

Legal and Safety Information

First Aid and Emergencies

Ensure that you have clear & accessible emergency exits at your venue and do not block them. Make sure that you know where all the fire extinguishers are. Make sure that there is a fully stocked first aid kit on site and if appropriate, a first aider.

Venue

Try and host your event at a location that is as accessible to as many people as possible. Be aware of the capacity of your venue and do not exceed it. If there is onsite parking, ensure that attendees are aware of this and have a parking steward if necessary.

Food and Beverages

There are strict guidelines on serving food at charity events which can be found [here](#). Ensure you, and anyone else helping to serve food, has read through, understands and will adhere to the guidelines. Make sure that food is prepared and served in a hygienic location, away from animals and children. Clearly label food containing allergens. Use and have extra PPE (personal protective equipment) such as hairnets and gloves.

Age Limits

No one under 16 should collect money from the public without being under an appropriate adult's direct supervision. Do not allow anyone under 16 to serve alcohol or operate any kind of dangerous machinery or tools. Ensure you have parental permission for any children to help.

Money

Store any money in a safe, lockable container and have a secure place to store all fundraising equipment. If carrying money, preferably do so in pairs to deter theft.





Make sure everyone knows not to risk their personal safety to tackle a thief. Please do not collect money door-to-door as this is illegal without a special license.

Please read through the Government's Policy on Safeguarding Vulnerable Adults and be aware of people's differing abilities to give.

Gambling

If you would like to host any event that involves gambling, from a poker night to a raffle, please get in touch with us to ensure that you meet all the required guidelines set by the Gambling Commission.

Waste

Make sure that you have enough bin bags and can dispose of all waste safely. When you can, remember to recycle! Please avoid using any hazardous chemicals.

1974 Health and Safety at Work Act

If you have anyone helping you out it is important to be aware of the laws and regulations surrounding this act (it includes volunteers not just paid helpers!). Be aware of how your event could harm anyone involved and make proactive decisions to minimise these risks.

Be mindful that Action for Stammering Children is not responsible for any accidents, injuries, loss and damage from your event.

