



Keeping your Events Safe



A Guide to managing Health and Safety at events:
BHF Fundraising Groups, Branches & Volunteers

**FIGHT
FOR EVERY
HEARTBEAT**

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Introduction

Our volunteer fundraisers are the face of BHF within local communities. Every year they run hundreds of events on our behalf and help raise millions of pounds for life-saving research.

When organising events, it's vital that the health and safety of all involved is considered.

Identifying the risks an event may pose and putting measures in place to manage these should help reduce the likelihood and severity of accidents. As well as helping to protect our volunteers and supporters, this will also help safeguard the BHF's good reputation and ensure we act according to regulatory requirements.

This guide has all the information you need to run safe and successful events. It outlines our step-by-step process for managing risk, before, during and after events, and gives advice on how to complete a risk assessment.

By following our guidelines and completing a risk assessment, you can feel confident that you're approaching health and safety in the right way at your events. We're here to help – we want to support you to support us. Together we can lead the fight for every heartbeat.

Further Support and Resources

If you have any questions about managing health and safety or completing risk assessments after reading this guide, speak to your local fundraising manager.

You can request printed copies of any forms you need from our fundraising support team by calling **0300 330 3322** or emailing **frsupport@bhf.org.uk**

What to do before an event

- 1. Complete an Activity Registration Form and send it to the Fundraising Support team at our Customer Service Centre.**

This will notify them of your event so that they can add the events details to our database and later match it to risk assessment records.

- 2. Carry out a risk assessment 4-6 weeks before the event.**

For all events a risk assessment must be carried out – this is important as it helps ensure that consideration is given to any potential risks and measures that might be required to manage them. You can carry out a risk assessment by completing our risk assessment form.

There is further information on risk assessments later in this guide, but your fundraising manager can work with you to complete the form if you need help. A copy of the form should be sent to your local Fundraising Manager so they can review the event. They will then send a copy to our Fundraising Support team for record.

If you do the same event regularly you can use a risk assessment form you've previously completed and update it each time, though it is important to do a risk assessment for each event.

- 3. If necessary, work with your Fundraising Manager to complete any additional planning required.**

It may be necessary to develop additional safety plans if your event carries higher risk or has a large number of people taking part. If this is the case your local fundraising manager will let you this and they will work with you to carry out any additional safety planning required.

What to do on the day

1. Check the risk assessment

The event organiser is responsible for health and safety at the event. Take a copy of the risk assessment to the event so you can check control measures are in place and consider any unforeseen risks. It's also a good idea to take blank copies of our incident report form with so you can note the details of any incidents at the time they happen (see below).

Note: Reporting Incidents

If any incidents, accidents or near misses occur, you must inform your Fundraising Manager as soon as possible. We have a legal obligation to report some types of serious incidents to the Health & Safety Executive and we also record and review incidents so that we can establish the causes and ensure lessons are learnt. You should complete an incident report form for all types of incidents, accidents or near misses and give this to your fundraising manager as soon as possible.

Note: Registering attendees

A registration process won't be needed for some smaller events but for events people actively participate in, particularly sporting events, it is important to register people. This will mean you can be sure participants have agreed to the terms and conditions of the event and that you have their emergency contact details to hand. Our Fundraising Support team can create registration forms for your event.

2. Brief the team

Before attendees arrive you should brief everybody helping to run the event. This should equip them to answer basic questions such as where the nearest toilet facilities are and inform them what to do in the case of an emergency, such as first aid and evacuation procedures.

What to do after the event

1. Have a de-brief with the team

Have a de-brief with everyone involved in helping run the event so that you can gather feedback on what went well and what didn't go as well. Make a note of this so you can build on your success and make improvements for future events.

2. Count cash and keep records

Do this as soon as possible and take funds to the bank. Consider banking cash in intervals during an event to avoid large values building up and arrange a secure collection service in advance if you may collect over £5,000. *We have a separate guidance note available on cash handling.*

Hazardous Events

The BHF's public liability insurance policy insures registered fundraising branches, groups and volunteers for public liability at their events. However there are some types of hazardous events, such those below, that are unlikely to be covered.

If you are considering an event that involves anything below please speak to your local fundraising manager as soon as possible for guidance. It's worth noting that whilst this is a good indication of events that may be hazardous, it is not definitive list, so if in doubt speak to your local fundraising manager.

Abseiling	Go karting	Skiing
Amusement / Fairground Rides	Horse riding	Shooting
Bonfires	Inflatables	Snowboarding
Bouncy castles	Martial arts	Surfing
Boxing	Mountaineering	Survival training
Canoeing / Kayaking	Paint balling	Wall climbing
Caving	Physical team building	Water rafting
Clay pigeon shooting	Pot holing	Wind surfing
Fireworks	Rock climbing	Zorbing
Fire walking	Sand yachting	Zip wires

Carrying out risk assessments

Assessing risk is a vital part of planning an event as it ensures consideration is given to people's health and safety. Identifying risks and hazards will help prompt consideration of what measures need to be taken to remove or reduce risks.

Mindful consideration should be given to each stage of an event, including setting up and closing down an event. Here are some of the types of things to consider when assessing risk, depending on the nature and size of your event;

- Obtaining licenses and permissions if required
- Hazardous activities and fitness levels
- Electricity and use of electrical equipment
- Slips, trips and falls
- Inherent hazards
- Hygiene and facilities
- Cash handling
- Manual handling
- First Aid provision
- Food and hygiene
- Crowd safety and stewarding
- Traffic and parking
- Chemicals / hazardous substances

Most things above need to be considered for any type of event, though some things may be less relevant. The table below gives a quick indication of the key types of planning considerations for different types of events (Key: X = Essential, O = Desirable).

