

THE LEGAL STUFF

This might sound like the boring bits but we need to make sure you stay safe. Below is what you need to consider when holding your own event. If you've got any questions or want to just talk things through, please get in touch. We're here to support you along the way.

First aid

You can get full advice about what type of first aid to have at your event from St John Ambulance or the British Red Cross. But it's a good idea to think about:

- The number of people attending.
- The type of event you're holding and risk involved.
- The type of people attending your event, including their ages.
- The location and type of venue you're using.
- How long the event will last.
- The weather forecast and how it might affect your event.
- How near the event is to local medical facilities.
- What experience you have of similar events.
- What welfare and first aid facilities are at the venue.

Insurance

If your event involves the public, you'll need to have public liability insurance. Your local fundraiser can tell you all you need to know on this. Always check with the venue you're using first as they may already have insurance that covers your event.

Licences/permissions

To keep some things legal, you'll need permission or a licence. This includes:

- The sale of alcohol.
- Playing live or recorded music, or showing a film.
- Holding an indoor sporting event, such as a netball tournament.
- Holding a raffle, lottery or auction.
- Holding a public collection, like a bucket collection in your town centre.
- Putting up banners or signs in public areas.
- Holding an event in a public place or a premises owned by a third party.

This list doesn't cover everything. Your local authority will be able to check which licences or permissions you may need. Make sure you give them as much notice as you can.

Raffles, lotteries and prize draws

Make sure you don't fall foul of the law when you're organising raffles, lotteries or prize draws. You can find out more on the Gambling Commission website. As always, your local fundraiser will help make sure you meet any legal requirements.

Food hygiene

If you're having food at your event, make sure you take great care when handling food and follow basic rules for safe preparation, storage, display and cooking.

You can find all the guidelines you need about preparing, handling and cooking food from the Food Standards Agency.

If you're using a caterer, you need to make sure they have a Food Hygiene Certificate and public liability insurance.

Collecting money

- If you plan to collect money in a public place, you'll need permission from the local authority.
- If you're going to do a collection on the street, you'll need a licence. Speak to your local authority about how to apply. Some local authorities may have extra rules about street collections.
- You'll also need a licence if you want to do door-to-door collections. Again, speak to your local authority to apply for one.
- If you're collecting on private property, get in touch with the owners to make sure you've got permission. They may require you to hold public liability insurance.

Handling money and keeping it safe

Now you've raised loads of money we want to make sure you and the cash stay safe. Here are a few tips on handling money:

- If possible have two people around when money is being handled and counted.
- Collect cash using a secure container, eg a sealed container for a collection or a secure cash box for change.
- Take care when carrying money. Use a safe route and always be with someone and/or carry a personal alarm.
- If you're confronted by someone demanding the money, don't put up a fight, hand them the money straight away and then call the police.

- Put any money in the bank as soon as possible.
- Remember that you're holding any money raised on trust for Diabetes UK, so please keep track of how much you have raised and ensure that it's transferred to Diabetes UK.

Children at your event

- Make sure any children at your event are properly looked after and have permission to take part from a parent or guardian.

Any adults looking after children (other than their own) should have undergone appropriate checks. See the Government's Disclosure and Barring Service (DBS) information for more guidance.

Suppliers or contractors

- If you use external suppliers for equipment or services at your event make sure you use a reputable company and that they've entered into a written contract with you.
- Ask to see a copy of their public liability insurance and risk assessment.
- If anything looks unsafe on the day, do not use the equipment or stop the activity.



Data protection

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with the Data Protection Act.

You should make sure that:

- You keep any information you hold (whether hard copy or electronically) secure.
- You don't keep information about people any longer than you have to.
- You don't share information or data about someone without their permission.

More information can be found at the Information Commissioner's Office.

Risk assessments

If you're organising an event you'll need a risk assessment. This is to find, reduce and control any risk for those taking part or attending.

You'll need to look at what could cause you or others taking part any harm and then check you've taken the necessary precautions to stop anything from happening.

Make sure you keep a written record of your risk assessment.

You should follow the professional advice of equipment manufacturers and staff supervising any facilities or equipment that are part of your event.

As it's your event you'll need to make sure that any activities that are part of your event are done safely. You'll also need to make that everyone taking part is made aware of any risks involved before they start.

Where the activities are strenuous or could result in personal injury, you should ask anyone taking part to sign a disclaimer in advance.



Example disclaimer

The disclaimer below is only an example. We can't give any warranty that this disclaimer is fit for your event. If you do need a disclaimer make sure you get some independent advice before using it.

You can find useful information on organising your own event safely and legally at the Institute of Fundraising.

You can find help for how to complete a risk assessment from the Health and Safety Executive. Your local fundraiser can provide you with our risk assessment template or you can find it at [diabetes.org.uk/your-way](https://www.diabetes.org.uk/your-way)

Thank you for supporting Diabetes UK.

You've told us that you're interested in taking part in a challenge event ('the event') to raise funds as part of your support.

You understand that:

- Taking part in the event could involve strenuous physical activity and that there is a risk of personal injury.
- You are responsible for assessing whether you're able to participate in the event prior to taking part, and for making sure you've completed reasonable training in preparation. If you have any doubts about your ability to take part in the event safely, you should not take part.
- If you have any medical condition which may affect your ability to take part in the event, or which might in any way hamper your ability to take part in the event safely, you should seek advice from an appropriately qualified healthcare professional. You should follow any medical advice provided to you.
- Where relevant, you are responsible for providing all your own equipment for the event and for making sure that any equipment works and is safe to use.
- You should make sure you know and follow any health and safety rules and instructions relating to the event.

Nothing in this letter is intended to exclude any liability attaching to Diabetes UK for personal injury or death arising out of the negligence of Diabetes UK, its subsidiaries and its employees or agents.

Print name: _____

Signature: _____

Date: _____