

# BEST PRACTICE GUIDELINES

Running events in  
aid of The Duke of  
Edinburgh's Award



DIAMOND  
ANNIVERSARY

GIVE IT YOUR ALL



**Thank you for your interest in fundraising in aid of The Duke of Edinburgh's Award. Every penny you raise is important. Please note that no matter what type of event you are proposing to hold, there will be legal and safety issues that you will need to consider...**

**Below is a guide to help you plan. It is important to note that The Duke of Edinburgh's Award can take no responsibility for any injury, loss or damage caused or sustained as a result of fundraising events in aid of The Duke of Edinburgh's Award and it is the responsibility of the event organiser to comply with legal and safety regulations.**

Please ensure you consider these best practice guidelines before organising your fundraising activity, so that participants, guests and attendees have a safe and enjoyable fundraising event, as well as yourself.

This information is based on UK laws and regulations, for teams outside the UK please research the laws and regulations in your operating country, or contact your local DofE office for guidance.

## **WHAT DO YOU NEED TO CONSIDER BEFORE RUNNING AN EVENT?**

Please work through the following sections to identify basic legal and safety considerations. Because of the great variety of events, it is not possible for this guide to cover all eventualities, nor will all items be relevant to small events, but it's a good starting point.

Below is a list of topics that you can use as a checklist.

- ◆ **RISK ASSESSMENT**
- ◆ **SAFETY CONSIDERATIONS**
- ◆ **INSURANCE**
- ◆ **LICENSES & PERMISSIONS**
- ◆ **THE ENVIRONMENT**



## RISK ASSESSMENT

**IT IS ADVISABLE TO CARRY OUT A RISK ASSESSMENT TO ENSURE THAT YOU HAVE PROPER PLANS IN PLACE TO ENSURE PUBLIC SAFETY.**

The Health and Safety Executive (HSE) defines a risk assessment as simply a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

A hazard means anything that can cause harm (open flames, food contamination, inadequate safety barriers, etc.). A risk is the chance, high or low, that somebody will be harmed by the hazard. We suggest you complete a risk assessment early on in your event planning.

**KEEP IT SIMPLE;** your assessment and the safeguards that you put into place should go as far as is reasonably practicable.



## FIVE STEPS TO RISK ASSESSMENT

- 1 Identify the hazards** which include, but are not limited to, physical hazards such as vehicles, slippery surfaces or electrical appliances. Hazardous substances such as fumes and gases should be recorded as should environmental hazards such as weather or unsupervised water areas. You should also note down psychological hazards such as long hours, inadequate breaks and stress and ergonomic hazards such as poor seating/ standing routines and lifting.
- 2 Decide who the people at risk are** and how they could be harmed. These include colleagues and volunteer helpers, contractors and vendors, young and inexperienced people or members of the public. You should also note staff or visitors with disabilities plus workers or helpers.
- 3 State how you will eliminate or control** the risks by using existing precautions and complying with known event standards therefore reducing risks as far as is reasonably practical. The aim is to eliminate hazards altogether or to limit those risks in order of severity.
- 4 Record your assessment findings** in writing and make sure this is saved with other event documents should it be needed in the future for reference.
- 5 Reviewing and revising management regulations** require risk assessments to be 'suitable and sufficient'. Yours can be as short and concise or as long and detailed as you require. All plans change and when they do, you should just spare a few minutes to review your assessment and make any required updates.



## SAFETY CONSIDERATIONS

### THINGS TO CONSIDER

**FIRST AID:** it is good practice to have a first aid box and qualified first aider present at any event. At larger events, it is worth arranging an agreed level of first aid cover for a donation to the relevant organisation, such as the British Red Cross Association or St John's Ambulance.

**FIRE:** It is recommended that you contact your local fire brigade safety officer for advice. Fire safety should be an element in your event risk assessment. Dependent upon the safety officer's advice, you will need to provide fire extinguishers, fire point notices and ensure a fire assembly point is shown. You should also ensure that vendors on site are equipped with adequate firefighting equipment. When hiring a venue, you need to check the capacity of the venue to ensure you comply with their safety regulations.

**EVACUATION:** No matter where your event is to take place, you will need an evacuation plan. If you are using existing buildings, seek advice from the owner or landlord; they may have their own evacuation plan. The building control department of your local authority and/or the fire brigade should be able to offer best advice on this matter.



**SECURITY:** Consider the safety of your colleagues and volunteers if large amounts of cash are expected to be collected. Think about cash boxes, night banking and having a minimum of two volunteers to count and record donations. Security issues may also arise if you have VIPs on your invitation list.

**COMMUNICATION:** Open lines of communication between the organisers, stewards and emergency services is vital. It must be reliable, tested and loud enough to be heard above background noise. One person should be nominated to take control and be on hand if any form of communication goes down.

**SPECIAL ACCESS REQUIREMENTS:** Your arrangements must make provision for people with disabilities. Your risk assessment must include hazards specific to people with disabilities – access, comfort areas, comfort facilities, safe viewing areas, carers and emergency procedures.

**FACILITIES:** Decide on and keep reviewing your event requirements. Consider the supply of fresh drinking water, hot or cold water for washing, toilets, PA systems, lighting and temporary structures such as tents and stages. Review your requirements for inclement (rain, wind etc.) or very hot weather – such as extra tenting, heating or cooling.

# INSURANCE

## THINK ABOUT THE TYPE OF INSURANCE THAT NEEDS TO BE IN PLACE BEFORE YOU START YOUR EVENT.

Any event involving the public requires public liability insurance. It is normal for the venue you hire for the event to have their own public liability insurance however this will normally only cover their liability as the property or facility owner and will not cover your event.

You must check this point carefully as normally you will need to take out specific public liability insurance for your event for a minimum of £5M. There are specialist websites to obtain quotations and cover for such requirements.

Here are a couple of links to example sites that may be of assistance:

[Insuring a charity fundraising event](#)

[About event insurance](#)

Finally, should you be hiring a company to provide services for your event (e.g. staging, sound, catering etc.) then you must insist that they have their own public liability insurance for a minimum of £5M for these activities and they must provide you with proof of such—it is good practice to keep a copy of this with your event documents.



## THE ENVIRONMENT

**PLEASE RESPECT AND LOOK AFTER YOUR ENVIRONMENT WHEN PLANNING YOUR EVENT.**

Some ideas are suggested below but you may have others that should be included:

- ◆ Is your site large enough for the event?
- ◆ Have you considered and discussed any landlord/landowner issues?
- ◆ Review your plans for collecting litter and disposing of it. Recycle when possible.
- ◆ Will noise be an issue for neighbours?
- ◆ Consider the effect on local transport – make suitable arrangements if necessary



## LICENCES AND PERMISSIONS

**THERE ARE A NUMBER OF RULES AND REGULATIONS REGARDING LICENCES AND PERMISSIONS THAT YOUR EVENT MAY HAVE TO COMPLY WITH.**

It is best to inform your local authority and check for any legal permission which you may have to consider.



**THANK YOU,  
GOOD LUCK  
AND MOST  
IMPORTANTLY,  
HAVE FUN!**



**DIAMOND  
ANNIVERSARY**

**GIVE IT YOUR ALL**