

Event Health & Safety Toolkit

Keep your Event Safe, Legal and Fun.

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Thank you. You are amazing!

As a group of committed supporters, you are connected to Cancer Research UK (CRUK) in a special way. You are the charity's local representatives, operating and raising money on behalf of the charity. This means you get unique support from the charity including staff support, guidelines, procedures and public liability insurance.

It also means you have special responsibilities when raising funds on behalf of Cancer Research UK. Whilst we want your event to be fun and successful, it is important that the event is also a safe one. This toolkit is designed to help you consider health and safety through the various stages of running your event i.e. pre-planning, setting up, the actual event and closing your event and to ensure that the charity meets its legal obligations.

The funds you have raised and continue to raise are absolutely crucial in bringing forward the day when all cancers are cured. [Thank you.](#)

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Insurance

Public Liability Insurance

Public liability insurance ensures the charity has funds to meet compensation payment in the event of claims made against the Charity by “Third Parties”. Third parties are classified as **anyone other than Employees or Volunteers (Supporters)**. This is important cover for any Fundraising Events Cancer Research UK organises.

Events that are on “behalf of” Cancer Research UK are covered by our insurance policy providing the processes outlined in this guidance document are followed.

Events organised by any other party are not covered by our Public Liability Insurance and are known as “IN AID OF”.

Employers Liability Insurance

Employers Liability insurance is a mandatory cover. It ensures the charity has funds to meet compensation payment in the event of a claim for personal injury or death arising from a workplace accident.

Remember: Fundraising activities that are not organised and managed by Cancer Research UK Fundraising Groups or Committees are not covered by Cancer Research UK’s Public Liability Insurance.

Insurance for Suppliers

Where you have sourced and paid for companies to provide services or equipment at your event; Cancer Research UK requires suppliers of equipment goods and services, including first aid, catering, exercise instructors, complementary therapies and other hired activity to have public liability insurance set at a minimum of £2million indemnity. If it is less than this, refer to the compliance team for further consideration, before going ahead and paying for their services/goods. If they have no insurance, we do not recommend they are used at the event.

If companies or suppliers, are volunteering services or equipment at our event FOR FREE: Treat the supplier in the same way as if you are paying for the service.

Remember: You MUST obtain copies of their public liability insurance certificates, risk assessments and method statements before the event day.

Insurance Cover for Participants

Where a participant was injured at an event as a result of Cancer Research UK’s negligence; they would be covered. However, if a participant injures a Supporter or causes damage to property during the course of their fundraising, the *charity would not cover a claim made against the participant.*

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Event Risk Criteria

The guidance in this section will help you with the following:

- Understanding what elements need to be thought about, in deciding the risk category for your event.
- What the notification periods are for each risk type of event, and;
- what must be actioned and submitted in that time.

It is important to remember that the level of risk people will be exposed to varies depending on the type of event you are holding. The easiest way to remember this is: **The more elements you add to an overall event, the higher category of risk the event becomes.** The diagram below puts it into perspective



The higher the event risk becomes; dependent upon these kinds of elements and activities.



If you have any questions regarding the risk categorisation of your event, please speak with your Cancer Research UK staff contact for assistance. Event Characteristics can be any of the below but are not limited to:

Roles of individuals at events

It is important to think about the types of people and their roles in relation to your event, as they are just as much

- **Participant**: is any person that has paid money to take part in an event you are organising. Examples are Race for Life, abseils, Relay for life, Fun runs, golf days, dog walks. These types of event need **event rules whether it is by CRUK or from the Venue/activity organiser. This also applies for virtual events where audience pays to participate e.g. virtual exercise group.**
- **Volunteer**: is any person that you have an agreement with to help out at your event. Ideally, they should be registered volunteers with CRUK.
- **Attendee**: is any person that attends an event you have organised whether they have paid for it or not. Examples: people attending a ticketed Theatre, members of the public as spectators, where people pay to watch a virtual cook-off.
- **Supporter**: could be any of the above, another participant, a volunteer, an attendee, member of the public, or even a committee member.

People Range: include every person at the event in your numbers	Low	Medium	High
Numbers of people expected to attend and or participate	0-150	151-499	500+
Plus: Suppliers, Volunteers, Committee members, Public, Supporters			

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Typical types of suppliers at events: Note that typical low/medium suppliers can be escalated to high dependent on numbers of participants/attendees.	Low	Medium	High
Bouncy Castles, and other inflatables		✓	
Fairground attractions (rides, etc)			✓
Where professional caterers are being used		✓	
Where Volunteer caterers are being used	✓		
Venue is high profile or of significant value (listed)		✓	
Animals are part of the event		✓	
Wild Animals are part of the event			✓
Scaffolding is being used as part of the event		✓	
Specialist vehicles are being used as part of the event (Fork lift trucks, mobile platforms, classic/vintage cars exhibition)		✓	
Celebrities or high profile speakers in attendance?		✓	

Combine the numbers of people with the type of suppliers at your event, with your overall event type and it should provide an indication of the risk category.

Is your Event categorised as High, Medium or Low risk?

Types of categorised events can be dependent upon the characteristics of your event. The table below provides guidance as to where to start in terms of category risk. Remember the more elements you add to an event, the higher the category of risk for your overall event.

Event Types	Low	Medium	High
Activities in confined spaces i.e. pot holing			✓
Any activity in the air (abseiling, skydiving, zip wiring, bungee jumping, hot air ballooning)			✓
Any activity involving animal racing, animal shows/exhibitions			✓
Cancer Research product: Ride for Research			✓
Cancer Research Products: Twilight Walks, Woof Walkies, Business Beats Cancer, Art for Research, Relay for life		✓	
Challenging rough Terrain, physically demanding, running cycling and swimming type events		✓	
Children and Young persons' specifically arranged events		✓	
Circus entertainment (including acrobatics, and animal related events), Street Carnival type events			✓
Coffee Mornings, Bake Sales, fashion shows	✓		
Community Lunches, Dinner and Dance	✓		
Concerts, Busking, Evening talks, musical Evenings	✓		
Events where specialist equipment or sporting activity is taking part i.e. archery, shooting		✓	
Endurance or extreme personal challenge type events (i.e. ironman)			✓
Extreme sports (kickboxing, Mixed Martial Arts), violent activities			✓
Fashion shows, pub quizzes,	✓		
Fun Runs, Walks, 0-5k runs/walks	✓		
Fun Runs, Walks, Running, walking, 6-10k, any cycling event, Soapbox Derbies,		✓	
Half or full marathons, triathlons, and other running, walking or cycling over 10k and more than 300 participants			✓
International, cross country events and where motorways/highways are being used as part of the event			✓
Overnight events, events lasting more than 12 hours		✓	
Street Fayres, jumble sales, country house fetes,		✓	

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Vehicular type events (motor cycling, motor racing, gumball rally's, derbies, vintage car exhibitions), including where speed is involved			✓
Water Activities (in or on open water sea/lakes), including Canoeing, swimming, water zorbing, cold water dips			✓

Non-Supported Events

Due to Environmental, Reputational factors, and the limitations of our insurance, there are some type of events that Cancer Research UK are unable to support. If you wish to carry out these types of events; these will need to be **In aid of Cancer Research UK** and not on behalf of. The list is not exhaustive and is subject to change.

- Balloon Releases
- Chinese Lantern Releases
- Dove Releases
- Fire Walking and other Fire related activities
- Drone Flying

Cancer Research UK Products

On Behalf of	In Aid of
• Twilight Walk • Woof Walkies (Bark for life/Doggy Dash) • Young Art (Art for Research) These products are delivered as an "On behalf of Cancer Research UK" event, and as such the event toolkit applies. These events are categorised as Medium risk events; however, if the event risk criteria are lower than medium risk, this will be reviewed once submitted by Cancer Research UK	Ride for Research: although this is a Cancer Research UK product and delivered as an "in aid of Cancer Research UK" event, it is considered a high-risk event. For this type of event, Cancer Research UK would recommend using the medium risk assessment template and the use of our accident procedures and associated documentation in the event of a major emergency.

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Notification Timeline

Do I need to tell Cancer Research UK about my event?

Yes. You must always let your Cancer Research UK staff contact know about all events organised and managed by your group or committee, whether they are **in aid of** or **On Behalf of**. This will ensure that your event receives the appropriate level of support.

When do you need to notify Cancer Research UK of your event?

Risk Category	Notification Timeline ¹	What needs to be submitted and by when?	Section
High Risk Events	Ideally AT IDEA STAGE or at least 3 months before registrations are due to open if using 3rd party supplier. Or At least 6 months If not using 3rd party supplier.	As soon as possible so that Legal, H&S and Insurance teams can review and feedback in time for the event. • Vetting questionnaire • H&S policy and or references • Insurance certificates • RAMS • Contract/standard terms and conditions • Venue hire agreement • Training/competency certificates For further information on the type of documentation required for submission, see section titled: Documentation Required for High Risk Events	See Section 1
Medium Risk Events	3 MONTHS at least 3 months before you begin to sell entry tickets or open event registration.	6 weeks before event date: • Draft Risk Assessment & Event Safety Plan 2 weeks before event: • Finalised Safety plan or confirmation of no change and Medium Risk assessment & • Safeguarding assessment if applicable	See Section 2
Low Risk Events	1 MONTH at least 1 month before you begin to sell entry tickets or open event registration.	2 weeks before event: • Risk Assessment and Safeguarding Assessment (if applicable)	See Section 3

¹ This includes all Cancer Research UK Products and in aid of events.

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Section One: High Risk Events

Cancer Research UK will enlist the help of a specialist third party to help organise and manage higher risk events. Due to the riskier nature of the activity; occasionally this is managed in-house. The steps below detail what you need to do in both scenarios.

Where you are using a 3rd party to organise a higher risk event, you must inform Cancer Research UK at **least 3 months** in advance before you would like to open registrations for the event.

Should you wish to organise a higher risk event without using a third-party specialist supplier: you must inform Cancer Research UK at **least 6 months** before you would like to open registrations for the event.



Examples of elements that would constitute as a high-risk type event

- A single contract with an expenditure value of more than £10k,
- A venue hire contract for high profile or iconic buildings (e.g. cathedrals, listed buildings, landmark attractions),
- A contract with suppliers who will be organising a physical/sporting event on behalf of Cancer Research UK (e.g. cycle, abseil etc.)

The following page outlines the type of H&S documentation required for various high risk events.

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Documentation Required for High Risk Events	from High Risk activity Supplier such as Abseiling or Zip wiring	from Venue	First aid arrangements	Photography
Supplier vetting form: the link can be sent straight to suppliers: Click here to access link Check supplier guidance section for further information	✓	✓	✓	✓
A copy of their public liability insurance certificate	✓	✓	✓	
A copy of their employer's liability insurance certificate	✓	✓	✓	✓
A copy of their Method statement and Risk Assessment	✓			✓
Booking arrangements and Invoicing	✓	✓	✓	✓
Terms & Conditions of their contract	✓	✓		
copies of their Qualifications/Training	✓			
A copy of their adventure's activities licence	✓			

📷 Only required when they plan to use scaffolding to take photos of participants abseiling at the top (This is only in the event you are using a photographer for your event).

💬 Only where using an external first aid supplier. If the venue, or 3rd party event organiser is providing the first aid then add this into any contracting agreements.

🧗 High risk events such as abseiling, caving, climbing, trekking and water sports may require an Adventure Activities Licence including where children are participating. You should be confirming that the high-risk supplier has a current licence and a copy sent to you along with any other documents requested. You can also check this information via the HSE Website [click here for further information](#).

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Section Two: Medium Risk Events

Every medium risk event must have a risk assessment and an event safety plan. The law requires us to take reasonable steps to protect people at our fundraising events from harm. Supplying an event safety plan and risk assessment will enable you to plan for the event and establish whether there are any hazards that could cause an injury to volunteers, suppliers, participants or the public, and what can be done to ensure that the risks are reduced as low as possible.

The Event Safety plan should contain all key safety and contact information relating to the event. A template is provided. It is important that the plan is kept updated at all times. It may be requested by the local Council or the emergency services. A copy should also be kept at the event. Send a copy of your finalised event safety plan to your Cancer Research UK Staff contact at least 2 weeks before the event date.

Section Three: Low Risk Events

Every low risk event needs to have a simple risk assessment to identify all the applicable hazards and put measures in place to keep people safe.

To help keep this as straightforward as possible, a template has been provided to help assess the risks.

You must make sure it is saved securely, as it will be requested by Cancer Research UK Health and Safety, auditors, insurers, or regulatory bodies. You must always ensure that your Cancer Research UK staff contact is aware of the event that is taking place.

Similarly, to the medium risk events; where the following features or services/goods are being used or taking place; the factors below need to be taken into consideration:

- **Children participating at an event?** Think about completing a Safeguarding assessment
- **Using Suppliers** to purchase services such as catering, staging and or lighting? Think about Vetting your suppliers.
- Having your event in a **listed or high value iconic building?** Make sure there's a written agreement in place for the use of the building.

