The types of events and activities run by fundraisers can be very wide ranging. Outlined below are a list of checks that will cover most routine events/activities in the UK and at the end are a number of links to further guidance.

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| Area | Check | Action |
| Safety | Comprehensive risk assessment carried out and documented Adequate avoidance/mitigation action identified and implemented Those involved fully briefed and competent to use any equipment required Equipment appropriate and fully serviceable and free from defects |  |
| Insurance | Adequate insurance in place, including 3rd party liability Additional cover obtained, if necessary, particularly for challenge, outside and overseas activities Event cancellation insurance cover obtained, if appropriate |  |
| Venue | Is fit for purpose, noting any restrictions, particularly fire limits on numbers Disability access has been considered Environmental impact has been assessed, particularly noise in a built-up area For major events, police made aware and any advice complied with Advising other groups, such as resident associations has been considered There are adequate parking arrangements Contingency plan in place, in case of cancellation, such as alternate location and provision for additional costs that may be incurred |  |
| Outside Events | In addition to the above: Local Authority or other landowner permission obtained. Permission for access has been granted, if necessary Adequate provision for toilets, security, first aid and emergency service access has been made |  |
| Participants | Any limits on grounds of age, height or medical condition identified and complied with Provision made for any special needs, such as dietary, medical conditions, or cultural/religious requirements Emergency contact names and numbers obtained |  |
| Food | Training for those preparing/handling food and food storage meets Food Standards Agency reguirements *Check out e-learning* |  |
| Licences & Permissions | * Local Authority licence for raffle or public lottery
* Licence to sell alcohol
* Licence for music/dancing
* Posters/flyers include charity number and permission to display obtained
* If in a private location, owner's permission for collecting money obtained
* For street collection, Local Authority licence obtained
* If offering and selling flights or flight-inclusive trips, we comply with ATOL guidance
 | Carry out a risk assessment and identify any mitigation/avoidance action that may be necessary, particularly H&SW. |
| Young People | Age restrictions on gambling, alcohol and collecting money complied with Permission of parents/guardians obtained |  |
| Vulnerable People | Any DBS and/or other safeguarding requirements met Adequate, qualified carers for numbers involved Any special needs considered, such as mobility/access |  |
| Vehicles | If driver using own vehicle:* It has been adequately serviced, has MOT and road tax, and is insured
* He/she has adequate business insurance to cover use

For minibuses, drivers' licences include this type of vehicle Drivers advised to plan suitable rest stops |  |
| Finance | If applicable, action taken to reclaim VAT on a charity event Adequate arrangements in place to safeguard cash and those handling it |  |
| Contractors | Written agreement in place If contractor responsible for any of the above, this has been specifically included in agreement Contractor has adequate insurance In the event of cancellation, the charity will not be subject to excessive cancellation fees |  |