



Safe and legal guidelines

Your fundraising toolkit



Whether you're organising a pub quiz or a cycle across South America, it's really important to ensure the safety of both yourself and anyone taking part in the event with you. Check out our tips for keeping your fundraising safe and legal below.

Getting started

First things first, please be aware that WaterAid can take no responsibility for any injury, losses or damage caused or sustained as a result of fundraising events in aid of WaterAid. It is the responsibility of the you as the event organiser to comply with legal and safety regulations. Below we've listed some important factors to consider when planning your fundraising event. If you're unsure about anything please do get in touch with us at events@wateraid.org, we'd be happy to help!

Planning your risk assessment

Whatever event you have planned for your fundraising, we recommend you carry out a risk assessment beforehand. This ensures that you have considered all of the potential risks associated with your event and that you have appropriate plans in place to ensure the safety of everyone involved. Check out [our guide on doing your risk assessment](#), and feel free to use [our template form](#) to help you on your way.

First aid

Having a first aid box and qualified first aider present at any event is good practice. Whether your event is going to take place at school, in the office or at an external venue, there should always be a first aid box available. At larger events, it's worth arranging an agreed level of cover from organisations like St John's Ambulance or the British Red Cross.

Fire and evacuation

If you're planning an event in a specific venue, fire safety should be an element in your risk assessment. You may need to provide fire extinguishers, fire point notices and ensure a fire assembly point is defined. If necessary, you should also ensure that vendors on site are equipped with adequate fire fighting equipment. When hiring a venue, you need to check the capacity of the venue.

Security

Consider the safety of your colleagues and volunteers if large amounts of cash will be collected during your event or fundraising challenge. Think about cash boxes and how you will keep the cash safe and secure overnight. We strongly recommend having a minimum of two volunteers count and record the donations.

Collections

There are laws and regulations referring to bucket collections, and if you choose to do one you will need a Letter of Authority from WaterAid. Please get in touch with us if you'd like to organise a bucket collection, and we can provide you with collection tins and buckets, and further guidelines on carrying out collections.

Food safety

Organising a cake sale or fundraising dinner party? Events involving the production, supply or sale of food must comply with a number of regulations. [The Food Standards Agency](#) has an excellent site that offers good advice on food hygiene and preparation. If you're hiring external catering companies, they must be registered with your local council. Ensure you have a copy of their licence and insurance.

The environment

Please respect and look after your environment when planning your event. Try to consider whether the site is large enough for the event, what your plans are for collecting litter and disposing of it, whether recycling is possible and whether the noise will disrupt the neighbours.

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Young people

If you have young people at your event, please ensure they have a parent or guardian with them at all times, and remember that you will need parental consent if you wish to publish any images of the event that have children in them.

People with disabilities

Do make sure that your arrangements make provision for people with disabilities. Your risk assessment must include hazards specific to people with disabilities - access, comfort areas, safe viewing areas, carers, emergency procedures and so on. Visit [the British Council of Disabled People](#) to find out more.

Insurance

If you've decided to host an event, insurance should be a key consideration and any event involving the public requires public liability insurance. If you are holding your event in a public venue such as a school or church hall, do check whether the venue has insurance in place already. If it doesn't you will most likely need to take out your own Public Liability insurance cover for the event. Please note that while WaterAid does have a Public Liability Insurance Policy this **does not** cover any events held in aid of WaterAid.

Events involving dangerous activities

If you're planning to take on a activity such as sky diving or a mountain trek, we recommend you go through an event organising company who will be able to ensure your safety during your challenge. Companies we work with include [Skyline](#), [Global Adventure Challenges](#) and [Action Challenges](#). If you're planning on organising a challenge without the support of a company, please get in touch with our events team to let us know what you're planning. We will ask you to produce a detailed risk assessment and insurance cover.

Licensing entertainment

There are a number of rules and regulations regarding licenses and permissions that your event may have to comply with. It is best to inform your local authority and check for any legal permission you may have to consider. You may need a public entertainment licence for events such as sporting events, plays, films or dances. Notice periods to your local authorities depend on the size of your event so do plan this in advance.

Licensing alcohol

An alcohol licence will be needed for any event providing or selling alcohol, so you need to check your venue has a permanent licence. If not, occasional permission can be obtained through the licensing justices at the local magistrate's court. If the event is on charity premises, [the Charity Commission](#) guidelines in booklet CC27 'Providing Alcohol on Charity Premises' needs to be complied with.

Raffles and lotteries

Raffles and lotteries are a great way to raise funds for WaterAid. However, there are strict laws governing how they are run. Full details can be found at [the Institute of Fundraising](#). It is recommended that anyone thinking of running a lottery in England, Wales or Scotland should get a copy of the booklet 'Lotteries and the Law' available from [the Gambling Commission](#). Anyone thinking of running a lottery in Northern Ireland should contact the [Northern Ireland Council for Voluntary Action](#) for a copy of the booklet "Lotteries: A Guide for Voluntary Groups."

Using our logo

We have an exclusive 'In Support of WaterAid' logo for supporters to use, please get in touch with us if you would like to use this. If you create any event posters with this logo please email it to events@wateraid.org so we can check it complies with our Brand guidelines.

Transparency

When planning and budgeting your event, it's important that you clearly outline your costs. For every £1 you spend, we suggest that you aim to raise at least £5. If you're spending any of the money you raise on these costs, this needs to be made clear to people when they donate.

Thank you!

Thank you so much for choosing to support WaterAid, and good luck with your fundraising! If you have any questions or need some advice, please do get in touch with us at events@wateraid.org or 020 7793 4594.