Document Required for Low and Medium Risk Events

The following table outlines the documentation that should be completed for all low-medium risk events

Minimum Documentation Required	Low risk Events	Medium Risk Events
Supplier vetting form: the link can be sent straight to suppliers – click here to access the link Check supplier guidance section for further information	✓	✓
A copy of Suppliers current public liability and Employer liability insurance certificate	✓	✓
Booking arrangements and Invoicing	✓	✓
Terms & Conditions of their contract	✓	✓
Cancer Research UK Risk Assessment	✓	✓
Cancer Research UK Safeguarding Assessment where applicable	✓	✓
Cancer Research UK Event Safety Plan		✓

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Risk Assessments

A Risk assessment is a document that is always in working progress. This is because planning for events change frequently including on the day, and because of that, many changes can be made to the assessment.

Assessments should be reviewed annually, or where there is a significant change in the event, or changes are made to the assessment by Cancer Research UK. Assessments should be retained for 5 years, at which point they should be sent to the following address for archiving: **Health and Safety (SLFE), 2 Redman Place, London E20 1JQ**

The Risk assessments templates provided are pre-populated with the key hazards and safety measures that could apply for a range of events including Relay for life categorised at medium risk; however, it is vital that the assessment is thoroughly reviewed in order to add or delete content to make it specific to the event.

Templates have been provided for the following:

- Low and Medium Risk Events
- Safeguarding: where an event has children or vulnerable persons attending or participating
- **For high risk events:** Cancer Research UK bespoke or third-party supplier risk assessments will be provided.

The steps below detail the process you should be following when completing **any risk assessment**:

- Walk around your event site; ideally with your risk assessment and consider the areas listed below and enter in any additional information in point 4 (below).
- When entering additional information, keep it as simple and as concise as possible. Where an area of the assessment is not applicable to your event; please enter in the reason e.g. *Cash handling not applicable – no cash will be handled at event.*

The risk assessment focuses on the following areas:

1. Hazard: What could cause harm/damage, & how it could happen ?

Walk round the site/venue if possible and tick the hazards that apply to the event. Enter additional hazards that are not covered.

Identify what could harm people and how they can be harmed from it. Also, do not forget to factor in any vulnerable people that could be attending/participating or working at your event; for example; those that are pregnant, elderly, very young, and those with disabilities.

2. What measures have been taken to reduce the risk of harm/damage?

Keep the control measures that will be implemented that will reduce the likelihood of the hazard taking place and its impact. If there are other measures you can implement at this stage, enter them in under "other". Cross out the ones on the template that do not apply to your event.

3. Risk after controls are in place (Low, Med, High)

Indicate what the risk will become once those control measures have been implemented. The Safeguarding assessment does not need this measure to take place as this will have been covered in your low/medium risk assessment.

4. What else can be done to minimise the risk of harm?

This section is used for when the measures you have entered in are not enough, and/or additional measures must be taken. Sometimes it may mean implementing such measures on the day of the event.

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Refer to the [notification timeline section](#) for submission of your risk assessments.

Lastly: Review your assessment on the day of your event, so that if there are any changes to be made, the assessment can be amended at that point, and learnings from the event can be added if this event was to be run again in the future.

Supplier Guidance

Supplier Management and Vetting

Where you plan to engage with suppliers to provide goods and services at the event, it is important to carry out Supplier Vetting to ensure they are competent to deliver the service/goods, and that they have adequate insurance.

The supplier health and safety vetting questionnaire for this purpose is provided in the link below which can be forwarded to your suppliers directly. This will be sent through to our Compliance team who will check and feedback and send through a completed copy. Link is provided here:

<https://survey.cancerresearchuk.org/surveys/Vettingform.aspx>

What is a Supplier?

A supplier is **any individual or organisation** that Event organisers (Committees, Fundraising Groups, and Individual Supporters) enter into an agreement with; with the intention for them to supply goods or services within the fundraising Event, **regardless whether it is paid for or provided for free**.

Examples are:

- A caterer providing food and drink at an event.
- A friend of a committee volunteering their PA system for Relay for Life Event
- a landowner offering his property as a venue for an event at minimal cost.
- The local council granting permission for an event to be held in the local park at no cost.

When do suppliers need to fill this form?

It is important this is done **before** any contracting/invoicing arrangements are made, and once you have decided to obtain their services or goods, as this may affect their suitability to work with you.

How often does this need to be done?

Once every 3 years **unless the following situations occur:**

- Where a supplier changes their business name or branding
- Where a supplier's director or major chief of staff changes
- Where a supplier's insurance arrangement changes
- Where there has been a major restructure within the company

At which point the vetting form must be completed again. Therefore, it is important you keep in regular contact with your suppliers. Retention of paper versions and electronic versions of this document is 3 years; at which point paper versions can be securely destroyed. Electronic copies will be held with Cancer Research UK.

Remember: Cancer Research UK require suppliers of equipment or services including first aid, catering, staging, bouncy castles and any other activities hired or brought in to have public liability insurance with a minimum £2 million indemnity. You **MUST** obtain copies of their public liability insurance certificates and risk assessments before the event day. Refer to the [Insurance Section](#) of the toolkit for more information

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If suppliers have a lower limit of indemnity than £2 million, or you are unsure whether the risk assessments are suitable, discuss with your staff contact before hiring.

Only authorised and appropriately trained personnel can erect or dismantle specialist equipment e.g. scaffolding, stages, PA systems. If you are concerned about the safety of any equipment on event day it should be taken down/removed.

Remember: Store health & safety documentation securely as they may be needed by regulatory bodies, Cancer Research UK or its insurers after an event.

Equipment Service/ Hire

For all events: CRUK require suppliers of equipment or services including aerobics instructors, masseurs, first aid and any other activities hired or bought into have public liability insurance of minimum £2 million indemnity and you **MUST** obtain copies of public liability insurance certificates and risk assessments before the event day.

If suppliers have a lower limit of Indemnity discuss with your staff contact before hiring. Items of low monetary value e.g. marquees lent to us by members of the public we would not ask for public liability insurance just confirmation that the equipment is in good working order.

Refer to the Legal toolkit in reference to supplier **contracts, terms and conditions and licensing**. This is particularly important when discussing cancellations and amendments to events. Ensure any agreements is ideally as flexible as possible, they are in writing and that any cancellation clauses and notice periods offer you adequate protection for unseen events.

Equipment Safety

If during the course of the event damage is caused to something that had been borrowed then CRUK insurance would cover this. However if the equipment we are borrowing is very expensive please discuss with your staff contact prior to accepting the equipment. CRUK insurance policy has £1000 excess for damaged items.

If you are concerned about the safety of any equipment on event day it should be taken down/removed.

Generally it would not be expected for non-professional dance/music acts e.g. group of friends in a band / cheerleading group to have their own public liability insurance but if you are unsure of who would be covered please ask your staff contact for advice.

- Include any on the day activity in the event risk assessment.
- If an item of equipment is sourced by another party (e.g. local authority) it is their responsibility to ensure all equipment is safe.
- Only authorised personnel can erect or dismantle specialist equipment
- **PA Systems** should have a Portable Appliance Test (PAT) certificate to indicate equipment is safe.
- In cases where people maybe claiming to be contributing profits to Cancer Research UK but you are not sure they are genuine you should speak to your staff contact and ask them to check they are registered.

Bouncy Castles

The **Inflatables at events** document provides guidance on what to look for when hiring bouncy castles at events. Refer to this when hiring inflatables for an event.

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Face Painting

Although there are no official qualifications needed to be a face painter, there are good and bad practices that should be adhered to. Facepainters should:

- Have public liability insurance of between £2M and £5M. Do not use a face painter that does not have insurance.
- Use professional water based make-up that is hypo-allergenic, anti-bacterial, non-toxic.
- Have clean equipment, brushes, sponges, paints and water.
- ask parents/guardian about any allergies the child has
- Not paint the face of anyone: under 3 years old; with food or skin allergies without a skin test; with cuts or open sores on their face; with a cold sore or conjunctivitis or any other known infectious skin condition.
- Have parental consent forms
- Health and safety guidelines, booking forms or terms and conditions
- A CRB check that you can ask to see. If they do not have this think about what other measures you can put on place to protect the child for example asking for previous job references from the face painter and adding any risks to the Safeguarding Risk Assessment.
- For further information see the [Face Painting Association website](#)

First Aid Provision

The amount of first aid provision that should be provided at an event needs to be based on risk of the overall event. If the risks are low, then you can review whether standard first aid cover is necessary and plan accordingly. If a volunteer has a valid first aid qualification and is happy to assume the role on the day then this may be a suitable arrangement; however, you will need to ensure they have access to first aid supplies, and a confidential space where patients can be treated, which end up costing more than hiring a competent supplier on the day. Also remember where using volunteers for first aid arrangements, they will not have access to blue light facilities; which may mean hindering the treatment of the injured in a timely manner.

First aid Vetting

Where you are using other providers than Cancer Research UK preferred suppliers, it is possible to check their credentials as part of the Vetting process:

Paramedics: you can check whether individual paramedics are registered with the Health & Care Professionals Council (HCPC). You can look up the details of any paramedic. The link to this is here: <https://www.hcpc-uk.org/>

Ambulance Services: The Care Quality Commission will provide a list of ambulance services registered with them and inspected by them. The link to this is here: <https://www.cqc.org.uk/guidance-providers/independent-healthcare/inspection-frameworks-independent-ambulance-services>.

For other areas of the country the following links are useful;

- Scotland: <http://www.scottishambulance.com/>
- Northern Ireland: <https://www.rqia.org.uk/what-we-do/register/services-registered-with-rqia/>

To help you with calculating first aid provision for **non-relay for life events**: the link below is a calculator to help when sourcing first aid requirements. It has been created by the Health and Safety Executive, and provides recommended solutions based on what is entered.

<https://survey.cancerresearchuk.org/surveys/First-aid-Calculator.aspx>

When sourcing first aid provision, advice should always be sought with consultation from a professional medical provider. Costs for first aid services vary, for example; St John Ambulance provide costs for

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each area on their website and The British Red Cross will give a price if you contact the local operations office. **Ensure they understand the nature of your event before agreeing to a quote.**

When choosing first aid provision; the following needs to be factored into the decision making:

- **People:** think about how many people you are expecting to attend your event: include volunteers, staff, other suppliers, participants, Committee members, remember to include yourselves in the equation.
- **Venue Area/Site:** think about how big the venue or the area is, if there are designated routes, where do they go, where's the start and end point, if there's a route what's the length? check if the venue has access to a first aid supplier and whether they are willing to share that with you.
- **Locality:** how far is it from the emergency hospital? How quickly can a car/ambulance get there in peak time? (when is peak time)? For non-relay events; Think about if it is realistic to actually have medical provider at the event if the hospital isn't that far away.
- **Timings:** First aid provision ideally should start will be from the time the event is setting up until the time the event is closing down. **Remember duty of care includes event staff, committee members and volunteers as well as participants.**

The information below provide **suggested** level of cover for events and Relay. In any event medium-high risk event there must be a minimum of one standard first aider and one advanced first aider. In any low risk event, there must be a minimum of one standard first aider.

If the medical supplier suggests cover that is less than that stated above; this must be discussed prior to approval.

Cost

If preferred suppliers like St John's Ambulance and British Red Cross and St Andrews prove to be costly, you can try contacting the local hospital/ ambulance service nearest to the event; inform them about the event and see whether they can offer a similar service at a more affordable price.

NHS Ambulance service Trusts can be found here: <https://aace.org.uk/uk-ambulance-service/>

Recommended minimum requirements for first aid provision when sourcing a supplier

The following is a **minimum requirement for Race for Life, Relay for Life and high-risk endurance events**, however for medium risk events, this can be used as a basis for negotiation for first aid provision with suppliers:

- **First Aiders/Responder:** there should be a minimum of 1 advanced first aider as a minimum per medical post (static or roaming).

Ambulance provision: As a minimum, an ambulance on site should be capable of driving under blue light conditions and be able to transport all category types of patient, i.e. up to and including cardiac and peri arrest. Ambulances should be provided with appropriate staffing levels additional to the totals given.

- **Use of ambulance:** No ambulances that are present on site for hospital transport shall be used as medical posts to allow that vehicle to leave site without impacting on static medical locations/provisions.
- **Off Road ambulance:** At off road events, consider the use of an off-road ambulance instead of a land ambulance if areas of the course are not accessible to a land vehicle or cycle responders.
- **Treatment Area Where there is not a first aid room available at the venue:** The Medical Tent must be located within 15m of the of the venue (or Relay track) and have a clear access and sight of the track. The staff in the medical tent should be able to monitor the Event area (or track) and surrounding areas.
- **Accident/Incident Reporting:** All medical providers must agree to complete our accident forms or provide a medical log of accidents/incidences. This is important as there can be confusion on

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the day. If suppliers do not agree to this, then there must be an arrangement in place as to who in the committee completes these on the day (See first aid alternatives).

