



We want you to have an amazing time fundraising and most importantly, we want you to be safe and keep things on the right side of the law. Please take note of the following considerations:

## VENUE

- Ensure the venue is suitable for your event, with adequate lighting, facilities and accessibility.
- Do not exceed the safety capacity.
- All exits to be free from obstructions at all times.
- Is there adequate parking and is there a need for stewards.
- Ensure your event is adequately supervised or marshalled.

## EQUIPMENT

- Ensure all portable electrical equipment has been tested and is safe to use.
- Ensure equipment is operated by people who are competent to use it.
- Check stability and strength of tables being used.
- Avoid lifting heavy loads – provide trolleys where appropriate.

## FIRST AID AND EMERGENCIES

- Ensure you have adequate emergency and first aid procedures and equipment for your type of event.
- You may need a first aider present and/or a well-stocked first aid box.
- Make sure there is a telephone available, with sufficient connectivity.
- Make sure you know where turn-off valves and fire extinguishers are located.

## FOOD & REFRESHMENTS

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate.
- Ensure all food handlers have read the guide to "Providing food at Community & Charity Events".

- If there is BBQ food, follow the guidance provided by the "Food Standards Agency".
- Label food which contains nuts or other allergens.
- Keep children and animals out of food preparation areas.
- Provide appropriate protective clothing (plastic gloves, aprons etc.).

## CHILDREN

- Do not allow children under 16 to collect money from the public without an adult present.
- Ensure children are adequately supervised.
- Make provision for lost children at your event, if applicable.

## MONEY MATTERS

- Keep money and fundraising equipment in a lockable box
- Take care of your personal security when carrying money. If possible, don't go alone.
- Only collect money/sponsorship in a safe environment.

## WASTE

- Dispose of rubbish and waste materials safely.
- Avoid the use of hazardous cleaning chemicals. Provide protective clothing where appropriate.

## HEALTH & SAFETY AT WORK ACT

- The Health and Safety at Work Act 1974 applies to volunteers as well as paid workers.
- You will need to consider whether and how your event could be harmful to organisers, guests, volunteers and the public. Think of how you can minimize risks.

## INSURANCE

- We strongly recommend checking you have adequate insurance (e.g. public liability insurance) and that you take all responsible steps to ensure the safety of all concerned.
- It is the responsibility of those joining in with any activities to ensure that they are fit enough to take part.
- MCMC cannot accept responsibility for accident, injury, loss or damage as a result of your event.

## LEGAL GUIDELINES

- The advice given in this section is clearly intended to provide general guidance only and to that extent the information conveyed is accurate.
- Any fundraising materials you use should include the MCMC In Aid Of logo as well as the registered charity number: 1162165

## RAFFLES & SWEEPSTAKES

- The Gambling Commission requires us to meet certain criteria so there are different guidelines you need to follow, however big or small your raffle is. Please get in touch if you're thinking of holding a raffle and we can guide you on what you need.

## LICENSES

You need a license for the following:

- Music & dancing
- Sale of alcohol
- Extended hours
- Provision of food & drinks
- Copyright and royalties for drama or film shows
- Collecting money or selling goods in public places.
- You will also need to have a Letter of Authority issued by MCMC. Please get in touch to request one.

## OTHER CONSIDERATIONS

- It is illegal to sell cigarettes, alcohol, solvents or knives to children.
- Remember to get parental permission for any children helping at your event,
- Please do not collect money door to door. This is illegal without a license.

