



# HELPFUL GUIDANCE FOR ORGANISING EVENTS SAFELY

Thank you for raising funds to enable World Horse Welfare to help horses in need.

To help you run your event smoothly and safely please see a few helpful hints below, as you, rather than the charity, are responsible for your own safety and the safety of people at your event

## PLEASE DO

- ensure you have adequate insurance for your event – many venues already have public liability insurance so please check this is sufficient
- assess any risks and hazards at the event and make sure steps are put in place to keep the event safe
- check with your local authority to ensure you have the relevant licences or permissions required
- make sure that children are accompanied by a responsible guardian at all times and their welfare is safeguarded
- ensure money, valuable goods and personal data are securely stored. Personal contact details and information should not be shared without permission - Please visit [www.ico.org.uk](http://www.ico.org.uk) for more information
- seek written permission before you share photos of the event.

## PLEASE DO NOT

- take risks
- host an event which may bring the charity into disrepute

If you have any questions or need any help, please do get in touch by email at [fundraising@worldhorsewelfare.org](mailto:fundraising@worldhorsewelfare.org) or via +44 (0)1953 497 239.