Suggested level of cover for any event (non-relay)

Type of Service	Description	Minimum Crew	Considerations
First Responder Led Service	Small event, typically fewer than 2000 attenders No significant problems expected	1-2 first responders for up to 500 attenders 1-4 first responders for up to 1999 attenders 1 manager	Emergency Care Practitioners (ECP), Emergency Nurse Practitioners (ENP), or Paramedics to increase casualty assessment and stabilisation capability where circumstances dictate. Site/Ambulance Crew if event held across a large area i.e. field Treatment Tent
Paramedic/Nurse Led Service	Small event, typically 2000 to 10,000 attenders Low risk of significant problems	1-2 paramedics 2-4 nurses 2 first responders for 2000-4000 attenders 1 manager	Doctor Site ambulance(s) and crew(s) Rapid Responder Vehicle

Suggested level of Cover for Relay Events:

Attendance Number for Relay for Life Events	For less than 1999 people	For more than 1999 people
Blue light ambulance with Crew	1	1
Standard First aiders	1	2-4
Advanced First Aiders	1	2
Cycle Responders*	1	Max 2
Rapid Response Vehicles	0	0
Doctors	0	0
Nurses	0	0-1
Paramedics	0	0-1
Treatment Tent Size	6x5	6x9 or 6x12

*if event is over a large area e.g. a field, substitute a static first aider for a cycle responder of the same level.

Alternatives

If after all these avenues have been exhausted, then volunteers can be used; however, you will need to set procedures in place as to who does what, for example;

1. who oversees ringing 999, who will make that judgment call?
2. who will complete medical forms; will they use Cancer Research UK form, or their own, and is there an agreement that Cancer Research UK can have access to the information where own forms are used?
3. Who will transport the injured person to hospital as the blue light feature which allows for getting through traffic quicker will not be available?
4. They would also need to ensure that volunteers have a Valid (within 3 years) First Response Emergency Care Qualification Level 3 or First Person on Scene qualification (BTEC Level 4) which enables them to conduct CPR, or a suitable alternative.

Note: First aid at work/Emergency First aid at work qualifications are not considered suitable for an event environment.

Use of Professional Individuals (Volunteer Doctors and Nurses)

Where you are thinking about using volunteer doctors and or nurses; The training and experience of doctors registered with the General Medical Council and nurses whose names are registered or are professionally registered and maintained by the Nursing and Midwifery Council, qualifies them to

Event Health & Safety Toolkit

administer first aid; however, proof must be provided that this training is continually maintained as part of their continual professional development (CPD).

In addition, if you choose to go down this route; you must ensure the following:

- Volunteers GP's have Current Registration with the General Medical Council for GPs or
- Volunteer Nurses Current Registration with the Nursing & Midwifery Council for Nurses
- There is additional support meaning other volunteers who are suitably and currently qualified in First aid that also has incorporated within it training to conduct CPR to assist.
- A suitable First aid kit has been supplied for the event.
- First aid tent (or area or venue building) is available for use.

The last thing, when it comes to using volunteers for first aid, especially where they may be fundraising at your event is the possibility that you are taking the supporter away from their original intention to fundraise, With that in mind use the following question to decide whether going down this route is still worth the risk: **If you ask a supporter to raise funds, and in addition, ask them to perform a first aid role that should be outsourced to a first aid company; what could happen as a result if they are unable to raise the funds promised, because they were busy performing the role you asked them to instead?**

Infectious Viruses/ diseases COVID – First Aid

In light of the pandemic, especially when planning and hiring first aid, consider the strain on the current NHS resources. and whether having a physical event is justified.

Catering

Where volunteers are providing food at events; although qualifications and insurance is not a legal requirement, it is good practice to follow safe hygiene measures when providing and handling food. The Food Standards Agency (FSA) provides some useful guidance on preparing, handling and cooking food safely and can be found on their website: <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>.

This is particularly important considering the arrival of coronavirus. Focussing on hygiene measures when handling, serving and transporting food is vital in minimising the risk of transmission as well as cross contamination.

You may also need to consider the following, and balance whether it is feasible to action:

- **Handling & Transporting:** Does the arrangements to move and handle food minimise the risk of contamination and transmission?
- **Pre-packaged vs Fresh Food:** is there less chance of contamination by providing pre-packaged rather than fresh or freshly made food?
- **Catering Designated Roles:** 1 designated person hand food/drinks out, or making items available to be picked up by participants on a table? Or having a combination of both methods and monitoring people traffic to help decide when a particular way of distributing should be used.
- **Protect yourself and others:** Wearing gloves & face masks are advisable (where appropriate) when handling & serving food.

Allergen Regulations: Regulations now require us to inform consumers if any of the 14 types of food allergens are present in any food we are selling. The full list can be found here: <https://www.food.gov.uk/business-industry/allergy-guide>.

A copy of the allergen matrix can be downloaded and printed to display at events. It is available here: <https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf> .

Event Health & Safety Toolkit

Serving Food: recent legislation changes (October 2021), require caterers to display food allergens in a variety of ways dependent upon how the food is served. The Food Standards Agency has provided a tool to help caterers decide how to display and sell food, and what needs to be in place:

<https://www.food.gov.uk/allergen-ingredients-food-labelling-decision-tool>

Where you are sourcing Catering suppliers; ensure they complete the relevant section of the supplier vetting form <https://survey.cancerresearchuk.org/surveys/vettingform.aspx> before booking to ensure they have all the required documents in place. You can also check hygiene ratings for catering companies via the following sites:

- UK, Scotland, Wales & NI <https://ratings.food.gov.uk/>
- Gibraltar: <http://environmental-agency.gi/index.php/gaag/>

Security

In light of current events in the UK, it is important to ensure the following guidelines are followed where applicable for your events. Any guidance you follow should be proportionate, reasonable and Cancer Research UK would advise liaising with the local police where you are uncertain security measures are required.

If you plan to use a security firm, part of your vetting process would be to use the Security Industry Authority; as they compile a list of approved suppliers for a range of security services available here: <https://www.sia.homeoffice.gov.uk/pages/acs-roac.aspx?all>

Below are some tips to help you plan generally in terms of security at your event:

- Ensure your event plan (for medium and high-risk events) include a process in place for emergencies such as bomb threats/terrorist attacks, using the government advice of Run Hide Tell:



- Liaise with local police to learn of local intelligence or additional measures they advise to put in place for your event. If your event is on a large scale, this may come through your local safety advisory group.
- Ensure you monitor your risk assessment throughout the event and amend where necessary.
- If you have areas marked as “off-limits”; ensure these are clearly marked, and that only authorised people are in designated areas.
- Provide extra briefing for volunteers around security, lost property and suspicious activities on the day of your event as part of your overall briefing.
- If you are using a PA system, use this to encourage the public/participants to not leave personal items unattended.
- Ensure that vehicle access is managed stringently and limit access where possible.
- Feel free to challenge anyone or any vehicle that is not supposed to be at your event.
- As soon as it is safe to do so, contact your Cancer Research UK person or the **on-call manager** (out of hours) on [07900-914-207](tel:07900914207).

Event Health & Safety Toolkit

Inflatables and Fairground Rides

If you are sourcing bouncy castles, other inflatable equipment or fairground rides, then they need to ensure that the relevant sections are completed in the supplier health and safety vetting questionnaire. Properly trained supervisors should be provided along with the equipment to ensure that the operating instructions within the manual are adhered to and the correct level of supervision is in place. The health and Safety Executive provides further information about inflatable and bouncy castles advice:

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Fairgrounds and amusement parks guidance on safe practice:

<http://www.hse.gov.uk/pubns/books/hsg175.htm>

Event Audits

Cancer Research UK is fully committed to ensuring the highest standards of Health, Safety and Wellbeing for employees and, anyone else who may be affected by its activities, which includes volunteers, Fundraising groups, committees, and participants.

To achieve this, we, like all companies and organisations, need to ensure we remain compliant with all legislative requirements and best practice guidance across all our activities, and we do this by carrying out a 10% audit of medium-high risk events (Relay and Non-Relay) run **on behalf of** Cancer Research UK. This enables us to ensure that we are doing what we say we do and report back confidently to our Executive Board, our Trustees, the Charity Commission and if required, the public. The audit focuses on the following areas:

- **Site design:** has the event been planned and designed in such a way that it minimises risk of injuries? Are event organisers and suppliers safely setting up and dismantling before and after the event?
- **Management of site:** auditors observe how the event is managed, and how the event is managed, including when things do not go to plan
- **Instruction:** has sufficient & suitable instruction been provided to event staff, volunteers, suppliers and participants?
- **Suppliers:** are suppliers adequately ensuring the safety of their customers with the goods/services they are providing?

Accident and Incident Reporting Process

Accident and incident reporting are very important for all of our events. Not only is it a legal requirement but the information can be used to prevent further injuries and ill health. **Accidents and incidents at any events (high medium, low) should be reported using the appropriate form.**

Refer to the Accident Reporting & Emergency Procedures: Volunteers guidance for more information.

Please Note: When posting accident/incident forms:

- Place documents in a sealed envelope. Label envelope 'RESTRICTED'
- Write your name & address on the back of the envelope as the return address
- Place the sealed 'RESTRICTED' envelope into another envelope and ensure the address is clearly written
- Write your name and address on the back of the outer envelope as the return address
- Send the forms Recorded Delivery to **Cancer Research UK, 5th Floor, 2 Redman Place, London, E20 1JQ** for the attention of **SLFE Health & Safety** to ensure that the personal data on the forms is kept as secure as possible during transit.

Emergency Procedures

Event Health & Safety Toolkit

As part of the Event Management process you should put in place procedures to be followed in case of an emergency. Refer to the [Accident Reporting & Emergency Procedures: Volunteers guidance](#) for more information.

Event Health & Safety Toolkit

Serious Incident Reporting and Investigation (SIRI)

The 'Serious Incident Reporting & Investigation' (SIRI) process is in place to ensure that we offer you a high level of support when a serious incident occurs during one of your fundraising activities. There will be an On-Call Manager available 24 hours a day 7 days a week.

A serious incident is a loss of life, a major event that is potentially life threatening, multiple casualties, fire, risk of mass national/local media reporting or extensive damage to property.

When escalating a serious incident, you should always try to contact your Cancer Research UK contact in the first instance. If you are unable to reach them then contact the On-Call Manager on

07900 914207

The Role of: Your Staff Contact or the On-Call Manager

When you report a serious incident to your Cancer Research UK staff contact or the On-Call Manager, they will ensure that it is escalated appropriately within Cancer Research UK. They will also support you by:

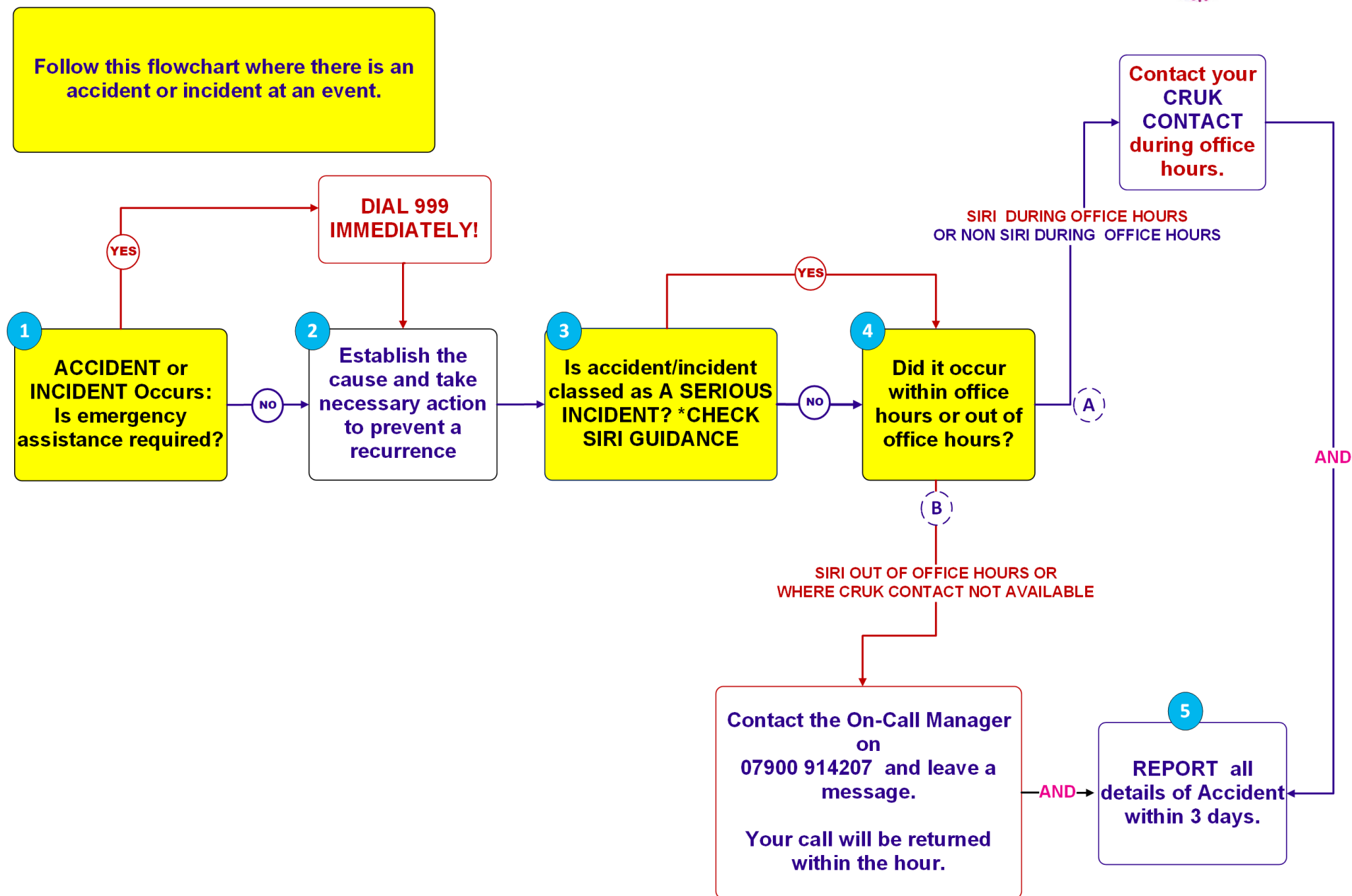
- being the central point of contact between Cancer Research UK, and you (Fundraising Group/Committee)
- contacting the press team (where appropriate) to organise press statements
- contacting the social media team to ensure that any reputational risks via social media channels are mitigated
- ensure that the query is escalated to the Head of Department etc. as appropriate
- providing you with further guidance and advice in regard to additional actions you may wish to take

Remember: if you are unable to reach your Cancer Research UK staff contact and you leave a voice mail for the On-Call Manager, they will return your call within one hour.

