

Health and safety

Headway cannot accept responsibility for accidents at events, so please make sure your venue, event or activity is safe for everyone attending.

Here are a few hints and tips to help you take the necessary precautions to ensure your event runs safely and smoothly.

Venue

- Is the venue suitable for the event i.e. does it have adequate lighting and sanitary facilities?
- Are there suitable and adequate facilities for disabled people?
- If possible obtain a copy of the venue's Health and Safety Policy and fire evacuation procedures.
- Ensure that you point out the fire exits, Fire Assembly Point and no smoking laws.

Risk Assessments

- Complete a risk assessment and if appropriate, take out adequate insurance, covering both your participants and organisers.

Food Hygiene

- If you plan to sell/supply food at your event, you must have a Basic Food Hygiene Certificate. Please contact us for more details.

First Aid

- Are there adequate emergency procedures and first aid cover for the type of event you are organising?
- Does anybody involved in the event hold a First Aid Certificate?
- You can contact St John Ambulance for First Aid cover, but please note you should offer a donation for their support.

Clothing

- Do the people helping to run the event have the correct clothing, e.g. high visibility gear, rainwear etc?

Money

- Do you have somewhere to store cash safely at the event?
- If you are challenged for the money don't put your personal safety at risk by tackling a thief.

Photography

- Always ask permission from a parent or guardian before taking photos of any children, and the same goes for vulnerable adults too.
- Also seek permission if you are planning to use any photographs for publicity purposes.

Ensure participants are properly briefed including

- Fitness requirements.
- Special equipment or clothing required.
- Emergency procedures.
- Insurance.

Supervising the Event

Make sure you have enough people to supervise the event. Where children are involved this includes:

- Providing proper adult supervision.
- Checking that the child's parents/guardians have given their permission for the child to take part.
- Carrying out appropriate background checks if adults are to have unsupervised access to children.
- For larger scale events, please contact a member of the fundraising team who will advise on any additional procedure.