

# Staying Safe & Legal

## A few things to consider when planning your activity for Sussex Cancer Fund.

This guidance does not constitute any form of legal advice and should not be relied on or treated as a substitute for specific advice relevant to particular circumstances and is not intended to be relied upon by you in making (or refraining from making) any specific decisions.

### Risk Assessment

Consider doing a health and safety risk assessment on your activity. This will help you think through the potential risks and how you can take reasonable steps to prevent them. Ensure you check in on the latest government guidelines regarding the COVID-19 pandemic.

### First Aid

If you are organising a physical activity such as a fun run or bike ride you will need to have trained first aiders present. For smaller activities such as a quiz night or coffee morning ensure that a first aid kit is available to you.

### Food Hygiene

Food hygiene certificates are not a legal requirement for charity events or activities but you do need to do it safely. Here are some simple tips:

- Wash your hands with warm soapy water and have hand sanitiser available.
- Where food is chilled, ensure it is kept outside of refrigerated temperatures for as little time as possible.
- Wash any equipment you are using with hot soapy water.
- Always ensure food is properly cooked before being served.
- Keep raw and ready-to-eat foods apart.
- Know what ingredients are used and display the allergen information.

### Licences

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

### Specific price verses suggested donation

Charging a set price for goods, service or entry to an activity or event has VAT implications which can be complicated and costly. We advise you to request a 'suggested donation' of a specific amount instead, as this will not incur VAT and will mean all money raised through entry donations can be put towards your fundraising total. Please note that a donation can be suggested but cannot be insisted upon, if admission to the premises is conditional upon payment, the monies received are not donations and VAT must be accounted for at the standard rate. You should find most people will honour a suggested donation level.



## Raffles

If you hold a small raffle on the day of your activity you do not need a licence, so long as all ticket sales and the draw itself take place during the main activity. Check the Gambling Commission ([gamblingcommission.gov.uk](http://gamblingcommission.gov.uk)) and Chartered Institute of Fundraising ([www.ciof.org.uk](http://www.ciof.org.uk)) websites for more information and advice.

## Collections

To hold a collection in any public place you'll need a licence from the relevant local council. For collections on private property you need the permission of the management. The council or the management may have guidelines and these must be adhered to. Most guidelines include caution against shaking the collection tin or other forms of aggressive collecting.

## 'Proceeds' verses 'Profits'

When holding a fundraising activity, you have a responsibility to make sure anyone supporting your activity understands where the money is going. If you promote the activity as 'all proceeds go to charity' then all proceeds must be donated, and expenses cannot be recouped. If you plan to recoup expenses, then you must specify that 'profits' will be donated.

## The Money

For your own protection, if at all possible, the money you've collected should be witnessed to verify the total amount raised. People donating by cheque should make cheques payable to . All cash donated must be kept in a secure place and banked as soon as possible.

## Insurance

Please remember you are responsible for the activity and Sussex Cancer Fund cannot accept liability for any fundraising activity or event you undertake. If you are holding the activity in a village hall or pub, check they have the appropriate insurance and that your activity is covered.

## Coronavirus (COVID-19) Guidance

Ensure your activity or event can be carried out in accordance to the advice and rules set by your Government and any further conditions from local authorities. This includes maintaining the appropriate social distance rules and cleaning practices to ensure services, items and hands are regularly cleaned.

**If you are not sure, get in touch with us.**

**Call us on 01273 664930 or email**

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**[www.sussexcancerfund.co.uk](http://www.sussexcancerfund.co.uk)**

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