**Event Advice and Guidance**

It’s your responsibility to look after the health and wellbeing of everyone at your event.

The following guidance has been made with larger events in mind, but you may need to consider them for smaller events as well.

**DISCLAIMER: Health Stars can’t accept any liability for loss, damage or injury as a result of your fundraising activities and our insurance doesn’t cover property or personal liability for any injury to you or anyone else who participates in your fundraiser.**

We advise anyone setting up an event to get in touch with us first.

**Risk assessment**

It’s important to do a risk assessment for your event to protect everyone from potential accidents, especially if children are involved. You need to think about all the potential hazards and what you are going to do to minimise the risk of an accident.

If you are a member of staff you also need to refer to the Trust’s Safeguarding Adult and Children policies. Visit the HSE website for guidance [hse.gov.uk/event-safety/getting-started.htm](https://www.hse.gov.uk/event-safety/getting-started.htm)

**Insurance**

Events that involve the general public need to have Public Liability Insurance. It’s your responsibility to get this in place for your event.

**First aid**

Large events may require a first aider. There are several private companies that provide medical cover. Contact Health Stars if you need support..

**Raffles**

If you want to sell tickets over several days or weeks leading up to the draw there are a few more rules you need to follow and you will need a licence. Contact the Charity team for support.

You don’t need a licence to run a fundraiser lottery or raffle. However, you must follow the rules set by the [Gambling Commission](https://www.gamblingcommission.gov.uk/public-and-players/guide/page/how-to-run-a-fundraiser-with-lotteries-or-raffles-at-events).

**Public collection**

Public collections require permission from either the local authority or land/venue owner. Please contact us if you need proof that you are collecting for Health Stars. Remember to follow the cash donations advice below when you are counting the money.

**Cash donations**

You must ensure that you get a witness to count and verify any cash donations. The amount should be recorded and then banked as soon as possible. Please transfer all money raised to Health Stars online via our website.

**Food**

If you’re preparing food, be aware of hygiene regulations. For more info, search food.gov.uk

**Alcohol licence**

If you are selling alcohol at your event you may need a licence. For more information visit [gov.uk/guidance/alcohol-at-charity-meetings-and-events](www.gov.uk/guidance/alcohol-at-charity-meetings-and-events)

**Photos**

If you are taking photos of people get their permission first and ensure you meet GDPR guidelines.