[The Risk Rating & Escalation Procedure](#) will help guide you in the escalation process. For further information, refer to the [Accident Reporting: Emergency procedures – Volunteers Guidance](#).

SIRI: Your role

Your role as the event organiser is to manage and bring under control any accident / incident or serious incident that may arise during your activity and ensure that these are escalated to Cancer Research UK where appropriate. In serious cases you may need to liaise with the venue, police and other local enforcing authorities and work with them to bring the situation under control safely.



Risk Rating & Escalation Table

		HEALTH & SAFETY potential for harm	REPUTATION Potential for harm	FINANCIAL Potential for harm	Response to Risk	ESCALATION PROCEDURE (SIRI)
LEVEL OF RISK , ACCEPTABILITY, & SEVERITY	High (Severe, Fatal) Unacceptable – Requires immediate action	Major or catastrophic incidents may involve: Loss of Life, Bomb threat, Terrorist attack, multiple casualties, assault, large scale fire	Local mass reporting National reporting	Serious damage to property i.e. damages to a venue where Cancer Research UK could be liable for a significant claim (over £10k). Cancellation causes significant financial loss and or liability to Cancer Research UK e.g. approx. £50k.	Substantial improvements in controls are necessary so that the risk is reduced to an acceptable level. The work activity must not commence or be halted until risk controls are implemented that reduce the risk to an acceptable level. If it is not possible to reduce the risk the work should remain prohibited or continued after obtaining approval from Cancer Research UK	Follow the SERIOUS INCIDENT and the ACCIDENT/INCIDENT Reporting Process. Escalate to your Cancer Research UK Staff Contact straight away; if unavailable contact the On-Call Manager on: 07900 914 207 Provide details of the accident/incident and actions taken to bring the situation under control
	Medium (Moderate) Requires Action	Serious incidents may involve an accident/incident that is potentially life threatening e.g. fire Injuries where health is impacted for 3 days +	Reporting within a restricted area/group	Damage to property e.g. Damage to a venue where liability could fall to Cancer Research UK and costs of claim may be moderate e.g. approximately £25,000 Cancellation cause moderate financial loss and/or liabilities e.g. Cancer Research UK liable for costs for venue hire, caterers etc. e.g. approximately £25,000	The risks should be lowered further, but the costs of additional risk reduction measures should also be considered. The risk reduction measures should be implemented within a specified timeframe. Arrangements should be made to monitor and ensure control measures are maintained.	
	Low (Minor) Acceptable	Minor incidents may involve: Minor injuries /incidents	Loss of reputation with volunteers and /or supporters attending the event	Anything below the amounts outlined in the 'Medium' & 'High' section	No further action is necessary other than to ensure current control measures are maintained	Group/ staff member to follow the normal Accident/Incident reporting process. any developments occur that increase the risk, manage / escalate as above

Cash Handling

There should always be two volunteers at events to count, record and agree the money taken. 'Volunteers' in this capacity should be responsible adults, over 18 years of age. The designated finance area should be separate, and ideally a lockable room. A record should be kept of how much money is given out as floats and how much is returned. Try to arrange for the money to be taken to a bank or building society regularly.

If out of hours: investigate the use of a bank's night safe for cash deposits. If this is not available, then find out if the venue has a safe where money can be stored until it can be banked. Money should only be taken home by volunteers as a last resort. The money must be hidden or locked away until it can be banked.

There are insurance requirements regarding the number of people that must accompany money after an event until it is banked:

Money Limit	Minimum number of people that MUST accompany money
Up to £3,000	1 person
£3,001 to £6,000	2 persons
£6,001 to £10,000	3 persons
Above £10,000	Professional security company (speak to Cancer Research UK staff contact)

Theft Prevention

- Use sealed branded buckets or collection tins to collect donations.
- Cash received should be collected, counted and recorded by at least two individuals, with one being a committee member.
- Cash must be counted in a secure environment and held in a secure place
- In the event of a theft taking place do not put yourself or others at risk, step away from aggressive behaviour and call the police.
- Inform the On-Call Manager if advice is needed (**07900 914 207**).
- Plan in advance how you will deal with money on the day
- Carefully record the amounts given out at the start as cash floats
- Reduce money with volunteers to minimum float levels frequently
- Income generated should be checked against items or services sold for reasonableness
- During the event keep extra money in a locked room, locked boot of a car or a safe if available.
- Try to arrange for money to be taken to a bank or building society regularly
- If out of bank opening hours, investigate the use of a bank's night safe for depositing cash.
- If a night safe or security company is not available and you must keep the money at home– keep the money hidden in a locked drawer, safe, cupboard or filing cabinet.

Children at Events

A child or young person is anyone under the age of 18. The safeguarding risk assessment must be completed if the event is aimed at children or it is likely that children will attend. It lists key controls to ensure you have suitable safeguarding controls in place.

This section lists some simple controls that can be put in place at the planning stages and during your event to keep children protected. For the purposes of this guidance a child and/or young person is anyone under the age of 18.

Wherever possible seek parental consent before children become involved in your cycling event and/or attend the event without a responsible adult.

This principle is very important for three reasons:

1. We can ensure that parents know where their children are and are happy for them to be involved in an event.
2. If children attend an event without their parents, we have a contact number for use in an emergency.
3. We get permission to use any media images e.g. photographs/video that the child or young person may feature in.

If your event also involves a fete or where it is likely that some children are likely to turn up without their parents, we understand that it will not be possible to get parental consent for every child. In these circumstances there will be sufficient safeguarding controls in place as long as this guidance is fully applied.

Wherever possible ensure that parents/carers or other responsible adults attend the events with children.

We should request that children and young people be accompanied by a parent, guardian or trusted responsible adult so that the responsibility for that child remains with them. However, there are many events where parents do not accompany their children, and this is especially true for older children. In these circumstances here are things you can do to safeguard children and young people as well as yourself:

- Make sure there are enough volunteers at the events to supervise the number of children.
- Make sure all the event volunteers know what their responsibilities are and what to do in case of an emergency.
- Endeavour to prevent situations where volunteers are completely on their own with a child.
- As far as possible encourage a responsible adult to drop off and later collect children.

If your event is solely for children and parents will not be in attendance always ensure there are a minimum of two adults at the event (and that the number of adults are in line with the adult/child ratios recommended by OFSTED).

This is very important because in the event of an emergency, while one adult can focus their attention to the child in question, at least one other adult is able to focus on the remaining children. Ideally at events with children there should be more than two adults so that the children can be properly supervised.

Based on the Day Care Regulations, OFSTED have issued guidance on the ideal minimum ratios for adults to children for children under 8 years old:

- 0 - 2 years old - 1 Adult: 3 Children
- 2 - 3 years old - 1 Adult: 4 Children
- 3 - 8 years old - 1 Adult: 8 Children
- Over 8 years old - there are no official guidelines on ratios for this age group, but a suggested guide would be 2 adults per group of up to 20 children.

Try not to get into a situation where you are alone with a child out of the sight or hearing of other people.

Although this can be difficult to achieve at all times, it is important to try to do everything possible as it minimises the chances of allegations being made about volunteers or staff and helps reduce the risk of children being harmed. There may be times when a child is ill or upset and needs to be consoled or looked after. If a child needs to be consoled in some way and it is appropriate to do so, do it in a way that you are both safeguarded, i.e. visible to others.

- **Wherever possible volunteers should be in twos throughout the event**
- **Only take photographs or film children at events with parental consent**

It is very important to get parental consent before taking children's photographs (or videoing children) at events. Parents may not want their children's photographs taken for a number of reasons and so their consent is essential before taking and using photographs of their children.

For photos of individuals or small groups, you need to obtain parental consent (via **Media Consent Form**). Please ensure to keep these forms secure and ensure they are only accessible to volunteers that need to see them and who have signed the **Volunteer Non-Disclosure Agreement**.

If you are taking more general photos of a whole event and are not taking photos of individual children, you do not need to get parental consent as long as the statement clearly displayed at all event entrances and throughout the venue.

Photo Statement

Photographers will be taking pictures & filming during the day. You and your children may be included, either intentionally or unintentionally, in posed and background shots. Please be aware that photographs & videos taken of the event by the photographers may feature you and your children. These photographs & videos may be kept in [insert name of committee] and Cancer Research UK event archives and used for news, fundraising and publicity purposes. Obtain references and checks on people and organisations that will be in charge of supervising children e.g. a lost children area or children's activities.

If adults are in charge of supervising children, make sure the appropriate checks have been carried out. The best way to confirm a person is suitable to supervise children is to see their DBS Check (Disclosure and Barring Check, formerly a CRB check). You can decide to accept previous DBS checks from other jobs as a measure of controlling the risk the person would pose to children at the event. Nurses, school teachers, leisure centre staff and scout/guide leaders will be DBS checked as part of their jobs so you may want to approach people from these professions for roles that may involve supervising children. When deciding if you will accept a previous DBS check consider the following:

- the length of time since the check was issued
- the level of check needed. There are 3 different types of levels. See the following website for more information
- the role the check was issued for
- the role that the person will be doing on the event day

If someone does not have a DBS check consider what alternative precautions you could take e.g. collecting references, using someone you know and trust and ensuring children are never left alone with just one adult.

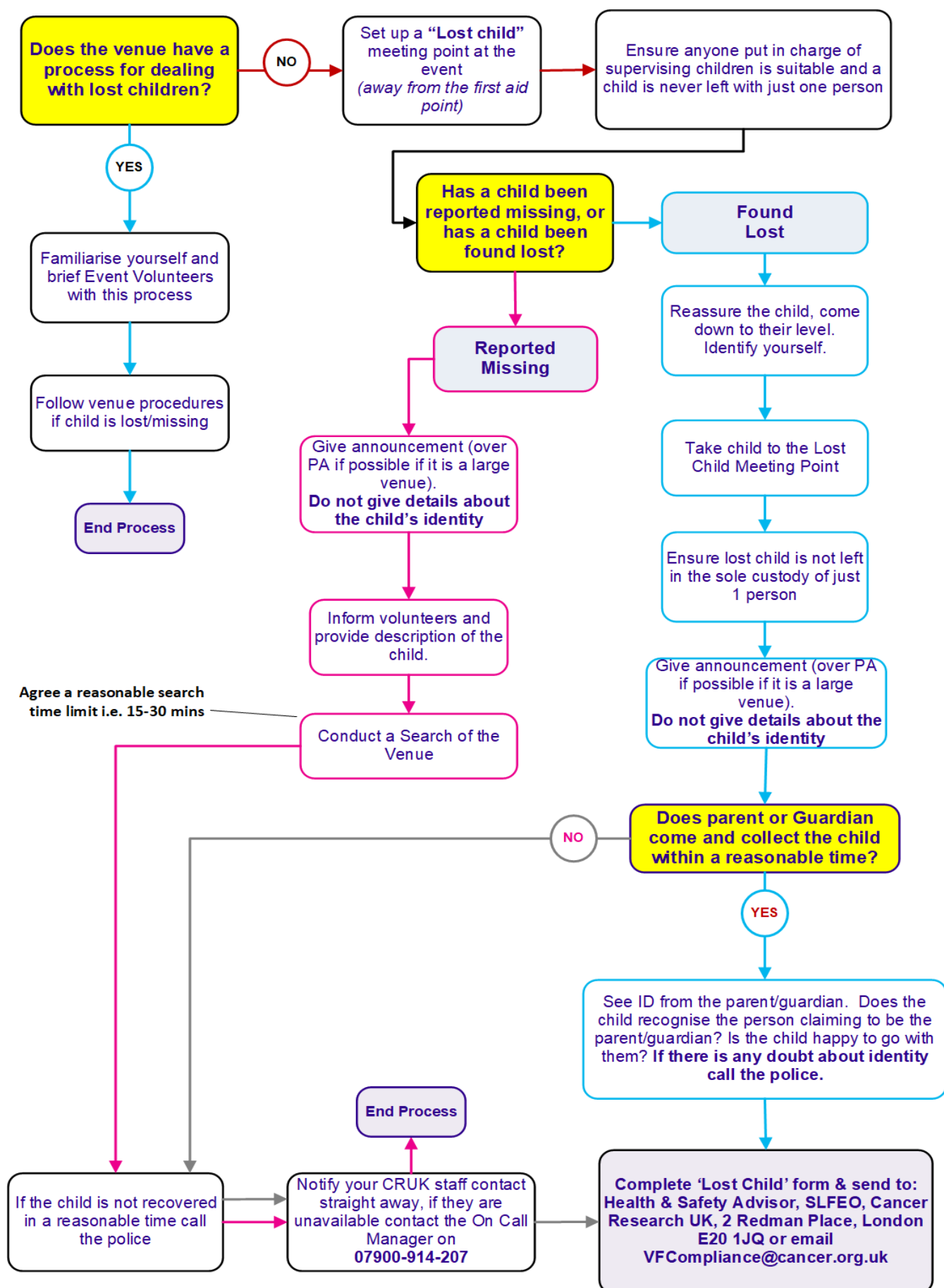
See the following websites for more information:

- In England, Wales and Northern Ireland: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- In Scotland: <https://www.mygov.scot/disclosure-types/?via=https://www.disclosurescotland.co.uk/>

Reporting concerns about the safety of a child

Ensure all volunteers assisting with the event are briefed on what they should do if they have any concerns about the safety of a child. If for any reason, there are concerns about the immediate safety of a child the police (999) must be called. Follow the lost child process in the event of a child getting lost at your event.