	Risk assessment to be completed	Additional safety plans required	Obtain licenses and permissions	Registration process	First Aid	Food hygiene	Crowd safety and stewarding	Traffic / parking plans	Emergency communications
Cash collection	x		x						
Stall at a fayre	x					o			
Quiz	x								
Coffee morning	x					o			
Cards / Darts night	x								
Tea / Garden party	x					o			
Family Fun Day	x	o				o	o	o	o
Ball	x	o				o	o	o	o
Concert	x	o	o				o	o	o
Gentle walk	x	o	o	x	o		o	o	o
Sports tournament	x	o	o	x	x		o	o	o
Fun Run	x	o	o	x	x		x	x	x
Bike ride on open roads	x	x	o	x	x		x	x	x

As each event is unique there is no single, exhaustive checklist of things to consider but the prompts below can help guide your risk assessment;

Indoors

Are the entry and exit points unobstructed and safe at all times, both for general?
Are these areas suitable for people with poor mobility or disability to move around safely?
Is furniture stacked safely away from exit routes?
Are areas by doors slippery if conditions are wet? Are lighting conditions adequate?
Is there anything that could cause a trip or fall, such as a cable, an unmarked step or uneven floor or a loose handrail?
Or anything dangerous overhead such as a low hanging sign?

Outdoors

Is there anything that could cause someone to slip or trip?
Are potential hazards clearly marked, eg steps, ponds, potholes, etc?
Are changes in level clearly marked? Are the footpaths in good repair?
Are there any sharp or unsteady fences, or prickly or poisonous plants, that could injure someone?
Are there any animals? Is there any risk of attack? Are they kept secure eg on a leash or penned? Does a trained and suitable person supervise the animals?

Fire Safety

Are you working to the maximum capacity for the venue?
Are there working smoke or fire detectors and fire extinguishers? Is there a means of raising the alarm in case of a fire?
Are the event organisers, volunteers and participants aware of the fire procedures? Are there signs identifying the evacuation procedure in event of fire? Are all fire exit signs displayed properly and clearly?
Are there any open fires? Is there anything that could be flammable or cause a fire to start? Are any gas bottles stored safely?

Crowd Control and Security

Are there safety signs or notices for attendees?
Could emergency vehicles gain access?
Is parking adequate for the number of guests? Should the parking area be marshalled?
Are walkways clearly marked from roadways?
Is there a water hazard at the venue? Is a lifeguard if indoor? Should plans be made to mark or patrol open water like a lake if outdoors?
Is there a means of communicating with other volunteers / organisers in case of emergency?

Electricity and equipment

Is all equipment and electrical items in good working order? Are any of the sockets overloaded?
Are cables, hoses and leads secured and covered so as not to trip people?
Are gazebos and marquees safely erected? Is staging secure? Are all lines clearly marked and visible?

Crowd safety and security

Is there a means of communicating with other volunteers / organisers in case of emergency, such as mobile phones or radios, if the site is large?

Is there a means of communicating to attendees in case of an emergency, such as a megaphone or speaker system, if the crowd is large?

Are valuables locked away or supervised? Are restricted areas (eg storerooms and offices) secured?

First aid/accident and incident reporting

Has first aid provision been made by a professional ambulance company? Is the first aid post clearly signposted?

Is everyone helping run the event aware of the accident reporting procedure?

Hygiene facilities

Are there enough litter bins? Is there access to running water?

Are there toilet facilities, including disabled toilets, available? Are there enough toilets for the number of people expected to attend?

Ventilation and heating

Is there adequate heating/ventilation? Are exposed heater surfaces safe to touch? Are any portable fans or heaters properly stored?

Manual handling

Are there any heavy items that need to be transported? Are there any trolleys or other mechanical lifting aids been provided?

Are there enough people to do the lifting and carrying? Are people aware of the safest ways to lift and carry?

Emergency procedures

Is there a copy of the venue's emergency procedures available?

Is there a way of contacting the emergency services?

Contractors / Suppliers

Do they have the necessary licenses/certifications/insurance? For example professional caterers should provide their food hygiene certificate

Have you seen a copy of the contractor's public liability insurance cover for equipment or services they are providing?

Chemicals/cleaners/hazardous substances

Are all harmful substances properly and securely stored?

Appendix 1

Risk-Ranking Matrix

To be used when completing a risk assessment

This matrix balances the severity of injury from a potential hazard against the likelihood of occurrence to determine the risk level. The ranking should be based on the risk level assuming control measures you've identified have been put in place.

Risk Rating Calculator:	Severity of Injury	Minor 1 Requiring basic first aid treatment	Moderate 2 Requires medical intervention. An acute episode that will be recovered from	Major 3 Death or a life changing injury affecting an individuals' ability to work
Likelihood of Occurrence	Unlikely 1 It would be a surprise if it happened	1	2	3
	Possible 2 Even with controls it could happen if not actively managed	2	4	6
	Very Likely 3 No one would be surprised if this happened	3	6	9

Your fundraising manager should review the risk assessment and sign off the form to confirm the event is safe to proceed, or propose action if risk levels are too high.

Action Guidelines	
Low (1-2)	Monitor and Review
Moderate (3-4)	Additional controls should be implemented
High (5-6)	Manage with strict controls
Extreme (9)	Stop the activity

Appendix 2

An overview of the safety planning process

