

Health and safety guidance



Fundraising Activities and Events
– MMUK



Overview

We have prepared this document to provide some guidance for you when organising an event to ensure the event can be as safe as possible.



What do we mean by events?

In this sense we refer to activities that have a start and end time such as coffee mornings, sponsored walks, stalls at events, and other related events. We have a standard risk assessment in place for talks.

If you are in any doubt about whether your event needs to be covered here, please speak with your Regional Development Officer (RDO).



Insurance

We have Public Liability Insurance in place which would cover us in the event of something happening at one of the events you organise as a Mary's Meals UK volunteer.

To ensure this cover applies, please ensure you have made your RDO aware in advance and that a risk assessment has been completed.

If there is any doubt or question about this, please get in touch with your RDO who will seek advice and get back to you with any clarification.

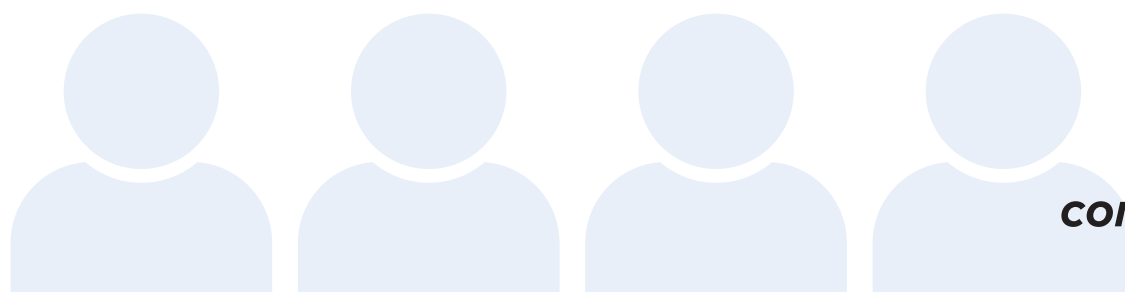
In the event of any incident, this should be immediately reported to your RDO.



Health & Safety

We are here to help with any questions as required, please get in touch through your MMUK contact.

- Our RDOs have templates available to use for all types of events, please ask your RDO for a template to get you started.
- List any additional hazards that aren't outlined on the template and remove any which are not relevant to the event in question.
- For all events you are organising it is important to ensure that you understand and have details of the fire and first aid arrangements for the venue that your event is taking place in, and record these on the assessment.



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RiskAssessment

Why do we do a risk assessment?



If an accident were to happen at one of our events and someone was injured, we would potentially be liable for damages or fines after an investigation. If we have a risk assessment in place this demonstrates that we have considered the risk and put appropriate measures in place.

We have provided a template risk assessment which you can use to adapt to any events you might be holding. This is a similar template to that used by our staff.

If you have any questions, please do get in touch with your RDO who will be able to help you.



Please find some suggestions on how different risks can be handled:

Fire: ensure all participants are aware of the evacuation plan, have a list of staff/volunteers involved to ensure all are safely accounted for at assembly point, ensure fire procedures are communicated to participants in events MM are leading at the beginning of the event, check any electrical items are safe to use.

Illness: ensure that first aiders are present, first aid kit available if appropriate and an awareness of the nearest defibrillator, awareness to call the emergency services for assistance promptly. This website is helpful in identifying nearby defibrillators: www.defibfinder.uk. Check with the venue in the first instance to clarify if first aid cover and first aid kits are provided by them. When checking this, also confirm who the point of contact would be on the day for any incidents and where the kit is located.

Allergies: when any home baking is involved it is recommended that you display the ingredients contained in any item for sale or consumption, highlighting any warnings.

Theft/violence/aggression: the advice we give on this would be to give up any money and prioritise your safety in the first instance, seek immediate assistance from the Police and report the incident to your MMUK contact.

Dogs: for events where it is appropriate for dogs to be present, we recommend advising participants in advance that dogs might be present and reminding any dog owners that the dog is their responsibility during the event and should be kept on a lead.



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