Lost Child Process



Confidential: Event Accident/Incident Reporting Form

Please note that the data collected on this form will be securely held on Cancer Research UK's database and will be held securely in line with the Data Protection Act 2018.

ACCIDENTS/INCIDENTS MUST BE REPORTED WITHIN 3 DAYS OF THE EVENT OCCURRING OR AS SOON AS POSSIBLE.

(S1) About the Accident/Incident Event							
Date:		Was this an accident or incident? (x)		Was there an Injury or injuries as a result? Y/N		Y	N
		Accident	Incident	If N, skip S3, and complete rest of form.		☐	☐
Time:		☐	☐				
Venue Location:				Accident /Incident Location:			
Weather Conditions if outdoors (x)	Dry	Cloudy	Sunny	Windy	Raining	Icy	Snow
	☐	☐	☐	☐	☐	☐	☐
Describe what happened: Please give as much detail as possible including events leading up to accident/incident people involved, in the box below, use the blank page at the end to enter in more information if required.							

(S2) About the Injured Person or Persons Involved					
Full Name:				Gender:	M F Age:
Home Address:					
Email Address:					
Injured Person Status:	Volunteer	☐	☐	Spectator / Visitor Other	
	Event Participant	☐	☐	member of the public	

This can be posted to:SFLEO; Health and Safety, 5th Floor, Cancer Research UK, 2 Redman Place, London E20 1JQ

Event Accident reporting form reviewed Jan-21

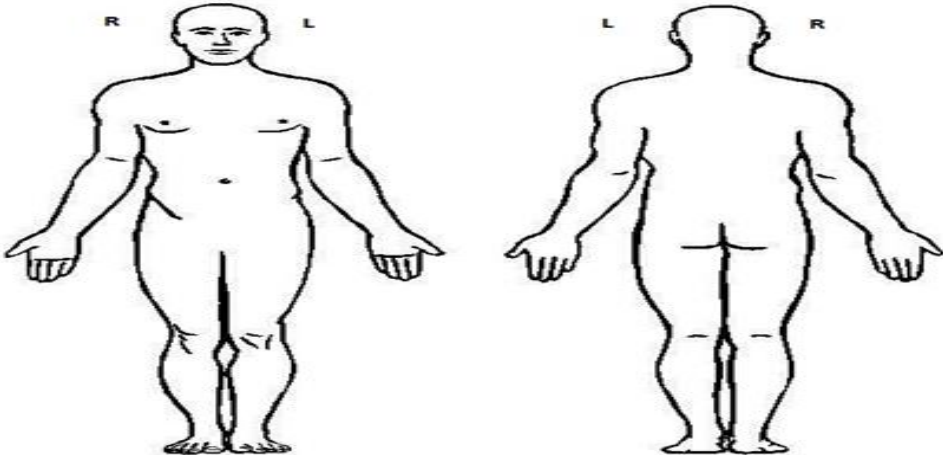
Confidential: Event Accident/Incident Reporting Form

Please note that the data collected on this form will be securely held on Cancer Research UK's database and will be held securely in line with the Data Protection Act 2018.

ACCIDENTS/INCIDENTS MUST BE REPORTED WITHIN 3 DAYS OF THE EVENT OCCURRING OR AS SOON AS POSSIBLE.

	Cancer Research UK Employee	☐		☐	Supplier / Contractor (please give name of company)	
After the Accident/Incident: did the person: (X)	Return to event		Went directly to hospital		Left the Event	

(S3) ABOUT THE INJURY: FILL IN THIS SECTION ONLY IF THERE WERE INJURIES SUSTAINED AS A RESULT OF THE ACCIDENT

What was the primary reason for the injury?	Slipped / tripped / fell		Fell from a height (how high?)	
	Hit by a moving or flying object		Hit by a moving vehicle	
	Hit or bumped into something fixed/stationary		Dehydration / heat exhaustion	
	Injured while lifting / handling/ moving		Burn	
	Collapsed due to ill health/felt unwell /fatigue		Other (please specify above)	
Injury Sustained (please circle the area of the body that was injured and tick the nature of the injury)			Abrasion / Graze	
			Bite	
			Bruise	
			Cut / Laceration	
			Dislocation	
			Fracture	
			Ill health / Disease	
			Sprain / Strain	
		Other (specify below):		

(S4) Emergency Services

Were any of the following called:	Police		Time of Call	
	Fire		Who made the call	
	Ambulance		Attendance time	

This can be posted to:SFLEO; Health and Safety, 5th Floor, Cancer Research UK, 2 Redman Place, London E20 1JQ

Event Accident reporting form reviewed Jan-21

Confidential: Event Accident/Incident Reporting Form

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ACCIDENTS/INCIDENTS MUST BE REPORTED WITHIN 3 DAYS OF THE EVENT OCCURRING OR AS SOON AS POSSIBLE.

	None – Not applicable	
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(S5) First Aid Provision & Witness Statement			
Name of First aider		Tel:	
First aid company used (Name):			
No. of Witnesses present:		Statement Taken Y/N?	
Witness Name(s):		Tel:	
Email address			

(S6) Event Organiser to Complete			
Name of Event Organiser		Contact Number	
Local Fundraising Manager			
Address		Email Address:	
Send the witness statement form (copy and send link) to witnesses so that they can complete. This will automatically be sent through to Compliance. https://survey.cancerresearchuk.org/crukwitnessstatementVF.aspx			

This can be posted to:SFLEO; Health and Safety, 5th Floor, Cancer Research UK, 2 Redman Place, London E20 1JQ

Event Accident reporting form reviewed Jan-21

Confidential: Event Accident/Incident Reporting Form

Please note that the data collected on this form will be securely held on Cancer Research UK's database and will be held securely in line with the Data Protection Act 2018.

ACCIDENTS/INCIDENTS MUST BE REPORTED WITHIN 3 DAYS OF THE EVENT OCCURRING OR AS SOON AS POSSIBLE.

This Page has been intentionally left blank for additional information.

Event Risk Assessment Guidance

Ensure you have read the Event Health and Safety Toolkit before proceeding.

The Event risk assessment contain prepopulated hazards and controls typically found at events such as runs and walks, cycling and swim (excluding open water) and specialist activities. You must ensure this risk assessment is a true reflection of your event by deleting hazards that are not relevant and adding hazards that need to be considered. This should be completed in conjunction with the Event Safety Plan. Assessments should be reviewed annually or sooner if something about the event changes.

Once you have carried out your risk assessment using this form, a copy should be sent to your Cancer Research UK Staff contact for the Compliance team to review.

After you have carried out your risk assessment, you should ensure that all Event staff and volunteers, and others who may be affected by the hazards (or are responsible for implementing control measures or need to know what controls are in place to manage hazards) are provided with the relevant information and training.

Combine the characteristics of your event (or elements)

Characteristics of your event	Low	Medium	High
Numbers of people expected to attend and or participating	0-200	200-499	500+
Bouncy Castles, and other inflatables		✓	
Fairground attractions (rides, etc)			✓
Where professional caterers are being used		✓	
Where Volunteer caterers are being used	✓		
Venue is high profile or of significant value (listed)		✓	
Animals are part of the event		✓	
Wild Animals are part of the event			✓
Is there a pond or swimming pool forming part of your event?		✓	
Scaffolding is being used as part of the event		✓	
Specialist vehicles are being used as part of the event (Fork lift trucks, mobile platforms, classic/vintage cars exhibition)		✓	
Celebrity in attendance?		✓	

Along with the overall type of event that you are having; the majority type of risk should provide you with the overall risk appetite for your event. For Example: A community lunch, is classed as a low risk event; however; they are using professional caterers which put it at medium risk, and the number of people attending is at 230. The overall risk appetite for this would be Medium Risk. **The assessment has outlined common specialist activities highlighted in Pink borders.** If you do not have any of these at your event, then **do not complete these sections.**

Event Risk Assessment Guidance

The **Risk Rating Table for activity**, will help you consider and calculate the risk after implementing control measures and decide on any further actions.

Risk Rating table for Activity				This is the risk rating table for each activity. Use this to determine whether the control measures in place are enough, or whether more needs to be done. If they are enough, enter the corresponding risk outcome in the risk column. If they are not, then, enter in additional measures in the any further action table, along with the corresponding risk rating.
Acceptability → Likelihood ↓	Acceptable	Requires Action	Unacceptable	
Not likely	Low	Medium	Medium	
Possible	Low	Medium	High	
Probable	Medium	High	High	

The following 2 tables have been combined in the risk assessment form and so are shown separately in the toolkit. They illustrate the action escalation event organisers should follow, and what the risks mean to Cancer Research UK. This is to help guide the risk impact of the **overall event activity rather than individual elements** within an overall event i.e. a street carnival, rather than the hotdog stand at the street carnival.

Risk Rating	Injury type	Cancer Research UK's Response to Risk	Event Organiser Action Escalation
Risk Impact: Low Severity: Minor, (Acceptable)	Minor injuries or ill health, where injured party resumes normal activities	No further action is necessary other than to ensure current control measures are maintained	Group/ staff member to follow the normal Accident/Incident reporting process. any developments occur that increase the risk, manage / escalate as above
Risk Impact: Medium Severity: Moderate Requires Action	Injury or ill health where injured party is impacted for 3 days or more	The risks should be lowered further, but the costs of additional risk reduction measures should also be considered. The risk reduction measures should be implemented within a specified timeframe. Arrangements should be made to monitor and ensure control measures are maintained. (SIRI)	Follow the SERIOUS INCIDENT and the ACCIDENT/INCIDENT Reporting Process. Escalate to your Cancer Research UK Staff Contact straight away; if unavailable contact the On-Call Manager on: 07900 914 207
Risk Impact: High Severity: Fatal, Major, Unacceptable	Severe injury, loss of life or multiple casualties	Substantial improvements in controls are necessary so that the risk is reduced to an acceptable level. The work activity must not commence or be halted until risk controls are implemented that reduce the risk to an acceptable level. If it is not possible to reduce the risk the work should remain prohibited or continued after obtaining approval from Cancer Research UK (SIRI)	

Event Risk Assessment Guidance

The risk implication table below illustrates the potential for Health and Safety, Reputational and Financial outcomes as a result of an accident/ incident at an event. This should be used to guide how to plan, manage and escalate accidents/incidents.

Risk Implication/Potential for Harm	H&S	Reputational	Financial
High	Major or catastrophic incidents may involve: Loss of Life, Bomb threat, Terrorist attack, multiple casualties, assault, large scale fire	Local mass reporting National reporting	Serious damage to property i.e. damages to a venue where Cancer Research UK could be liable for a significant claim (over £10k). Cancellation causes significant financial loss and or liability to Cancer Research UK e.g. approx. £50k.
Medium	Serious incidents may involve an accident/incident that is potentially life threatening e.g. fire Injuries where health is impacted for 3 days +	Reporting within a restricted area/group	Damage to property e.g. Damage to a venue where liability could fall to Cancer Research UK and costs of claim may be moderate e.g. approximately £25,000 Cancellation cause moderate financial loss and/or liabilities e.g. Cancer Research UK liable for costs for venue hire, caterers etc. e.g. approximately £25,000
Low	Minor incidents may involve: Minor injuries /incidents	Loss of reputation with volunteers and /or supporters attending the event	Anything below the amounts outlined in the 'Medium' & 'High' section

Events Risk Assessment

Name of Committee/Fundraising Group/ Event Organiser:			
Event Name: (if Not Relay)			
If Relay for Life: enter Relay Event here:			
Risk Assessor:			
Tick the box below to indicate overall risk category:			
Low ☐		Medium ☐	
Persons at risk from any event:	Suppliers, Staff, Members of the public, Participants, Supporters/Fundraisers.		

