

Keeping it Safe and Legal

Your safety and wellbeing during your fundraising activities is our priority. Please follow these basic guidelines to ensure that your fundraising activity is safe, legal and successful.

Health and Safety

- Before organising any fundraising event, you must consider health and safety requirements. Conducting a risk assessment will ensure that you have planned for the safety of participants and will help to identify strategies needed to prevent accidents from occurring.
- It is important to ensure child participants are adequately supervised throughout your event.
- You must consider what insurance you might need for your event (which may change depending on the size of your event).
- You might find www.how2fundraise.org helpful.

Raffles and Lotteries

There are strict and complex laws relating to raffles and lotteries; no cash prizes can be given, no more than £250 can be spent on prizes, and the ticket sales and announcing of the results must be held during the event. Full guidance is available from your local authority or the Gaming Board; for more details, please visit www.gamblingcommission.gov.uk.

Food Hygiene

It is important to ensure that you take great care when preparing food. Follow the basic rules for preparing, storing, cooking and displaying food. You can find more information at: <http://www.food.gov.uk/safereating/>.

Licences

You will need to get a licence or permit from your local authority (North Somerset Council/Mendip Council/Sedgemoor Council) if you plan to hold a street collection, house-to-house collection or any other collection in a public place. Allow up to one month to apply.

You will also need a licence to provide alcohol or entertainment, such as live music, showing a film or an indoor sporting event, and to put up banners and sell goods in a public place.

For more information, visit:

www.n-somerset.gov.uk

www.sedgemoor.gov.uk