

KEEPING IT SAFE AND LEGAL

Take some time to consider any risks that your activity might present, and also any regulations you should abide by. Our quick guide highlights some of the areas you'll need to consider. But don't rely solely on these tips; it's best to check with your local council to check you've got everything covered.

Food hygiene

Food safety laws apply when food is available, whether it is for sale or not. Ensure you follow food hygiene procedures. Contact your local council for food hygiene regulations at events or see the Food Standards Agency's website.

Licences

Ask your local authority whether or not you need to obtain any special licences (such as public entertainment, collection or alcohol licences). If you are holding the event in a public place, you must have permission from the council or landowner.

Risk assessments

Identify any hazards and assess any risks at your activity that you'll need to consider. Ensure you have adequate first aid cover available for the scale of your activity. If you're not sure, check with your local council.

Collections

It is illegal to carry out house-to-house or public street collections without a licence. Contact your local fundraiser if you would like to join an organised Air Ambulance NI collection.

Insurance

Please remember you are responsible for the activity and Air Ambulance NI cannot accept liability for any fundraising activity or event you undertake. If you are planning an activity that involves the general public you'll need to budget for public liability insurance, which can be obtained from any insurer. If you are holding the event in a venue which has liability insurance (such as a village hall or pub) check they have the appropriate insurance and that it covers your activity.

The money

For your own protection, if at all possible, make sure you count the money you've collected with another person present and have them verify the total amount raised. Ask people who want to make a donation by cheque to make it payable to Air Ambulance NI rather than you personally. Make sure any cash donated is kept in a secure place and is banked as soon as possible.

Get consent

You will need to get parental permission if children are helping at your event or if you're taking photographs of children. If your event is on private property, get permission from the owner or manager.

Remember

Keep records of everything you do for future reference. Visit the Institute of Fundraising's website for extra advice and to ensure everything you are doing is legal.