

Global Care is hugely appreciative of the time and energy our supporters give to fund-raising activities. The following document is designed to be a brief overview of the legalities concerning running an event for Global Care. Legally, a volunteer raising funds for Global Care is acting in their own personal capacity. Global Care will rarely be responsible for a volunteer's acts or behaviour. The volunteer acts 'in aid of' Global Care not on their behalf.

Volunteers may find it helpful to think about the following issues when preparing an event:

1. Health and Safety

- **Common sense:**

Follow the professional advice of equipment manufactures and staff supervising any facilities

- **Risk Assessment:**

It makes sense to carry out a risk assessment of every activity you choose to do. It doesn't need to be complicated - the [Health and Safety Executive](#) recommend you:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions/measures to be taken
- Write down your findings and implement them
- Review your assessment and update if necessary

Your risk assessment will help you identify areas where you may be subject to an insurance claim.

- **Handling Money**

If you're carrying money you should always consider your personal security.

- Use a safe route and always be with someone and/or carry a personal alarm
- Stick to well-lit areas
- Where possible have two people present when money is being handled and counted
- Collect cash using a secure container and put money in the bank as soon as possible.

- **First Aid**

If you are holding a public event, you might need to provide first aid. You can get advice from a professional medical company like St John's Ambulance or the Red Cross about what type of First Aid to have at your event.

2. Food hygiene

- Take great care in handling and preparing food. Work to basic safety standards in storage, display and cooking.
- The Food Standards Agency has some great advice for preparing, handling and cooking food.
- If you are using a caterer, you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance.

3. Data Protection

- Make sure any electronic or paper record you keep about people involved in fundraising events comply with the Data Protection Act 1988.
- Keep records to yourself and remember; if you don't need them anymore just delete them.

4. Insurance

- If you're organising a fundraising event, then you are responsible for ensuring that the event poses no risk to others. Check any buildings or equipment you hire are covered. Many hire companies have their own insurance policies which are included as a part of the hire fee - always remember to check this.
- You may need to consider arranging Public Liability Insurance if your event involves the public. This will protect you against claims made by third parties for injury or property damage (for example if you are hiring a band, check they have their own Public Liability Insurance and/or check if the venue is covered).
- Global Care can't accept any responsibility for any loss, damage or injury from your event. Our insurance doesn't cover your property or the property of your helpers or guests. It doesn't cover personal liability for any injury you suffer or anyone else as a result of taking part in your event.
- To arrange insurance, you should contact an insurance broker who can give you impartial advice about your event.

5. Licences

You can contact your local authority licensing department for advice. You are likely to need a licence for:

- Providing alcohol or entertainment (including recorded music)
- Holding a raffle, lottery or auction (see below for when this applies)
- Doing any sort of collection in a public place, for example on the streets
- Putting up banners or signs in public areas

Specific Fundraising Activities

1. Events

- If you are hosting an event at home, with a small group of friends or in the pub, consider whether your event is legal and safe for all those involved.
- **Events in public areas or involving more than 50 people:**
 - i. Contact your local council for any necessary permissions, licensing, trading standards, and health and safety issues. To make sure the event is safe for everyone concerned carry out a risk assessment before hosting any event
 - ii. Think about First Aid and fire safety.
 - iii. If the event is going to obstruct traffic, then you should let your local police know.
 - iv. If you're holding an event at work or with volunteers, you should make sure it complies with the Health and Safety at Work Act 1974
- Think about:
 - the number of people
 - type of event and risk involved
 - type of people, including their ages
 - location and type of venue
 - how long the event will last
 - the weather and any precautions you need to take
 - how near it is to local medical facilities
 - what experience you have of similar events
 - what welfare and first aid facilities are at the venue.
- **Children at your event:**

Legal & Safety Information for volunteer fundraising

Make sure children are properly looked after and have permission to take part from a parent or guardian. Adults looking after children should have carried out appropriate [Disclosure and Barring Service \(DBS\)\(link is external\)](#) checks. See the Government's information for more guidance

2. Collections

Anyone collecting money in public must be over 16.

i. Private collections:

If you are collecting on private property such as a pub or supermarket:

- Get written permission from the owner or manager. Keep this with you when collecting.
- You can also ask Global Care for a letter of authority before you start collecting. You can do this by contacting us on **030 030 21 030**
- State that you're a volunteer when collecting - if you request a letter of authority it will do this for you.

ii. Public collections

To collect funds in the street, in any publicly owned place, or house-to-house you need a license from your local council. Most councils have details of how to apply for a license on their website. It can take up to two months after applying to receive a license.

3. Raffles, Lotteries and Prize Draws

- For simple raffles you need to charge a standard price for each ticket and to draw the name of the winner before the evening is over.
- If you plan to run a lottery over a longer period of time or sell tickets at more than one venue, you will need to purchase a local lottery license from your council.

Useful Links

- Health and safety executive: Risk Assessment: <http://www.hse.gov.uk/risk/index.htm>
- Institute of Fundraising: <http://www.institute-of-fundraising.org.uk/home/>
- St John Ambulance: <https://www.sja.org.uk/>
- British Red Cross: <http://www.redcross.org.uk/>
- Food Standards Agency advice for volunteers: <http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>
- DBS checks: <https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>