

# SAFE AND LEGAL GUIDE



Registered with  
FUNDRAISING  
REGULATOR

# SAFE AND LEGAL GUIDE

**Thank you so much for supporting our boob checking work by raising much-needed funds for CoppaFeel!. You are a true Boob Hero and we can't thank you enough! Your safety is really important to us, so we've put together a handy guide to help you stay safe and legal while fundraising.**

That being said, it is your responsibility to ensure that your fundraising activities are safe and lawful. CoppaFeel! cannot accept liability for accidents, injuries, loss or damage as a result of your event, so please do take the time to familiarise yourself with the relevant rules and advice on how to stay safe.

You should find everything you need to make sure your fundraising event is a big success right here, but if you have any further questions or concerns, please get in touch with our fundraising team who will be more than happy to help. You can reach them at [fundraiser@coppafeel.org](mailto:fundraiser@coppafeel.org).

1

## MINIMISING RISK

Planning ahead and a little bit of common sense go a long way in minimising risk. Completing a Risk Assessment helps you to understand:

- Potential risks you may face during your fundraising event
- The kinds of measures you can put in place to minimise and manage the risk faced by people taking part in your fundraiser.

**If you're using third party suppliers for your event (e.g. catering, venue, entertainment), make sure they have a risk assessment in place as well.**

**[The Health and Safety Executive](#) has a great risk assessment template.**

**You can also check out this [Government guide](#) on organising a voluntary event.**

2

## FOOD AND DRINK

If you're planning to have food at your event, whether that's a 3 course meal or a bake sale, it's important to follow the Food Standards Agency's guidelines on preparing, handling and cooking food. You can learn about [providing food at charity events here](#).

**Some key things to consider:**

- All food must be clearly labelled to show the allergens present in the dish.
- Avoid cross contamination by having designated equipment for dishes suitable for people with allergies and/or dietary requirements.
- Make sure the venue and/or caterer have Public Liability Insurance in place and are certified in the safe handling of food.

Planning to serve alcohol? Unless you're on private premises, you need to obtain an alcohol licence from your local council or make sure your venue has one.

3

## FIRST AID

Depending on the size and type of your event, you may need to organise first aid services and/or medical cover for your fundraiser. There are lots of factors to consider when determining the appropriate level of first aid requirements for your event (e.g. number of participants, type of activity, length of event, proximity to nearest medical facility) but a good place to start is by completing a risk assessment.

If you feel you need first aid support, check out [St John Ambulance](#).

When planning an event with a high volume of participants, think about whether you may need crowd control measures or extra security personnel to minimise the risk of injury.



4

## INSURANCE

If you're organising your own fundraising event in support of CoppaFeel!, you may need to arrange Public Liability Insurance. Most public venues will already have this included in the renting fee, but we recommend double checking this with the manager, including whether the insurance covers additional equipment you may have hired.

**Please note that our Public Liability Insurance does not cover third-party events organised to raise money for CoppaFeel!.**



## RAFFLES AND AUCTIONS

Raffles are classic fundraising activities for a reason, but there are several rules you need to be aware of when planning your activity. This is because most raffles fall into the category of gambling, and are therefore regulated by the Gambling Commission. Depending on the type of activity you're planning, you may need to apply for a licence.



The simplest way to organise a raffle is to hold one as part of a fundraising event. This is known as an **incidental lottery**, and is exempt from licencing. To make sure your raffle falls within this category, it must meet the following requirements.

- Tickets must only be sold as part of an event. You cannot sell tickets on social media or prior to the event taking place.
- The prize draw can be held during or after the event, but participants must be advised when this will take place when they purchase their tickets.
- Tickets must be sold at a standard price to all participants.
- You must provide physical tickets for those taking part.
- You cannot spend more than £500 on obtaining prizes. The best practice is to have prizes donated, in order to raise as much money as possible. We can provide you with a Letter of Authority to confirm that you're raising money for CoppaFeel! and help you in this process. Just email [fundraiser@coppafeel.org](mailto:fundraiser@coppafeel.org) with a short description of your plans.

5

Another way to avoid needing a gambling licence is to hold a [small society lottery](#). A raffle of this kind enables you to sell tickets outside of an event and advertise them to the wider public. You will still need to register your small society lottery with your local council, which costs around £40 and is valid for one year. With this type of lottery, you can raise up to £20,000 per prize draw or £250,000 within one year. You can find your local council [here](#).

Auctions can also be a great way to fundraise, and do not fall under gambling law. You will however need to be aware of [Distance Selling Regulations](#) if you're organising an online auction, and make sure you're valuing items correctly in line with [Consumer Protection Legislation](#).

Read the [Gambling Commission's guidance](#) on running a fundraising lottery.

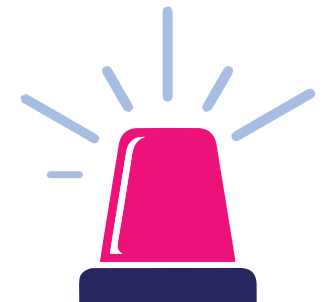
More advice on organising raffles and auctions can be found via the [Fundraising Regulator](#).

6

## MARKETING

When promoting your fundraiser, please include our Raising Funds logo in all your marketing materials. You can obtain this by emailing [fundraiser@coppafeel.org](mailto:fundraiser@coppafeel.org). Please do not alter the logo in any way and respect the logo branding guidelines. Before printing any materials, please email us a copy for sign off on any designs incorporating our logo.

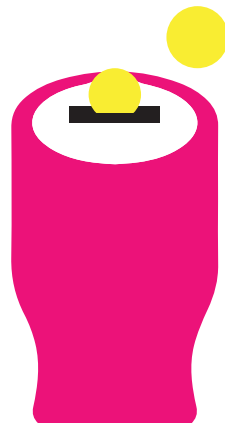
**Be mindful when putting up posters and banners on private property, and make sure you have the owner's permission to do this. You may need to ensure that these are taken down after your event.**





# BUCKET COLLECTIONS / HANDLING MONEY

You need permission to hold a cash collection in a public place. If you're fundraising at a private property like a pub or entertainment venue, you must obtain permission from the owner / manager before any fundraising activity is carried out. They may require you to have Public Liability Insurance. If you wish to fundraise on the street, such as a town centre, you will need to get a licence from your local council or the Metropolitan Police if you're in London.



**Collectors must be 18 or over. Anyone under the age of 18 must be accompanied by an adult.**

Please take extra care when handling money. If you're collecting cash, always make sure this is held in a sealed container that cannot easily be tampered with or removed from the venue.

We recommend always having at least two people present when collecting, counting and transporting money. Please deposit the funds raised at the bank as soon as possible, taking the safest route and concealing the cash along the way. If someone attempts to steal the money from you, do not put up a fight; instead, prioritise your safety. Hand over the cash, remove yourself from the situation and report the crime to the police.



## PHOTOGRAPHY

If you're planning to take photos of other people at your fundraising event, please make attendees aware and give people the opportunity to opt out of their photo being captured and shared.



## DATA PROTECTION

Only collect the data you need. Always keep it safe, do not share it, and make sure to delete it when it's no longer needed. You can read about how we use and protect personal data at CoppaFeel! in our [privacy policy](#).

**Our fundraising team is always just an email away, so please don't hesitate to reach out if you have any questions about staying safe and legal while raising money for CoppaFeel!.**

**Thank you so much for supporting our work. We wish you happy fundraising!**





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