

Considering how you will make your event as safe as possible for all involved is a must. Below are some guidelines that should help you to complete a useful risk assessment and gain the correct insurance and permissions. Remember, we have a staff member dedicated to supporting your fundraising who can help with all areas of event organising – so get in touch if you get stuck!

Risk Assessments:

Risk assessments are a vital working document, and we recommend you complete a risk assessment for every event. Risk assessments are designed to identify risks and then to put in place safety measures that aim to negate those risks.

As risk assessments will often be submitted to insurers and circulated to volunteers and staff, you must insure that all safety measures that are identified are fully carried out. Failure to do so can result in insurance being void.

Golden rules:

- Risk Assessments require collaboration between event organisers, venue owners, police and local authorities (where appropriate). Each person involved should agree with the risks and safety precautions outlined.
- Walk around your event mentally as a participant or attendee and see where the 'red flags' are. What could be harmful? Are there difficult obstacles? Where will electrical items be plugged in? Where will the wires be? Walk around the venue or area and identify the potential problem areas. These will be your 'identified risks'.
- If you are using an outside contractor for food, bouncy castles, stall holder etc, make sure they have their own Public Liability Insurance and write that in to the risk assessment.
- Be aware of the language you use in these documents. It's very difficult for you to 'insist' or 'demand' a participant or event attendee do anything. However you can 'request', 'suggest', 'encourage' participants and attendees. If you do not have complete control of a situation, do not claim responsibility for it.
(e.g. We do not 'stop people from pouring their own cup of tea from an urn on the day', instead we 'provide a volunteer to do that for them and have a sign advising them not to pour it themselves')
- Remember, in most cases you are dealing with adults that do have a level of personal responsibility. Only take responsibility for what is under your control – usually this is advice given through handouts, signs and/or is reflected through the Terms and Conditions which they have agreed to.
- If vulnerable adults or children will be attending your event, your risk assessment should be more thorough and should take into account that they do not have the same level of personal responsibility. You are completely responsible for their safety and protection while they are at the event, unless you state clearly that they must be accompanied by a parent, guardian or carer.
- Define what you will provide as an event organiser and what you have advised participants to bring/provide – this should include equipment
(e.g. we will give everyone a high vis jacket as part of the ticket price, and have advised them to wear it at all times. We have advised participants to bring torches and waterproof clothes as these are not provided – this has been included in their Terms and Conditions at point of Registration.)
- Anyone stewarding/volunteering at the event is your responsibility, so include risks and safety measures for them as well as participants.
- Include details of all persons that have read and agreed with the Risk Assessment on the form – which if it is a high risk event should include a named Police Officer.
- If the event is high risk, request that the police let the other emergency services (Fire Service/Ambulance) know and write that in to the Risk Assessment.

Below is an example Risk Assessment:

This is an example risk assessment for a fictitious event and should not be used for a real event risk assessment.

PERSONS AT RISK (please tick): Children <input type="checkbox"/> Public <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Others* <input type="checkbox"/> *please specify:					
Risk Rating: (H) High (M) Medium (L) Low (0) No Risk			Environment: Manor Junior School, Accrington		
Activity: Community Fun Day					
SIGNIFICANT HAZARD		RISK	INITIAL RISK RATING	EXISTING/ PROPOSED CONTROL METHOD	FINAL RISK RATING
Mass participation event, 500+ attendees		Crowd control	M	It has been agreed with the school and the police that the event area can hold up to 750 people safely. There will be entry through a controlled and stewarded gate with one steward clicking in attendees. As soon as this reaches 750 no one else will be allowed entry – until more people have left. We have barriers up around the edges of the field and 25 stewards will attend on the day, easily identifiable with Hig Vis jackets. Police have been informed and they have informed other emergency service.	L
		People getting lost	L	Because it is expected there will be families there, we have set up a LOST stand to help both children and adults that become separated from their families. This will be stewarded at all times and have access to a tano. LOST stand will be in public view and stewarded by 2 stewards.	L
Providing food and hot beverages		Food poisoning or scolding	M	All stalls and stands providing food have provided their Health and Hygiene certificates and Public Liability Insurance certificate	L
Bouncy castles and children's play area		Physical harm coming to children	M	Only adults over 18 are admitted to the event, and anyone under that age should be accompanied by an adult or guardian. Children should be supervised at all times. Signs saying this will be on the entrance gates, and also be displayed on publicity. All providers of childrens activities have provided Public Liability Insurance Certificates.	L
Performance area with sound system		Electrocution or fall because of wires	M	All wires will be taped together and suitable for outside use. There is a professional sound engineer on site that will set up the area.	L
COMMENTS: There will be a steward briefing on the morning of the event, which Police have been invited to.					
				OVERALL RISK:	L
ADDITIONAL REFERENCES, TASK ETC Event organiser to check weather forecast for the day to make sure there is no extreme weather predicted					
Undertaken by: Joe Bloggs, Lead Event Organiser			Contact details:		
Staff member at charity consulted: Emma Damian-Grint, TSA Community Fundraiser			Contact details		
Other persons consulted: Jim Dean (Sound Engineer), Tanya Whistle (Police Officer), and Margaret Smith (School Principle).					
Date: 01.01.11			Revision Date: 14.01.11		

Securing Public Liability Insurance

The Tuberous Sclerosis Association always recommends that you secure Public Liability Insurance to cover your event, as we do not have insurance that covers your activity. Public Liability Insurance covers you, the individual or group, against any lawsuit resulting from damage to a person or property at your event. Many venues or Councils will not let an event go ahead without proof of Public Liability Insurance.

There are many Public Liability Insurers. The TSA is insured with Endsleigh, who also offer Public Liability Insurance for Community Groups and one-off events. You can follow this link to go to their insurance pages:

<http://www.endsleigh.co.uk/Pages/Charity-Form-Start.aspx>

Having a completed Risk Assessment and Event Plan will help you to secure Public Liability Insurance and help you to circulate that important health and safety information.

Contacting local authorities and permits

When putting on a large scale event, you must contact the relevant local authorities.

Working with the Police:

- The Police should be your first point of contact when organising a 100+ person event
- It's good to have them read over your risk assessment to make you aware of any health and safety risks that you might have missed.
- If you are conducting a steward/volunteer briefing, you can request their attendance – which can be included in the Risk Assessment.
- The Police will always try to attend if they have been asked, however they do have priorities that come up last minute and they could cancel. Therefore this should also be included in your risk assessment e.g. 'the police have been invited to attend the safety briefing', NOT 'they will attend the safety briefing'.
- If you are unsure of public footpaths, roads or safety around an area ask for their advice. We advise that you listen and take on board Police concerns or suggestions.
- You can ask them to inform other relevant emergency services.
- If it is decided that your event needs dedicated police support, there could be a charge attached to that service. So, check with your contact.

Working with your local Council:

- Most Council's will have an 'Events Team', which should be the first point of contact if you want to put on an event in a public space. Get in touch with them and talk through your event to see if they need to see Public Liability Insurance certificates or Risk Assessments.

Collecting Funds:

If you are collecting funds on any public highway or byway, you need a collection permit from the local council. Go on to your local Councils website and search 'Street Collection Permit' – this should lead you to a downloadable form and guidelines. Alternatively you can call and have them sent out to you. Fill in the form and return it to them. Street Collection permits take up to 6 weeks.

If your Council needs a letter from the TSA to confirm you're fundraising for us, get in touch and we'll send a letter of authorisation.

Remember, our dedicated staff member is here to help – so get in touch any time:

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