Date of Event:	
Date of Assessment:	
Date of Review:	
Assessment Updated by:	Health & Safety Team, 09/02/2021
Once completed send to the your CRUK Contact so this can be reviewed and feedback sent to you.	

Risk Rating table for Activity				This is the risk rating table for each activity. Use this to determine whether the control measures in place are enough, or more needs to be done. If they are enough, enter the corresponding risk outcome in the risk column. If they are not, then, enter in additional measures in the any further action table, along with the corresponding risk rating.
Likelihood/acceptability	Acceptable	Requires Action	Unacceptable	
Not likely	Low	Medium	Medium	
Possible	Low	Medium	High	
Probable	Medium	High	High	

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Using Suppliers/ Subcontracting: Risk of ill health and injury due to supplier incompetence or negligence.	1. Suppliers/subcontractors will operate in accordance with the current health and safety requirements and best practices 2. Committee will undertake supplier due diligence and only work with those who have passed all criteria on the Supplier Health & Safety questionnaire 3. Suppliers to have a minimum of £1million public and where necessary employer's liability insurance		
☐ Safeguarding and lost children Risks of abuse, and injury associated with children and vulnerable adults	1. Safeguarding risks are addressed in the Safeguarding Risk Assessment.		Refer to safeguarding risk assessment for further guidance

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Welfare facilities: Failure to provide toilet, hand washing facilities and water could result in illness and contamination of disease	1. Toilet facilities will be available within close proximity 2. If appropriate portable toilets will be made available on site 3. Water and refreshments to be provided where appropriate 4. Volunteers to be given regular breaks		• Volunteers reminded to bring water and refreshments.
☐ Fall from height: anyone working at height could suffer serious musculoskeletal injuries if they fall	1. Pre-use checks will be completed prior to using ladders to ensure it is appropriate and in good condition 2. Only ladders appropriate for the task will be used 3. One person to help/hold ladder steady		
☐ Environment & Hazardous waste: litter/fouling left on site causing adverse effects on the environment/ participants risk of diseases/ fire	1. The event site will be cleared of litter and signage after the event 2. If appropriate appoint a waste collector 3. If appropriate volunteers will be provided with protective gloves and / litter picker 4. Dog fouling disposed of appropriately		
☐ Vehicle movement: Risk of injury/ fatality or damage due to Collision with persons or property.	1. A suitable parking area will be allocated, and disabled parking bays provided in close proximity/easy access to the venue entrance 2. Marshals clearly identifiable in high vis vests will manage parking, crossing routes and direct participants to the event 3. Pedestrians will use the designated walk ways if this is not available then stake and tape/barriers will be erected to separate pedestrians and vehicles 4. If appropriate a vehicle curfew and maximum speed limit will be implemented or caution sign erected. 5. Signage provided to warn members of the public of the event 6. If appropriate committee to seek permission to close the road from the local authorities (for minor roads only)		
☐ Theft/Violence/ Antisocial behaviour Due to lack of storage facilities, money held on site, alcohol on sale.	1. Where necessary security personnel will be sourced 2. Participants and volunteers to take reasonable precautions with their property 3. If possible, a suitable area for storage will be allocate where volunteers may secure their belongings 4. Volunteers not to challenge and hand over donated cash in the event of a robbery 5. Dial 999 in an emergency		

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Insufficient First Aid Provisions: Accidents requiring urgent medical attention.	1. Ensure sufficient first aid cover is allocated for the event (seek advice from first aid provider if required) 2. Only organisations that have completed the Supplier Health & Safety Questionnaire will provide first response to injury 3. First aid location documented on the site map and signposted 4. Where necessary liaise with emergency services. Emergency service access and egress documented on site map 5. In the event of an emergency first aiders / committee will dial 999 6. Where appropriate mobile first aid cover will be provided to respond quickly to any injuries on route 7. All accidents to be reported to Cancer Research UK.		• First Aid Provider must agree to complete and return Cancer Research UK accident forms. • In any emergency, dial 999.
☐ Emergency Situations e.g. fire/bomb threat/medical emergency: Uncertainty on how to manage an emergency situation, which could lead to loss of life.	1. Ensure health and safety briefing is carried out for volunteers prior to the event. The briefing must cover the findings of this risk assessment 2. Event Safety Plan completed. 3. Participant briefing to be carried out prior to the event. 4. Volunteers made aware of what SIRI is and how to report. Contact Cancer Research UK staff to report the incident and for additional support. 5. Emergency contact details have been shared with the volunteers 6. A contingency plan will be created to deal with emergencies (fire, bomb threat medical) with considerations made for people with disabilities.		• If a venue has been sourced find out what the venue emergency arrangements are and align control measures with venue, especially if there are disabled persons on the premises.

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Slips, trips and falls Anyone may suffer injuries such as fractures or bruising if they slip e.g. on spillages or trip over objects.	1. Ensure pathways, emergency routes and high traffic areas are cleared of any obstructions/rubbish, and spillages are mopped up. 2. Committee will liaise with venue owner regarding site specific hazards such as loose track edging etc. 3. Plan event location as to avoid where possible uneven ground, 4. Changes in floor levels and other trip hazards removed/fenced off/ highlighted 5. Equipment cables will be rerouted away from high traffic areas and covered with appropriate cable runs 6. When using tents / marquees, ropes and stakes will be secured and easily identified/fenced off where possible 7. Suitable lighting will be provided or sourced if needed 8. Participants and volunteers reminded to wear appropriate footwear and are made aware of any known hazards.		• Event site will be checked for obvious hazards 24 hours prior
☐ Gas & Electricity e.g. Lighting, PA systems, LPG: Risk of electrical shock/burns/ explosions/fire from faulty equipment /installation.	1. Ensure electrical equipment is in good working order prior to use. Equipment will be checked for damage, burn marks or fraying cables 2. Damaged equipment will be taken out use 3. Suppliers to confirm portable appliances tests and gas safety certificate are in date 4. Appliances will be suitable for the environment and the appropriate level of protection will be incorporated e.g. battery powered, reduced voltage, RCD 5. Suppliers carrying out installations will be competent 6. Generators will be positioned in a well-ventilated location outside, out of public routes and not adjacent to any marquees 7. Flammable liquids will be kept separate from sources of ignition and the general public.		• For Pyrotechnics e.g. fireworks please speak to your Cancer Research UK staff contact straight away before proceeding.

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Crowd Control: Insufficient control of participants and or spectators resulting in crushing injuries.	1. Site capacity will not be exceeded (committee will check site capacity with the venue) 2. Where appropriate barriers/stake and tape/fencing will be erected to separate members of the public from the participants 3. A suitable start and finish area that can accommodate the participants (and dogs where applicable) will be allocated 4. A nominated volunteer will monitor crowd levels and use PA system/megaphone to disperse crowd if required 5. A staggered start time will be used to reduce the risk of collisions and injury 6. Ensure adequate sanitary and refreshment facilities are available 7. Marshals placed along the route to monitor and guide participants		•
☐ Manual Handling: Inappropriate lifting techniques used resulting in a musculoskeletal injury.	1. Volunteers will follow the manual handling guidance available at: http://www.hse.gov.uk/msd/manualhandling.htm 2. Event organisers must take into consideration individual capabilities and provide help where required. 3. Volunteers will not take part in manual handling activities if they have any pre-existing injuries or do not feel physically able to do so 4. Where appropriate a trolley will be used to move heavier objects that cannot be broken down into lighter loads		• Where load is too heavy, ensure people ask for help.
☐ Adverse Weather: Wet/icy/windy conditions could increase the risk of an accident.	1. The weather will be checked in the weeks leading up to the event and on the event day 2. Participants will be advised to bring appropriate clothing and footwear 3. The event will be postponed if weather conditions are deemed to pose a risk to participant safety		•
☐ Adverse weather (extreme heat): Fatigue and Dehydration – Participant exertion/warm weather.	1. Participants will be required to bring along sufficient water supplies and encouraged to take regular breaks to rehydrate 2. Participants will be encouraged to wear sun block/cream. 3. Participants reminded to wear appropriate clothes considering the weather 4. If at any time during the event a participant feels unwell, they must immediately stop and seek medical advice		•

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Demountable Structures e.g. Staging/ Gantries/ Marquees - Collapse of structures, slips & trips, hit by falling objects.	- Weather checks carried out prior to and during the event, if wind speeds exceed safe limit then the structure will be taken down/closed (follow manufacturers guidance) - Competent person will be responsible for set up and de-rig of structures and will make checks on event day - Committee to ensure competent supplier is selected using the Supplier Health & Safety Questionnaire - Copies of contractor's risk assessments and method statements to be provided and checked prior to the event		
☐ Food and Beverages: Ingestion of unsafe food management practices could in Salmonella, E. Coli or Norovirus, causing ill health. Hot food/drinks could cause injury to persons holding them.	- Volunteers made aware of the Food Standard Agency Guidelines - Outsourced catering companies will follow a documented food safety management system such a Hazard Analysis Critical Control Point (HACCP) or Safe Food Better Business and their employees will hold a current food hygiene certificate - Caterers to complete the H&S Vetting Form - Allergen information and disclaimer will be on display - First aid available to treat burns, allergies etc.		
☐ Communication: Poor communication arrangements could result in slow reactions when dealing with incidents and emergencies.	- All communication systems (radios, mobiles, PA systems) will be checked to ensure they are in good working order - Volunteers will use mobile phones to communicate - If appropriate volunteers will use megaphone/PA/radio's - Sufficient numbers of volunteers to be present on the day		Volunteers to be easily identifiable as Cancer Research UK.
☐ Cash Collections and Security: Volunteers placed at risk of injury due to theft, mugging and insufficient cash handling procedures.	- Volunteers collecting will have a mobile phone or radio and the details of who to contact in case of an emergency - Money will be collected in sealed containers - Cash received will be collected, counted and recorded by at least two individuals - Cash will be held in a secure environment - No one will hold or transport more than £3000 when alone - Money will be banked within 48 hours where this is not possible e.g. public holidays then cash will be held in a secure environment until it can be banked on the next working day		Chair to be aware of guidance in the accounting for fundraising group's handbook.

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Working at Height: Anyone working at any height e.g. changing light bulbs, cleaning windows, putting up decorations, could suffer injuries should they fall.	1. Visual check of ladder to ensure it is not damaged before use. 2. Step ladder available to be used for working at height. 3. One person to hold ladder steady if required.		•
☐ Fire: Anyone within the vicinity could suffer the risk of serious or fatal injury from smoke inhalation or burns.	1. A method of raising the alarm will be established prior to the event and communicated to volunteers 2. Where Smoking is not permitted, volunteers will ensure this is observed 3. All entrances and exits will be checked and kept clear at all times including any marquees 4. Escape routes will be kept clear of any obstructions by volunteers carrying out site checks 5. Ensure purchased marquees are made of fire-retardant material 6. Vehicles and stall holders must have appropriate fire extinguishers for their trade 7. Ensure purchased marquees are made of fire-retardant material 8. Relay for Life Committee to monitor candles during candle of hope ceremony 9. Candles not placed next to combustible material 10. Fire extinguishers within or in close proximity where possible 11. Emergency evacuation arrangements example – a. If a fire is detected a coded announcement will be communicated over radio to allow volunteers to take up their evacuation positions. The attendees will be alerted by {insert here e.g. air horn, PA etc.} and told to make their way to nearest exits, volunteers will usher/direct the crowds enabling them to make their way to the fire muster point. b. The event organiser will call the fire brigade via 999. Re-entry to the site is strictly prohibited until the all clear has been given by the fire brigade, the event organiser will communicate this to the attendees (in such cases the event may need to postpone/cancel).		• Ensure fire briefing is conducted prior to event. • Where hiring a venue align fire procedures with the venue for the event.

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
☐ Illness and disease: Anyone within the vicinity could suffer the risk of contamination/ or contract illness/ disease from group settings, specifically Coronavirus and other infectious illnesses	- General Hygiene measures must be followed; as outlined on the NHS and government website at all times to reduce the risk of infection NHS Hygiene Link - where a person shows signs of illness, advise they cease activity and contact their g.p. or NHS on 111 - volunteers and committee members to inform CRUK Contact where they are unwell to carry out any activity. In relation to COVID-19: - Follow Government and NHS guidance in relation to Coronavirus at all times Government Coronavirus FAQs Link NHS Coronavirus Link - Provide hand washing/ sanitisation facilities (gel etc.) for attendees at an event - Clean equipment that is touched regularly, e.g. collection buckets. - Follow social distancing guidance and display signage to encourage and remind people on the day. - Encourage the use of face masks in small spaces or where social distancing is not possible. - Keep event people numbers under control, implement a safe queueing process. - Volunteers and committee members to inform CRUK contact or on call manager of any other person they have been in contact with as a result.	Medium	- Follow NHS guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ - Where appropriate, display the “Catch it, Bin it, Kill it” poster in or around welfare facilities on the day.
☐ Other (add any other significant hazards here)	1.		

