

## CHECKLIST – Organising a Workplace Charity Event

Procedure	Yes/N/A
<p><b>1. Do you need any licences or other sort of permission? i.e. to hold raffles, lotteries or race nights, providing entertainment or alcoholic drinks or dancing and music licence.</b> The <i>Planning and Development Act 2001: Part XVI</i> (licensing of outdoor events regulations) or the <i>Fire Services Act 1981 and 2003</i> (licensing of indoor events regulations) may be of relevance here.</p>	
<p><b>2. Will your event be indoors or outdoors?</b> Under fire regulations you have a responsibility for fire safety where you are in control of a premises.</p>	
<p><b>3. Who will be involved in the management or running of the event?</b> The <i>Safety, Health and Welfare at Work Act 2005</i> and associated regulations apply directly to employers, employees, contractor and anyone who is affected by a work activity (member of the public, passer-by, trespassers).</p>	
<p><b>4. Carry out a risk assessment:</b></p> <p style="margin-left: 20px;">a. What are the risks, (high, medium or low), of somebody being harmed by a hazard, and how serious could that harm be?</p> <p style="margin-left: 20px;">b. Identification of hazards should include those relating to the individual activities and any equipment to be used.</p> <p>Examples of risks and hazards that should be taken into account include the following:</p> <ul style="list-style-type: none"> <li>• Slip, trip or fall hazards;</li> <li>• Crowd control requirements;</li> <li>• Fire risks or evacuation hazards;</li> <li>• Chemicals and other substances hazardous to health e.g. dust or fumes;</li> <li>• Manual handling;</li> <li>• Moving parts of machinery;</li> <li>• Vehicles on site;</li> <li>• Electrical safety e.g. use of any portable electrical appliances;</li> <li>• High noise levels;</li> <li>• Poor lighting, heating or ventilation; or</li> <li>• Any possible risk from specific demonstrations or activities.</li> </ul>	
<p><b>5. Consider and document what do you need to do to <b>control and reduce the risks</b> and make the event safer?</b></p>	
<p><b>6. Will these risks be covered by the <b>event insurance</b>? If not do you need participants to sign an <b>indemnity and waiver</b> in advance of the event taking place?</b></p>	
<p><b>7. Do you have <b>Public Liability Insurance</b> in place? What is the level of coverage required? Is there an excess liability amount that needs to be notified and agreed by the Board/organising committee?</b></p>	
<p><b>8. How will the event affect <b>third parties</b> i.e. neighboring properties or the general public? Do you</b></p>	

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need to notify those affected in advance or gain consent?	
<b>9.</b> Does your charity event have <b>safety officers</b> appointed with responsibility for monitoring health and safety risk to prevent accidents from happening?	
<b>10.</b> Are there sufficient <b>first aid kits</b> available for the event?	
<b>11.</b> Does your charity event require a <b>medical team</b> at the event at all times? This will depend on the risk assessment as set out above. Are any of the staff or participants <b>trained on First Aid</b> or do you need the order of Malta to be present?	
<b>12.</b> Is there a <b>procedure in place that can be followed in case of an emergency</b> ? Are participants aware of that procedure and the appropriate emergency contacts?	
<b>13.</b> Where is the nearest <b>Hospital</b> ? Do you need to give them notice that the event is occurring?	
<b>14.</b> Do you need to give notice of the event to the local <b>Gardaí Síochana</b> ? Where is the nearest station?	
<b>15.</b> Do you have adequate fire safety material i.e. fire extinguisher, fire blankets, where is the nearest Fire Brigade Depot? Are there any fire hydrants nearby?	
<b>16.</b> Have you advised staff that the organisation's bullying and harassment policies apply to the charity event as it is potentially an extension of the workplace?	

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