

## Keeping it safe

### Health and Safety

When you are organising a fundraising event or activity you need to ensure the safety of everyone involved. As the organiser of an event you may be held responsible if someone suffers a personal injury or loss as a result of you not taking reasonable care to safeguard their health and safety.

When organising your event it is good practice to carry out a risk assessment. This involves assessing any potential risks involved and setting out a clear plan to eliminate or minimise these risks to an acceptable level, especially in the case of children. Your community fundraising officer can help you carry out a risk assessment for your activity.

Generally it is all about common sense when it comes to looking at health and safety for your event.

- Make sure you follow the professional advice of equipment manufacturers and staff supervising any facilities.
- If contractors, sub-contractors or external facilities are used, make sure they have the relevant experience and can demonstrate compliance with insurance and health and safety standards – ask to see their up to date documents.
- The Christie charity cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event. So you should consider what insurance cover you may need.
- Make sure you are in good enough health to undertake your event or activity, especially if you are planning a physically demanding activity. If you are in any doubt please get clearance from your doctor.
- Make sure that no-one is fundraising, working or spectating in an unsafe environment.
- If you are organising a large event or one which is physically demanding your local St John's Ambulance service may be able to help

***Please also refer to How to guides - Keeping it legal and Working with young people.***

### Food hygiene

This is really important as no one wants to make their guests feel ill, especially when they have been raising money for charity! Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. Make sure your event is unforgettable for the right reasons!

A Food Standards Agency booklet 'Preventing Food Poisoning - Good hygiene at home' can be downloaded from <http://www.food.gov.uk>.

Further information on food preparation and cooking, food poisoning and cleanliness can be found from the website: <http://www.eatwell.gov.uk> or by contacting your local authority.

### Handling cash

These guidelines are for fundraisers who need to count and handle cash raised at events. Remember that personal safety is of paramount importance so please do not put yourself or others at unnecessary risk.



- Always count the proceeds so that a total can be publicly announced at the event where possible.
- For security reasons at least 2 people should be present at all times where cash is being handled, counted or transported
- When counting cash use a private place - not in front of the public.
- For large events it is recommended that you use a counting sheet (supply available from The Christie) to help you to organise the various denominations and aid in totting up the total
- The total must be agreed by all present and signed by the person counting and a witness
- Seal the counted cash in a bag (supply of bags available from The Christie)
- Bank the cash as soon as possible
- Where it is not possible to bank the cash immediately make arrangements to keep it in a safe

**If you are running a stall at an event**

- Arrange a cash float
- Brief staff on prices and cash handling
- Ask staff to wear an ID badge (available from The Christie)
- Keep cash out of sight of customers
- Count stock before event starts and afterwards
- Make a note of proceeds (minus the float)
- Follow above procedure for counting and banking cash

**For more information or advice please contact your Community Fundraising officer**