



Fundraising is all about having fun and raising money. But it's also about being safe. To put our minds at rest and to keep you out of harms way please read carefully the important information below.

Health and safety

It's all about common sense. Follow the professional advice of equipment manufacturers and staff supervising any facilities.

The Care Professionals Benevolent Fund cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event.

Food hygiene

This is vitally important. Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking.

Data protection

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with the Data Protection Act. As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission.

Raffles and lotteries

Anyone can hold a raffle or lottery, right? Well, it's not that simple. In fact, there are strict and complex laws relating to raffles and lotteries. There are also legal requirements regarding prizes, the costs of running a raffle or lottery and the way they are organised. Get in contact with your local authority before holding one of these events and before you spend money on getting some tickets printed.

Believe it or not, some events you might not think of as lotteries, such as duck or balloon races, are covered by lottery laws.

Useful websites

Food Standards Agency

www.food.gov.uk

www.eatwell.gov.uk/keepingfoodsaf

Lots of useful information on how to prepare food safely and hygienically.

Health and Safety Executive

www.hse.gov.uk

Provides advice on keeping safe and legal.

Institute of Fundraising

www.institute-of-fundraising.org.uk

Features information on the best ways to fundraise.