

Health and safety guidance



Mary's Meals UK fundraising
activities and events



Overview

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



Whenever you organise or take part in an event on behalf of Mary's Meals, you should consider any health and safety risks and take reasonable steps to manage them.

In this guidance, an event refers to activities with a defined start and end time, such as coffee mornings, sponsored walks, stalls at community events, and similar activities.

We have a standard risk assessment in place for talks.

We are here to support you to make sure your event is as safe as possible for you and your attendees. If you have any questions about health and safety requirements for your event, or require any support with managing health and safety, please contact your Regional Development Officer (RDO).



Insurance

We have Public Liability Insurance in place to cover us in the event of an incident at an event organised by Mary's Meals UK volunteers.

To ensure this cover applies, please ensure you have made your RDO aware of your event in advance of it taking place and that a risk assessment has been completed for the event (see below).

If you are in any doubt about whether your event would be covered by our Public Liability Insurance, please contact your RDO who will seek advice and get back to you with any clarification.

Should any incident occur at your event, please report it immediately to your RDO.



Completing a risk assessment

A risk assessment must be completed for your event. Our RDOs have risk assessment templates available for you to use for all types of events – please contact your RDO to request a template for your event.

For all events you are organising, it is important to ensure that you have details of – and understand – the fire and first aid arrangements for your venue, and record these on the risk assessment.

There may be additional hazards you have identified for your event that aren't outlined on the template. You should add these to the template and remove from the list which are not relevant.



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Why do we do a risk assessment?

If an accident were to happen at one of our events causing someone to be injured, Mary's Meals could potentially be found liable for damages or fines following an investigation. If we have a risk assessment in place, this demonstrates that we have considered the risk and put appropriate measures in place.

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



Here are some suggestions on how different risks can be handled:

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

Illness: Ensure that first aiders are present and a first aid kit is available if appropriate; check with the venue in the first instance to clarify if they provide first aid cover and a first aid kit; confirm the venue point of contact on the day for any incidents and where their first aid kit is located; be aware of the nearest defibrillator – this website is helpful: www.defibfinder.uk; in the event of an incident, be ready to call the emergency services for assistance promptly.

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

Theft/violence/aggression: Your safety is priority so our advice is to give up any money then seek assistance from the police as soon as possible. Please report any theft/violence/aggression to your RDO.

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



Thank you

www.marysmeals.org.uk

Registered address: Mary's Meals, Craig Lodge, Dalmally, Argyll, PA33 1AR.
Registered charity: SC022140. Limited company: SC265941

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a simple solution
to world hunger