

Keeping your event safe and legal

Safety first

Whatever you do, please do it safely. Make sure that you think through the possible issues/dangers of your event and that any risks are eliminated or reduced to an acceptable level. The top priority is to keep you, and the people attending your event, safe!

First aid

First aid provision is necessary at all events although the level will vary from event to event. If you are unsure about what you should provide, speak to a recognised organisation (eg St John Ambulance) which will be able to provide advice.

Equipment

It is a lawful requirement that all portable electrical equipment has been tested and is safe to use. Ensure equipment is in good repair and avoid trailing cables. Avoid heavy lifting and use a trolley where possible.

Venue

Ensure that the venue is suitable for your event. Some things to consider are lighting, sanitary facilities, well signposted fire exits, parking, venue capacity and emergency exit procedures.

Your arrangements must make provision for people with disabilities – access, comfort areas, comfort facilities, safe viewing areas, carers, emergency procedures etc. See www.bcodp.org.uk for more information.

If you are hiring catering and venues, check that they have the relevant and current certificates (including insurance) before you agree to use them.

Communication

Communication between the organisers, helpers and emergency services is vital. It must be reliable, tested and loud enough to be heard above surrounding noise levels. One person should be nominated to take control and be on hand if anything goes wrong. For large events make sure enough equipment is supplied eg walkie-talkies or mobile phones for stewards etc.

Food and refreshments

Always ensure any food you're providing has been stored at an appropriate temperature, hygienically prepared and thoroughly cooked.

Visit food.gov.uk for further guidance.

If you want to sell alcohol at your party, you'll need a licence. If the venue already has a licence, then you'll be covered, but do check.

Children

Ensure that children are adequately supervised. Never allow children under 16 to collect money from the public without an adult.

Keep it legal

It is best to inform your local authority and check with them for any legal permissions you should consider when planning your event.

Depending on your event you may well need to license your activity. For example you may need a public entertainment license for events such as sporting events, plays, films or dances. Your local authority can advise you about this.

Statutory notice periods to your local authority depend on the type and size of your event. In general:

- small sized events (village hall quiz, auction, book sales) – 28 days
- medium sized events (carnivals etc.) – 28 days
- large sized events (over 5,000 in attendance, involving road closures, entertainment licenses) – six to nine months

Insurance

You will need to consider whether and how your event could be harmful to organisers, guests, volunteers and the public – how can you minimise any risk?

Check that any third party suppliers are adequately and currently insured. Any reputable supplier will have Public and Product Liability Insurance so ask to see it. The amount insured for will differ depending on the size of the company. Any activity you do must be covered by an insurance policy, as a minimum this will usually be Public Liability Insurance.

Please note that Together for Short Lives cannot accept responsibility for accident, injury, loss or damage as a result of your event. We therefore strongly recommend that you check that you have adequate insurance and that you take all reasonable steps to ensure the safety of all concerned.

Entertainment

If you are running an event such as a dance, sports event or play, you may need a Public Entertainment License. Check with your local authority.

Important information

When collecting donations you must carry a copy of the letter or license granting permission to collect. Collection tins must be sealed and not shaken.

Always ensure two people are present when counting money and store money in a secure place.

Remember to let us know when you are running an event so we can provide any help or support you might need!