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
SPECIALIST ACTIVITIES ONLY			
☐ Bucket, and or goblet collection activities and street busking activities Only Anyone within the vicinity could suffer the risk of contamination/ or contract illness/ disease from group settings, specifically Coronavirus and other infectious illnesses	1. Hand protection to be used (I.e. gloves), when handling physical cash 2. Goblets and buckets to be regularly cleaned 3. Adhere to social distancing guidelines 4. Overcrowded or busy places to be avoided or adhere to social distancing guidelines where not possible to avoid. 5. Face coverings may be provided to collectors (where absolutely needed) 6. Collectors and volunteers to be mindful of their own welfare 7. Consider the use of contactless machines to minimise the risk of handling physical cash (tap and pay)		• Check on the day whether welfare facilities are available (food , hand washing facilities), if not carry handsanitiser where this is not feasible.
☐ Cycling Events Only Participants could suffer injury or illness through weather conditions, dehydration, and general fitness.	8. Participants will be required to bring along sufficient water supplies and encouraged to take regular breaks to rehydrate 9. Participants will be encouraged to wear sun block/cream. 10. Participants reminded to wear appropriate clothes considering the weather 11. If at any time during the event a participant feels unwell, they must immediately stop and seek medical advice 12. Participants are advised to ensure they are fit enough for this type and distance of ride. 13. Participants have been advised to maintain hydration levels at all times and carry sufficient water to provide adequate hydration during long intervals between fill up opportunities throughout the ride. 14. Water and food are available at varied points along the route. 15. Participants unable to continue Where needed support vehicles/back markers will relay information and support any struggling participants. Lead support vehicle/front marker will relay any new hazards back to other support vehicles. 16. Participants required to wear a helmet and appropriate cycle gear will be recovered by suitable arrangements		•
☐ Failure of Bike mechanical (Cycling events only) parts – Resulting in an accident or participant left stranded	1. Recommend items to bring to the event e.g. bike repair kit, mobile, helmet, clothing, footwear, bike lights, food & water 2. Encourage participants to get a full service on their bike prior to the event and to carry out a final bike check on the day 3. Support vehicles on hand		•

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
SPECIALIST ACTIVITIES ONLY			
☐ Lost people including participants and Children on fun runs and walks type events : Road closures, changes to route or unclear directions could result in people getting lost Overcrowding: children and vulnerable adults could get lost amongst large crowds Lost children and risks associated with safeguarding	- Information on any road closures or road works will be requested from the local authority and highways agency prior to event where applicable - All participants given emergency contact numbers - Last support vehicle will carry out a sweep of the route to ensure no one is left behind and numbers are accounted for - Where possible signage and route markers placed along the way and participants provided with a map of the route - Safeguarding risk assessment completed - Follow the Lost child process		Follow guidance on Children at Events (for events aimed at under 18's). Refer to Safeguarding Assessment for further guidance and support
☐ Activities involving water or near water Anyone could suffer from physical injury, contamination and illness/disease, or Fatality due to drowning, or slippage	- Where events are at swimming pools: - Swimming pools will have an easy, safe means of entry and exit from the water e.g. steps, ladders or ramps which are anti-slip - Lifeguards will hold a National Pool Lifeguard Qualification (NPLQ) - Ensure event rules are suitable for any water type event - Ensure participants are fit/competent to participate. - Where event is in or near open water (Including lakes and ponds) - where there is a lightning storm, event to be stopped and if necessary cancelled - where flooding is imminent, use alternate route or stop event - if necessary – ensure area is cordoned/blocked off		

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
SPECIALIST ACTIVITIES ONLY			
☐ Activities Involving animals Only Anyone could suffer from contamination and illness/disease, injury or fatality due to animal faeces Anyone could suffer injury due to animal bites Anyone could suffer an allergic reaction to animals This includes Dog any other animal walks, Ride for Life/Ride for Research	7. Check with participants and event organisers that no one is allergic to animals. Where there is an allergy, it is not recommended they participate. 8. Ensure owners are reminded as part of event rules to be in control of their animal (i.e. keep their animal on a lead, wear a safety harness etc) at all times. 9. Ensure where children are participating; No child to be left alone with an animal. 10. Inform group at start of walk if any part of the route is to be shared with the public keep to one side of the path. 11. Take care when crossing any roads 12. Keep nervous participants away from animals, and warn owners about nervous participants 13. Where the animal is antisocial (doesn't get on with other people or other animals) warn owner about the event and ensure owner keeps animal in check. 14. Where animal displays aggressive behaviour advise owner to keep a safe and suitable distance from the rest of the group. 15. Ensure dog walking participants carry poop bags, and that they are disposed of in an appropriate waste disposal facility. 16. Ensure hygiene wipes or sanitisers are available, or ensure participants carry this as part of event rules. 17. For animal riding related events: ensure participants are advised prior to riding: not to wear jewellery, in particular rings and earrings, long hair being tied back, and they are wearing suitable protective riding gear		• Where it is a major injury; inform CRUK Contact or on call manager and follow CRUK accident procedures.

Events Risk Assessment

What is the Hazard & how it could happen? (tick box if it applies) what could cause harm and how	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	Risk after controls are in place Low, Med, High	Any further action to be taken
SPECIALIST ACTIVITIES ONLY			
☐ Genetic Taste Testing Activity Only: Anyone involved in participating in the genetic taste could be subjected to potential toxicity if they put too many strips in the mouth at once, or do not have the dexterity or competency to undertake the activity.	1. Technique will be supervised by either experienced scientists or CRUK staff. Staff/scientists carrying out this demonstration to be briefed to explain each stage of the demonstration more clearly and ensure their instructions are being correctly carried out. 2. Precautions taken to ensure minimum numbers of taste strips and materials are on the display table, and spares are kept out of sight of participants 3. Activity not to be left unattended at any time. 4. Strips have been purchased from the manufacturer Timstar, who provide them specifically for school education purposes. 5. Participants to be told to take/given only one taste strip each. 6. Public participation in any part of the activity to be limited and only under supervision of researcher/CRUK staff member. 7. Participants with mental/Physical impairments to be provided with more assistance. 8. Participants advised to just put one strip on the tongue and not to let go of it. 9. CRUK staff member to brief all leading the activity to ensure all used taste strips are disposed of in the household waste and that participants are not permitted to take any away with them. Alternatively, If the hosting venue is unhappy with this method of disposing of the taste strips, they can be returned to a Research Engagement Manager for safe disposal in the CRUK Centre labs. 10. In case of swallowing or choking on a taste strip seek first aid assistance immediately and consider calling 999 if advised to do so by the first aider.		• Reduce to smaller groups where people that are mentally/physically impaired

Event Safeguarding Assessment

Name of Committee/Fundraising Group/ Event Organiser:		Date of Event:	
Event Name:		Date of Assessment:	
Event Address:		Date of Review:	
Risk Assessor:		RA Updated by:	Health & Safety
What is the overall risk category of the event? Tick the appropriate box below: Low ☐, Medium ☐, High ☐		Review Date	19/02/2021
Persons at risk from any event:	Under 18s, Vulnerable persons		
IN ALL CASES	ENSURE CRUK CONTACT OR ON CALL MANAGER INFORMED WHERE INAPPROPRIATE ACTIVITY IS DISCOVERED		
The Safeguarding assessment is a tool that helps you to plan and take appropriate action to protect the health, wellbeing and human rights of children and vulnerable adults, thereby enabling them to attend, work and participate at our events; free from harm, abuse and neglect. Children are defined as anyone under the age of 18. Vulnerable Adults are defined as anyone over the age of 18 that are unable to protect themselves against significant harm or exploitation due to a variety of reasons of which some might be visible (i.e. age, disability) and some of which are not always visible until a situation arises. The assessment contains prepopulated hazards and controls typically found at most events. Ensure this risk assessment is a true reflection of your event by crossing out hazards that are not relevant and adding hazards that need to be considered. This should be completed in conjunction with the Event Safety Plan and Risk assessment. Assessments should be reviewed annually or sooner if something about the event changes. Once you have carried out your risk assessment using this form, a copy should be sent to your Cancer Research UK Staff contact for the H&S team to review. After you have carried out your risk assessment, you should ensure that all Event staff and volunteers, and others who may be affected by the hazards (or are responsible for implementing control measures or need to know what controls are in place to manage hazards) are provided with the relevant information and training.			

Event Safeguarding Assessment

What is the Hazard & how it could happen? what could cause harm and how (tick box if it applies)	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	What else can be done to minimise the risk of harm on the day? (Cross out what does not apply, and add additional control measures where applicable)
☐ Physical, and emotional Harm to individual could occur in any of the following circumstances: • They left the event without appropriate supervision, • they got lost, separated or kidnapped • they are in an area away from the main event	1. Event information states that children should be supervised by their parents/legal guardians or someone over 18 with parental/legal guardian permission 2. If children come to the event without parents/legal guardians (e.g. to a disco for teenagers), parental permission and emergency contacts are collated 3. If there is no permission do not allow entry 4. Event information is clear about age limits (if appropriate) 5. Children participating in the event (if applicable) are required to have signed permission from their parental/legal guardian 6. Ensure premises are manned; ask if they are being picked up or how they are getting back 7. Transport/pick up arrangements are made in advance 8. Ensure separate welfare facilities are available	• Lost child process to be followed (outlined in the Event H&S toolkit) • Identify event/children's entertainment area clearly and transparently • Identify a 'meeting point' at the event (where appropriate) • Emergency contact information for children's events is collated (where appropriate) • A point of contact at the event is identified for emergencies • Event participants have an emergency number to call • If a child cannot be found after searching the venue contact the police (999) • Check welfare areas periodically by volunteers in pairs • Provide supervision in welfare areas where necessary
☐ Physical, and emotional Harm to individual could occur in any of the following circumstances: • Failure to provide adequate supervision (Adult to child ratio) • Volunteers unidentifiable • Lack of Training for volunteers on Safeguarding issues	1. Follow Ofsted Guidance: 1 adult to 8 children (3-8 yrs. old), and 2 adults per group of 20 (8yrs and over). 2. Ensure all volunteers are registered with CRUK 3. Volunteers to wear identifiable Branded clothing 4. Ensure all volunteers have been briefed on how to respond to concerns reported by a member of the public 5. Ensure overview of safeguarding and the specific risks at the event, and inform volunteers of control measures, emergency contacts and key personnel	• Where security has been hired or volunteers are manning entrances/exits, ensure they are aware of this risk assessment, and (where applicable) that uninvited persons are denied entry.

Event Safeguarding Assessment

What is the Hazard & how it could happen? what could cause harm and how (tick box if it applies)	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	What else can be done to minimise the risk of harm on the day? (Cross out what does not apply, and add additional control measures where applicable)
☐ Verbal and emotional abuse due to Exposure to inappropriate content (Children exposed to unsuitable entertainment (e.g. adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds)	1. Ensure children are supervised by their parents/legal guardians or an over 18-year-old with parental/legal guardian permission 2. Restrict access to certain areas/premises 3. Create family friendly environment	• Volunteers and CRUK Supporters to be vigilant • Everyone to report any behaviour that causes concern
☐ At risk of exposure to criminal or sexual predators due to data breach or data loss, or inappropriate gathering of personal information of an individual	1. Do not remain in contact with a child after the event 2. Do not keep files with personal data at home 3. Do not collate personal information unless required for emergency and accident/incident reporting. 4. Do not store personal information after the event unless explicit permission has been provided to do so. 5. Destroy personal information securely If this cannot be done, please send through to your CRUK Contact for disposal.	• Where there is a data breach, inform your staff contact or the on-call manager straight away. • For participant events only: Permission is given on entry forms for data to be collected and used for communication around the race. All paper copies of entry forms are disposed of securely after the event. Where not possible send through to your CRUK Contact for disposal.
☐ At risk of exposure to criminal or sexual predators (environment conducive to grooming)	1. Staff and Volunteers should know: a. The amount of people attending the event. b. Who children's entertainment providers are. c. Who photographers are. d. Who suppliers are. 2. Confirm identity on arrival, issue passes and ensure they are worn during the event 3. Restrict access to certain areas where possible 4. Ensure children's entertainment area is clearly marked/designated	• Where there are lockable rooms, ensure these are regularly checked by volunteers in pairs.
☐ At risk of exposure to criminal or sexual predators due to Media taking photos/video or interviewing children	1. Seek parental permission for photos/videos, interviews to be taken and used for CRUK publicity. 2. Keep personal information to a minimum 3. Check how photos/video or interviews will be used, where published	• Written permission obtained for photos to be taken/used for publicity.

