

Project planning guide



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.

Area	Check	Action
Safety	<p>Comprehensive risk assessment carried out and documented</p> <p>Adequate avoidance/mitigation action identified and implemented</p> <p>Those involved fully briefed and competent to use any equipment required</p> <p>Equipment appropriate and fully serviceable and free from defects</p>	
Insurance	<p>Adequate insurance in place, including 3rd party liability</p> <p>Additional cover obtained, if necessary, particularly for challenge, outside and overseas activities</p> <p>Event cancellation insurance cover obtained, if appropriate</p>	
Venue	<p>Is fit for purpose, noting any restrictions, particularly fire limits on numbers</p> <p>Disability access has been considered</p> <p>Environmental impact has been assessed, particularly noise in a built-up area</p>	

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	<p>For major events, police made aware and any advice complied with</p> <p>Advising other groups, such as resident associations has been considered</p> <p>There are adequate parking arrangements</p> <p>Contingency plan in place, in case of cancellation, such as alternate location and provision for additional costs that may be incurred</p>	
<p>Outside Events</p>	<p>In addition to the above: Local Authority or other landowner permission obtained.</p> <p>Permission for access has been granted, if necessary</p> <p>Adequate provision for toilets, security, first aid and emergency service access has been made</p>	
<p>Participants</p>	<p>Any limits on grounds of age, height or medical condition identified and complied with</p> <p>Provision made for any special needs, such as dietary, medical conditions, or cultural/religious requirements</p> <p>Emergency contact names and numbers obtained</p>	
<p>Food</p>	<p>Training for those preparing/handling food and food storage meets Food Standards Agency requirements</p> <p>Check out e-learning</p>	

<p>Licences & Permissions</p>	<ul style="list-style-type: none"> • 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 	<p>Carry out a risk assessment and identify any mitigation/avoidance action that may be necessary, particularly H&SW.</p>
<p>Young People</p>	<p>Age restrictions on gambling, alcohol and collecting money complied with</p> <p>Permission of parents/guardians obtained</p>	
<p>Vulnerable People</p>	<p>Any DBS and/or other safeguarding requirements met</p> <p>Adequate, qualified carers for numbers involved</p> <p>Any special needs considered, such as mobility/access</p>	

<p>Vehicles</p>	<p>If driver using own vehicle:</p> <ul style="list-style-type: none"> • It has been adequately serviced, has MOT and road tax, and is insured • He/she has adequate business insurance to cover use <p>For minibuses, drivers' licences include this type of vehicle</p> <p>Drivers advised to plan suitable rest stops</p>	
<p>Finance</p>	<p>If applicable, action taken to reclaim VAT on a charity event</p> <p>Adequate arrangements in place to safeguard cash and those handling it</p>	
<p>Contractors</p>	<p>Written agreement in place</p> <p>If contractor responsible for any of the above, this has been specifically included in agreement</p> <p>Contractor has adequate insurance</p> <p>In the event of cancellation, the charity will not be subject to excessive cancellation fees</p>	