

SLEEP OUT

This pack will give you tips, guidance and advice you need to organise a successful, meaningful and safe experience for you and your participants.

Planning a sleep out event shouldn't aim to replicate homelessness, and organisers and participants should never put themselves in a position of danger or vulnerability.

However, it can give those taking part an important insight into the housing emergency and better understand the causes and challenges of homelessness.

HEALTH AND SAFETY

- As the organiser of your sleep out event you'll be responsible for everyone's safety and wellbeing on the night. So you must ensure you tick all the boxes when it comes to Health & Safety. The following checklist might help.
- Make sure you have a register of participants, and details of their emergency contacts.
- Ensure you have parental permission for under 18s.
- Decide whether you need to tell your local police or council what you are planning.
- Make sure emergency procedures are in place – e.g., in case of fire.
- Minimise risks by completing a Risk Assessment Form – you can find a template here: www.hse.gov.uk/simple-health-safety/risk/index First aid- If you think you'll need first aid at your event, contact St John's Ambulance for advice: www.sja.org.uk
- Arrange for valuables or collection money to be locked away in a secure place.
- Instruct participants to bring the right gear – woolly socks, hats, gloves, jumpers and a sleeping bag. It can get chilly at night, even inside.
- Food and drink. Check with your group for any special dietary requirements. Take care when handling food and follow basic rules for safe preparation, storage, display and cooking. Learn more on the Food Standards Agency website: www.food.gov.uk



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HOW IT WORKS

1. Decided with who, and where you are going to host your sleep out. Some ideas are:
 - With your community group. Lots of community venues are ideal for sleep outs. School halls, sports clubs, church halls and community centres. They are all worth exploring as possible locations.
 - With colleagues. Could your workplace host a sleep out after work? Take over a meeting room or the canteen.
 - With family and friends. Push the sofas back and sleep in the lounge or pitch a tent in the garden.
2. We want your sleep out to be safe, so use the following checklist to make sure your location has the following:
 - Access to toilet facilities
 - Cooking facilities
 - Running water
 - Electricity
 - Sufficient parking
 - Wheelchair access
3. Think about any on the night activities, that can make your sleep out fun and help to boost your fundraising. Here are some of our ideas:
 - We can provide you with information, statistics and potentially a speaker to come to your event. Reach out to community@shelter.org.uk to find out more!
 - Quizzes, games, and scavenger hunts can help to pass the time. You could make them housing themed.
 - Arrange for snacks, or coffee and breakfast in the morning to encourage you participants throughout the night.
4. Fundraising. Don't forget to fundraise on the night. You could ask for a donation to take part in the night or ask people to donate to take part in games or activities. You can set your fundraiser up here justgiving.com/campaign/SleepOutShelter

HELP US BE THERE WHEN IT MATTERS MOST.

Right now, thousands of people are trying to get by without a safe place to call home. Your support could help us answer the next call from someone facing homelessness.