Event Safeguarding Assessment

What is the Hazard & how it could happen? what could cause harm and how (tick box if it applies)	What measures have been taken to reduce the risk of harm/damage? (Cross out what does not apply)	What else can be done to minimise the risk of harm on the day? (Cross out what does not apply, and add additional control measures where applicable)
☐ Physical/Verbal, and emotional abuse due to exposure to dangerous or inappropriate behaviour (e.g. strong or offensive language, violence, bullying, substance misuse) where child/ vulnerable person has attended an event without supervision	- Event information states that children should be supervised by their parents/legal guardians or someone over 18 with parental/legal guardian permission - If children come to the event without parents/legal guardians (e.g. to a disco for teenagers), parental permission and emergency contacts are collated - Event information is clear about age limits (if appropriate) - Children participating in the event (if applicable) are required to have signed permission from their parental/legal guardian	Where security has been hired or volunteers are manning entrances/exits, ensure they are aware of this risk assessment, and (where applicable) that uninvited persons are denied entry.
☐ Physical/Verbal abuse, and illness due to purchasing or consuming alcohol	- Ensure children are supervised by parents/legal guardians or an over 18-year-old (with parental/guardian permission) at all times - Ensure bar area is clearly designated - Restrict access - Ensure there is clear signage about laws in relation to children and alcohol	- Use the challenge 25 approach when serving alcohol. (Ask for ID if they appear to be younger than 25) - Remind adults they are responsible for their children
☐ Physical/Verbal, and emotional abuse due to exposure to dangerous or inappropriate behaviour Child/Vulnerable person turning up for an event inappropriate for their age	- Include age restriction information on event materials where appropriate - Provide "entry by invitations only" where appropriate - Avoid mixing very different ages (11 to 17) in events for children where there is no immediate parental supervision - Avoid running late night events where children may be present without supervision - Do not allow the child access to the event. Ensure they have a safe way of getting home. Contact a parent or legal guardian if required. - Volunteers to work in pairs - Ensure the event/children's entertainment area is clearly designated, marked.	- Check there are no lockable rooms, the area is open and easy to monitor and supervise - If there are lockable rooms/units (e.g. toilets) ensure these are regularly checked by volunteers (they should be in twos) - Try and be within sight and hearing of others when with a child on your own - Be vigilant and report any activity that causes concern.
☐ Other issues		

Confidential: Events Lost Child Form

Event Name:		Event Address:	
Name of individuals who dealt with the incident			
Date of Event		Time of Event	
Information about the Incident			

Name of Child:				Parents/ Legal Guardian Name:			
Contact Telephone number of parent/Legal Guardian				Verification of Identification:	☐ Passport	☐ Driving Licence	☐ Identification by child
Time Collected:				Were the police contacted? (Y/N)	☐ Yes		☐ No
Signed:(legal guardian)				Print Name: Legal guardian			

Comments
Please send completed forms through to VFCompliance@cancer.org.uk Please note that the data collected on this form will be securely held on Cancer Research UK's database and will be held securely in line with the Data Protection Act 1998

Event Safety Plan

Event Details		
Event/Activity name:		
Committee name:		
Date of Event:		
Venue/Location:		
Number of people expected to attend:		
Person(s) with overall responsibility for the event and any decisions regarding postponing/cancellation?		
Cancer Research UK Staff Contact:		
Serious Incident Reporting (SIRI) Contact: Please contact your Cancer Research UK staff contact in the first instance, if you are unable to get through then call the on-call manager for serious incidents.	On Call Manager	07900 914 207

Cancer Research UK Event Procedures			
Has an event risk assessment been completed for the event, or if using a 3 rd party supplier, have they provided risk assessments for the event?	Yes ☐	No ☐	N/A ☐
Has your Cancer Research UK staff contact checked the risk assessment and provided feedback?	Yes ☐	No ☐	N/A ☐
If children and young persons are expected to attend the event, has a safeguarding risk assessment been completed, and lost child process communicated to suppliers and volunteers?	Yes ☐	No ☐	N/A ☐
Have emergency plans been created for medical emergencies, fire, adverse weather and bomb threats?	Yes ☐	No ☐	N/A ☐
Have emergency arrangements been communicated to suppliers and volunteers (and participants where appropriate) prior to the event starting on the day? this includes on the day pre event briefings.	Yes ☐	No ☐	N/A ☐
If you have any additional information to add: please enter it below:			

Event Safety Plan

For all Suppliers: please refer to the Event Safety and legal toolkit where you need templates and further guidance.			
Supplier vetting forms completed and current? it is important that your suppliers have completed a vetting form prior to the event. For more information as to the frequency of this, please refer to the event safety toolkit – Supplier vetting section.	Yes ☐	No ☐	N/A ☐
Insurance: have insurance certificates been supplied, and are they in date?	Yes ☐	No ☐	N/A ☐
Booking of Suppliers and Venues: Has booking been confirmed and have you received confirmation inclusive of hire terms etc?	Yes ☐	No ☐	N/A ☐
Is there a contract in place?	Yes ☐	No ☐	N/A ☐
Where there is a contract in place: Has the contract been reviewed, signed and returned to the venue? (see Event Legal toolkit for guidance)	Yes ☐	No ☐	N/A ☐
Where there is not a contract in place: have you issued a Hire letter/email to the supplier confirming Cancer Research UK's responsibilities? (see Event Legal toolkit for guidance)	Yes ☐	No ☐	N/A ☐
Licencing and Permissions: are the appropriate licences and permissions for your event secured and confirmed?	Yes ☐	No ☐	N/A ☐
Residents and Noise: Where noise could potentially be an issue for residents; have you ensured that either; local communications gone out to residents who could potentially be affected by the noise, or local council permits have been applied for and approved for your event?	Yes ☐	No ☐	N/A ☐
Instructions on use of Equipment and Handover on the day of the event: where renting services or goods from a supplier, have the provided suitable and sufficient handover instructions, training and or associated documentation or certification with the service or goods you are renting (applicable to goods such as bouncy castles, pop up gazebos and marquees etc) as well as confirmation that the goods/services are safe for use?	Yes ☐	No ☐	N/A ☐
If you have any additional information to add: please enter it below:			

Event Safety Plan

Venue: is this section applicable to your event? If no , please go onto the Next section	Yes ☐	No ☐	Enter Supplier details		
			Who is responsible for this contract?		
Venue Details	Confirm (Y/N/NA)			Additional Information	
Is the venue big enough to accommodate the number of attendees, participants, volunteers and suppliers? (please state venue capacity in the additional information section)	Yes ☐	No ☐	N/A ☐		
Do you require keys for access to venue and have arrangements been made for collection/return?	Yes ☐	No ☐	N/A ☐		
Is the Venue/Event suitable for People with Disabilities and Wheelchair Users?	Yes ☐	No ☐	N/A ☐		
Has the risk of noise to local residents been reviewed and managed accordingly?	Yes ☐	No ☐	N/A ☐		
Are there sufficient emergency exit routes? Are these clearly signed?	Yes ☐	No ☐	N/A ☐		
Ground able to support loads placed on it? (think soft ground, covered pits / tunnels)	Yes ☐	No ☐	N/A ☐		
Have all trip hazards been identified and either removed, fenced off or marked e.g. signage/hazard tape?	Yes ☐	No ☐	N/A ☐		
Is there provision for mains water, and is it accessible?	Yes ☐	No ☐	N/A ☐		

Car Parking & Traffic Management: is this section applicable to your event? If no , please go onto the Next section	Yes ☐	No ☐	Enter Supplier details		
			Who is responsible for this contract?		
Car Parking Details	Confirm (Y/N/NA)			Additional Information	
Can the car park accommodate the number of vehicles expected?	Yes ☐	No ☐	N/A ☐		
If necessary, has permission been sought to use the car park?	Yes ☐	No ☐	N/A ☐		
Will the car park be signposted?	Yes ☐	No ☐	N/A ☐		
Will there be stewards in hi vis on duty to supervise the parking of cars?	Yes ☐	No ☐	N/A ☐		

Event Safety Plan

Car Parking and Traffic Management Details	Confirm (Y/N/NA)			Additional Information
Is there a charge for parking? Who collects this?	Yes ☐	No ☐	N/A ☐	
Are vehicles and pedestrians segregated to ensure safety?	Yes ☐	No ☐	N/A ☐	
Is allocated parking available for people with disabilities and wheelchair users?	Yes ☐	No ☐	N/A ☐	
Are plans in place to manage general vehicle movement at the event?	Yes ☐	No ☐	N/A ☐	
Can emergency vehicles easily access the site?	Yes ☐	No ☐	N/A ☐	
Have you consulted with the police and local authority if any part of the event will take place on public highways?	Yes ☐	No ☐	N/A ☐	

First Aid/Medical Provision: is this section applicable to your event? If no, please go onto the Next section	Yes ☐	No ☐	Enter Supplier details	
			Who is responsible for this contract?	
First aid Details			Confirm (Y/N/NA)	Additional Information
Is the first aid provision suitable for the event? (numbers and type)			Yes ☐ No ☐ N/A ☐	
Are First aiders sourced from a recognised provider such as St John Ambulance, British Red Cross or St Andrew's Ambulance, local ambulance service?			Yes ☐ No ☐ N/A ☐	
Emergency services within close proximity?			Yes ☐ No ☐ N/A ☐	

Other Facility/Resource	Applicable to event?		Supplier Details If managed by committee, enter committee details	Who ^(Committee) manages arrangements and contract?
Amusement/attractions (fun fair rides etc)	Yes ☐	No ☐		

Event Safety Plan

Other Facility/Resource	Applicable to event?		Supplier Details	Who ^(Committee) manages arrangements and contract?
			If managed by committee, enter committee details	
AV/PA System	Yes ☐	No ☐		
Barriers/Fencing	Yes ☐	No ☐		
Caterer(s)	Yes ☐	No ☐		
Entertainment (Circus, magicians, singers, dancers, comedians, celebrity speeches/attendances etc)	Yes ☐	No ☐		
Fire	Yes ☐	No ☐		
Fixed towers / scaffolds	Yes ☐	No ☐		
Gas Supply	Yes ☐	No ☐		
Hired Information points	Yes ☐	No ☐		
Hired Seating	Yes ☐	No ☐		
Inflatables/ Bouncy Castle Hire	Yes ☐	No ☐		
Lighting	Yes ☐	No ☐		
Major Incident Plan	Yes ☐	No ☐		
Marquees/ pop up gazebos	Yes ☐	No ☐		
Musical Entertainment (artists, musicians, groups etc)	Yes ☐	No ☐		
Parking Stewards	Yes ☐	No ☐		
Police	Yes ☐	No ☐		
Power Supply (Electricity)	Yes ☐	No ☐		
Security	Yes ☐	No ☐		
Special Effects: Pyros, fireworks	Yes ☐	No ☐		
Staging	Yes ☐	No ☐		
Storage of Hazardous Substances	Yes ☐	No ☐		

Event Safety Plan

Other Facility/Resource	Applicable to event?		Supplier Details If managed by committee, enter committee details	Who ^(Committee) manages arrangements and contract?
Waste Management	Yes ☐	No ☐		
Welfare: toilet provision (number of toilets = 1 per 100 participants, number of units suitable for disabled users Min x 1)	Yes ☐	No ☐		

Covid Related	Has this been planned into the event?			Responsibility who is looking after this area	what else needs to be done? Additional information
COVID signage erected in designated areas	Yes ☐	No ☐	N/A ☐		
Social distancing in terms of queueing	Yes ☐	No ☐	N/A ☐		
Seated events: Social distancing in terms of people placement	Yes ☐	No ☐	N/A ☐		
Standing Events: Social distancing in terms of people placement	Yes ☐	No ☐	N/A ☐		
People traffic (movement around the venue)	Yes ☐	No ☐	N/A ☐		
Hygiene measures (hand washing, sanitising) for staff, public, participants, volunteers etc.	Yes ☐	No ☐	N/A ☐		
Cleaning of site, and equipment regime	Yes ☐	No ☐	N/A ☐		
NHS Track & Trace QR poster (click here to access the NHS website)	Yes ☐	No ☐	N/A ☐		
Supplier movement around the venue	Yes ☐	No ☐	N/A ☐		
Plan in place and Isolated area available in the event someone displays symptoms of being ill?	Yes ☐	No ☐	N/A ☐		
PPE (gloves, etc) Face masks where required	Yes ☐	No ☐	N/A ☐		

Event Safety Plan

Covid Related	Has this been planned into the event?			Responsibility who is looking after this area	what else needs to be done? Additional information
	Yes ☐	No ☐	N/A ☐		
Waste transport and removal regime	Yes ☐	No ☐	N/A ☐		
Contactless cash arrangements	Yes ☐	No ☐	N/A ☐		
Staff, Volunteers, Participants, suppliers are informed of restrictions prior to starting the event (or setting up their activities)	Yes ☐	No ☐	N/A ☐		
Venue/supplier cancellations or rebooking	Yes ☐	No ☐	N/A ☐		

Site Plan

Include a plan of the site including the following:

Event Safety Plan

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Car park (including disabled parking) • Registration area • Entry and exit points (public/emergency) | <ul style="list-style-type: none"> • Evacuation point/place of safety • Stage and PA system or other equipment • Start and end points where applicable | <ul style="list-style-type: none"> • Medical points • Lost child point • Activities location • Water/refreshments/food |
|--|---|--|

On the next page. If you are using web applications to create your site plan (i.e. google maps) please include the link in the table below:

Free Resources:

GmapGis : <https://gmapgis.com/>

OS maps: <https://osmaps.ordnancesurvey.co.uk/>

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Relay for Life Checklist

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