**HSV: 938 – Cake Break**

Applies to the MS Society cake breaks in which volunteers and staff can bake and sell their own cakes only, at any time during the year in order to raise funds for the MS Society.

Anyone who wishes to sell or provide any other type of snacks or food must check [Food provision at group activities](https://volunteers.mssociety.org.uk/news/2022/02/food-provision-group-activities) to see what is allowed.

Attending volunteers, supporters or staff do not provide personal care that would normally be delivered by carers.

This MS Society activity is covered by our insurance programme. This is based on the guidelines below being followed.

**Action before the event**

The event organiser (may also be referred to as the named contact) must:

1. Consult the Environmental Health or other relevant department in their local authority so they can advise on:
   1. Whether the cake break needs to be registered
   2. Whether or not food safety training is needed and if so how it can be sourced
   3. What is required in terms of food labelling
2. Check your nations public health COVID-19 guidance (links on [HSV: 921B – COVID-19 guidance sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b)) to see if they apply to the activity.
3. Check the venue’s emergency arrangements (COVID-19 safety precautions, fire, first aid incident, etc.), and that their facilities can accommodate attendees’ accessibility needs (including suitable lavatories and washing facilities).
4. Obtain contact details of all attendees in case it is necessary to contact them following the event. Please use [HSV: 111C - Attendance sheet.](https://volunteers.mssociety.org.uk/resources/4736)
5. Agree a ‘named contact’ to be available during the event to deal with any emergencies, problems or questions.
6. For outside events, ensure a plan is in place in case the weather changes.
7. Ensure all equipment (gazebo’s, tents, banners, laptops, etc.) is maintained and inspected in accordance with the manufacturer’s instructions.

Prior to the event the Organiser must:

* Give volunteers all the relevant guidance from the local authority so that they can bake cakes for the cake break.
* Tell attendees that they must follow all public health guidance regarding COVID-19 where applicable, and should read [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet prior to attending the event.
* Inform the attendees what COVID-19 safety precautions are in place at the venue, so they can decide whether or not they are comfortable attending.
* Tell attendees that, if they develop COVID-19 symptoms following the activity, they must contact the event organiser.
* Provide details of the event organiser (name and mobile phone number).
* Provide location address (map if appropriate) of the venue.
* Ask attendees to bring emergency contact details in case the event organiser/ named contactneeds to contact anyone regarding their welfare.
* Advise attendees that if they have specific needs that require Personal Care, they must bring an appropriate carer with them. If you need further information about this you can find it at:[PC volunteer info](https://volunteers.mssociety.org.uk/resources/personal-care-policy) or [PC staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=1086&utm_source=interact&utm_medium=quick_search&utm_term=Personal+care+)
* If it is not possible to avoid lone working, check attendees have viewed the MS Society lone working policy. These policies can be found at: [LW volunteer info](https://volunteers.mssociety.org.uk/lone-volunteering) or [LW staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=10967&utm_source=interact&utm_medium=quick_search&utm_term=lone+)
* If under 18’s or vulnerable adults will be attending the event please go to our safeguarding guidance at: [SG volunteer info](https://volunteers.mssociety.org.uk/safeguarding) or [SG staff info](https://axon.mssociety.org.uk/Interact/Pages/Section/ContentListing.aspx?subsection=3140) for details on what is needed.
* If you have queries regarding disclosure checks, present these to the Volunteer Support Team if you are a volunteer, or your line manager if you are a member of staff.

**Action on the day**

Ensure event organiser wears clothing that makes them easily identifiable.

Keep a charged mobile phone available in case of emergency.

Amend the attendance list as required to the actual attendance.

Inform attendees who the event organiser/ named contact is, what the emergency arrangements are, that they will be expected to deal with everyday risks and that they should use the facilities as specified by the venue.

Remind attendees to contact the event organiser if they develop COVID-19 symptoms following the event.

**Equipment:** gazebo, tent/ banner / stall/ information or cheering point:

* has a sheet of simple instructions for erection and use available on the day
* is moved and set up by individuals competent to do so and in line with the manufacturer’s instructions and organiser’s requirements
* is used and supervised by a trained person in accordance with manufacturer’s instructions, factoring in the conditions on the day
* does not obstruct any emergency access or present any slip or trip hazards

**Handling donations safely:** For guidance on how to handle donations safely go to: [HSV: 925 – Handling donations safely](https://volunteers.mssociety.org.uk/resources/5451)**.**

**Action after the event**

If an attendee tests positive for COVID-19 following the event, the event Organiser must complete incident form [HSV: 123](https://volunteers.mssociety.org.uk/resources/HSV-123) and return as instructed on the form.

The event organiser must also inform all other attendees if an attendee has tested positive in line with their nation’s government guidelines. These can be found via the links on the COVID guidance sheet.

If an accident or incident has occurred, it must be reported on the appropriate form (HSV: [122](https://volunteers.mssociety.org.uk/resources/HSV-122)/[123](https://volunteers.mssociety.org.uk/resources/HSV-123)), and returned as instructed on the form.

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| A groups event organiser running this activity should sign to confirm the above actions will be completed, and upload this document to the Portal. Please inform the Fundraising Team ([Fundraising@mssociety.org.uk](mailto:volunteersupport@mssociety.org.uk)) when this has been completed.  MS Society staff running this activity should upload a copy to their relevant p drive (see HSV: 900 – flowchart for staff run activities, for details). Please inform the Health and Safety Team ([healthandsafety@mssociety.org.uk](mailto:healthandsafety@mssociety.org.uk)) when this has been completed. | | | | |
| Date of event | Type of event/ venue address | Date event logged on Portal/ pdrive | Name of MS Society event organiser | Signature of MS Society event organiser |
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