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GU21 6BG

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## Risk Assessment Guidance for fundraisers

Thank you for thinking of fundraising for Police Care UK. Every pound raised will help us to carry out work restoring lives of police and their families.

Whatever type of event you think about, make sure you carry out a health and safety risk assessment. The law requires you to take reasonable steps to protect people from harm. By doing a risk assessment you help to protect yourselves and others involved from being harmed by activities you are planning. Read our guide to make sure you take all necessary precautions to make your fundraising efforts fun and safe.

Questions that might help you to assess a risk:

- Do I have all permissions, licences and insurance to run the event / fundraise?
- What are the hazards?
- Who might be harmed and how?
- What can you do to control the risk?
- What actions can be taken to reduce risk and who is responsible for the actions?

### Check-list of things to think about

#### Food

If are planning a bake sale or anything that involves food, follow the [Food Standards Agency](#) website advice when preparing, storing and displaying food. For example, make sure you follow the high hygiene instructions while cooking and display allergy information on all bakes.

#### Venues / areas

Before planning any activities, obtain all necessary permissions, insurance and licences.

Check the area you plan for the event: are there are any hazards and what could cause harm, including equipment. Make sure everyone knows where the fire exit is at your home / office / other venues.

If you spotted anything that is not right, think how you must take all reasonable steps to protect people from harm. For example, you might want to take a less risky route when walking / trekking / cycling / swimming; use protection equipment relevant to the event (shoes, glasses, goggles etc); read the manufacturer's instructions on the equipment you use; know where the first aid kit is located and where to find the nearest defibrillator; consider likely weather conditions; think about accessibility for children, pregnant women, and those less able. Plan how you will deal with a problem or emergency should it occur. If you have any doubts or questions, seek advice or give us a call.

### **Lotteries, raffles and prize competitions**

Please follow the rules from the [Gambling Commission](#) about running different types of raffles and lotteries.

### **Pay-In fundraised money**

The best and easiest way to send us money you've raised is through our website using your debit or credit card, Apple Pay, PayPal or Google Pay. It is quick, simple and safe.

Visit: [Donate now - Police Care UK](#)

Alternatively, you can open a fundraising page or donate on [JustGiving](#), one of the worlds most trusted platform for online giving.

For collected cash, it is a legal requirement and good practice to issue a [signed receipt](#) for all physical cash donations collected without a sealed box as part of a fundraiser. Make sure to keep collected cash in a secure place, counted and recorded by two people, and transported to a bank as soon as possible using a bank pay-in slip provided by our fundraising team. For further information, consult our [Cash Handling Guide](#) for best practise.

**Please do not send Police Care UK physical cash in the post.**

If you have cheques or charity vouchers, please make cheques payable to: Police Care UK and send along with our event [donation form](#) on our freepost address:

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More detailed information on how to deal with donations here: [Processing donations | Fundraising Regulator](#)

### **Our liability**

Police Care UK accepts no liability for third-party events. The guidance above is not exhaustive and simply aiming to help in carrying a risk assessment when you organise your event.

If you have any further queries on safety guidance, seek further advice where required.

For more help contact us at [fundraising@policecare.org.uk](mailto:fundraising@policecare.org.uk)