



## Staying Safe!

Events are an exciting and fun way to raise money for Make Some Noise, but you should take some time to make sure your event is legal and safe for everyone that's involved.

Events in public areas or involving more than 50 people  
If you're holding a larger scale, or public, event we recommend that you:

**Get in touch with your local council** for the right licenses, trading standards and health and safety issues.

### Write a Risk Assessment

A risk assessment means looking at what could cause you or your guests harm and checking that you have done everything that you can to prevent this happening.

You can check out the ["Five steps to risk assessment"](#) before holding your event.

### Insurance

If you are holding a public event you will need to have Public Liability Insurance. Ask your venue first as they may already be covered for this type of event.

### First Aid

You can get advice about what kind of support you need for your event from a professional medical company like [St John's Ambulance](#) or [Red Cross](#).

### Children at your event

If children are going to be at your event then you should make sure that they are properly looked after and have permission to be there from a parent or guardian. You should think carefully about how you

will help a lost child. Any adult looking after children should have carried out appropriate checks. For more guidance on this see the Government's Disclosure and Barring Service (DBS) information for more guidance.

### Personal Safety

After you've put in all the hard work collecting your money we want to you to stay safe.

- Take care when carrying money around. Always use a safe route and, if you can, be with someone else or carry a personal alarm.
- Where possible have 2 people around when counting or handling money that has been collected.
- Bank the money you have collected as soon as possible.
- If someone confronts you and demands the money, do not put up a fight. Hand the money straight to them and report the incident to the police immediately.