronald McDonald House Bristol cannot accept responsibility for accidents, injuries, loss, or damages as a result of your event.

### **Publicity and Authority**

If you are writing to anyone about your event or producing publicity terms remember to include RMHB's registered charity number: 1091342

You can also request a letter of authority from us for requesting raffle tickets and proving that your event is to benefit our charity.

### **Risk Assessments**

It's a good idea to complete a risk assessment for your event. A risk assessment will help ensure that you've thought of any potential hazards and have put measures in place to minimise any risk.

If required, you'll also need to ensure that suppliers of any goods or services are a reputable company with their own risk assessment.

You can get a risk assessment template from our fundraising team.

### **Get Covered**

We recommend that anyone undertaking events should take out appropriate personal accident and public liability insurance as we cannot accept responsibility for claims, of whatever nature, that may arise from an event outside our control.

Public liability insurance will protect you if a member of the public is injured during your event.

You should also request to see the public liability insurance certificate of any suppliers you hire. This will ensure that they're covered in the event of an accident or incident with their equipment or service.

### **Food and Drinks**

The Food Standards Agency provides guidelines for preparing, handling, and cooking food. If you're using a caterer, you'll need to ensure they have a Food Hygiene Certificate and public liability insurance.

### **First Aid**

Some events require you to have a first aider or first aid services present for potential emergencies. You should ensure you have adequate first aid coverage for the scale of your

event.

Things to consider:

- The total number of people
- The type of event and risk involved
- Type of people, including their ages
- Location and type of venue
- How long the event lasts
- The weather
- Proximity to local medical facilities
- What experience you have of similar events
- Any welfare and first aid facilities are at the venue

Participants are all responsible for ensuring they're fit and well to take part.

### **Keeping Safe with Money**

You need to ensure that you're safe while handling money.

Our top tips on keeping safe are:

- have 2 people present when it's being handled
- use a secure container or sealed container
- use a safe route and carry a personal alarm
- deposit the money as soon as possible
- if confronted by someone, you should hand the money over and report it to the Police straight away.

### **Licences**

- If you are holding a music event you (or the venue) will require to hold a licence.
- If you are serving alcohol at your event you (or the venue) will require to hold a licence.
- If you plan to hold a collection in a public place including a street or door-to-door collection you will need a licence or permit from your local authority or Metropolitan Police.
- If you are holding a small raffle or draw on the day of your event you do not need a licence and can use cloakroom tickets for this. You must always make it clear who is running the raffle and tickets must all be sold for the same price. For the latest information and advice check: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

For more help and advice if you are thinking of holding a large scale event please check with your local council or get in touch.