

# How to...



# Keep your event safe and legal



Planning an event is a lot of fun; it gives you a chance to be creative and help contribute to a great cause. However, the event should also keep legal and safety aspects at the forefront. This simple guide will help ensure that things run smoothly.

## step 1 Seek permission



Make sure to check if your event needs permission from your local council. Always get the permission in writing and carry copies with you and your volunteers.

## step 2 Safety stations



Set up safety stations at your event in case someone is injured or lost. They should be able to receive first aid at these stations. They should also get help if they lose their way.

## step 3 Alert police and fire service

If your event will cause traffic or delays, make sure to let the police and fire service know so they can set up the necessary detours and safety guidelines.

## step 4 Permission slips



If any of your volunteers are under 18 years of age they will need a signed permission slip from their parent or guardian to allow them to take part.

## step 5 Insurance



Make sure to have a comprehensive public events insurance to cover liabilities. We also suggest obtaining insurance for any equipment hired for the event, as it may not be included in the rental agreement. It's best to double check first whether insurance is included and what it covers.

## step 6 Licenses



Public events or events that may have alcohol need a license from your local council, called a temporary event notice. It takes two weeks to obtain one and costs about £25. The alcohol license may take a week longer and may be more expensive.

## step 7 Safety supervision

It is best not to allow people who are fundraising at the event to be alone; working in pairs ensures company and safety. Travelling along well-lit areas and around others is also advisable.



## step 8 Registration lists



Having a registration desk at the event enables you to have an accurate account of the number of people attending. It's also good to be aware of the size of the event for fire safety regulations. Should there be an item talking about GDPR (i.e. if registration lists are available at the desk, the desk shouldn't be unattended or the list should be locked away so that it's not easily seen/accessed).