

Risk Assessment and Licences Checklist

Risk Assessment

Remember that the safety of those at your event is in your hands.
Have you filled in a Risk Assessment Form? Please hand this form back into the Fundraising Office before the event takes place.

Things to consider:

- Is additional training required for operating equipment or lifting/handling?
- Have you examined the property for dangerous features, trip or slip hazards?
- Are fire exits adequate for the numbers present?
- Can emergency vehicles access the site?
- Who will summon emergency vehicles?
- Is appropriate First Aid available?
- Is access to site safe and well lit?
- For volunteer caterers, are you satisfied that food standards will be met?
- Is the insurance limit of £500 cash/cheques per committee member present likely to be exceeded? If so, please contact John Stronach.

Insurances

For an event in a Public Property:

Please record: Policy Number: _____
 Insurance Company: _____

For an event in a Private Property (including Gardens):

The owner will need to check that their Insurance Policy covers the event. If not, Hospice at Home will meet the extra cost, but please contact John Stronach or Sheila Thompson before agreeing to this.

For an event that uses Contractors:

Please record all Public Liability Insurance details for all third party contractors including caterers, musicians and performers.

| Name | Insurance Company | Policy Number |
|------|-------------------|---------------|
| 1 | | |
| 2 | | |
| 3 | | |

Licences

If you are holding an event in a venue that does not have a **Premises Licence** for the **sale or supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment (Between 11pm-5am)** you will need to apply for a **Temporary Events Notice (TEN)**.

What is Regulated Entertainment?

Regulated entertainment is entertainment provided in the presence of an audience, for the purpose of entertaining that audience. For example:

- the performance of a play;
- the exhibition of a film;
- an indoor sporting event;
- boxing or wrestling;
- a performance of live music;
- any playing of recorded music;
- a performance of dance; and
- entertainment of a similar description (eg, a circus).

To apply for a TEN please visit your Council website to download a form.

Eden District Council:

<http://www.eden.gov.uk/licensing/licensing-act-2003/temporary-event-notice/>

Carlisle City Council:

http://www.carlisle.gov.uk/business/licensing/liquor_entertainment/temporary_occasional_events.aspx

Allerdale Council:

<http://www.allerdale.gov.uk/business/licences-and-street-trading/licence---temporary-event.aspx>

Two copies of the TEN form should be submitted to the Council and one copy should be submitted to the Chief Officer of Police for the area no later than 10 working days before the event.

There is a charge for each TEN (Currently £21). Hospice at Home will meet the cost, but please contact John Stronach or Sheila Thompson before you apply.

Raffle Tickets

If you are planning a raffle at your event please be aware of these guidelines:

- If you sell all of the tickets and draw the raffle at the event you do not need a licence and can use Cloakroom Tickets for the draw.

- If you sell tickets over more than one day it is necessary to get a licence from the local Council and have tickets printed. Please call the Fundraising Office if you are organising this type of raffle as Hospice at Home has a licence.