



the brain injury association

## 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 and Fire Assembly Point.
- Don't forget that all venues must be Non Smoking now by law.

### Risk Assessments

- Assess the risks associated with your event and take action to minimise them.
- Check for hazards and remove them i.e. are the fire exits, walkways clear?

### 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.
- Please ensure that there is a telephone available at all times.



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## Health and Safety cont.

### 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?
- Take care when carrying money to and from an event, and do not travel alone.
- 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 on using 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 procedures**