**HSV: 937 – Meeting in a private home**

**Revision 13 – February 2024**

Applies to groups of people attending socials or get togethers in a private home where volunteers or members of staff do not provide personal care that would normally be delivered by carers.

**Action before the event**

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

1. Contact MS Society insurance broker (Arthur J Gallagher) once actions below are complete and prior to the event occurring, or cover might not be in place.
2. Check suitable lavatories and washing facilities are available.
3. Agree a *“named contact”* to be available during the visit to deal with any emergencies, problems or questions.
4. If you are arranging for a photographer to attend please contact the Digital and Services team at [mailto:stories@mssociety.org.uk](mailto:stories@mssociety.org.uk.) to discuss what is needed.

Prior to the event, the event organiser must:

* Provide details of the ‘named contact’ (name and mobile phone number).
* Provide location map/ address (as appropriate) of the venue.
* Remind attendees that this is a private residence and fully accessible facilities may not be available
* Ask attendees to bring emergency contact details in case of emergency.
* Advise attendees that they should, where appropriate, bring their own snacks as food facilities will be limited to what is available at the venue.
* 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 a member of staff.

**Action on the day**

Keep a charged mobile phone available in case of emergency.

Set the meeting up so that access in an emergency is not obstructed and the chance of slip or trip hazards are minimised.

Inform attendees who the event organiser is, what the emergency arrangements are, and that they will be expected to deal with everyday risks.

**Action after the event**

If an accident or incident occurs as part of the event 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTION PLAN** | | | | | | |
| Where the event is being organised for the MS Community (whether listed Groups or others affected by MS) the event organiser (Volunteer or Staff) running this activity should sign to confirm the above actions will be completed, and upload this document along with any copies of Public Liability Insurance to the Portal. Please inform the Volunteer Support Team ([volunteersupport@mssociety.org.uk](mailto:volunteersupport@mssociety.org.uk)) when this has been completed.  Where the event is primarily for fundraising, open to the public and not restricted to the MS Community; MS Society staff running this activity should sign to confirm the above actions will be completed, and upload this document along with any copies of Public Liability Insurance to the relevant folder on [SharePoint](https://mssoc.sharepoint.com/sites/DigitalandServicesDirectorate-HealthandSafety/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120002EF64DDD0A18CB43881D2688F9E30E8D&id=%2Fsites%2FDigitalandServicesDirectorate%2DHealthandSafety%2FShared%20Documents%2FHealth%20and%20Safety&viewid=44c21969%2D6bbf%2D4dad%2D8185%2D0f8f779e8198). Please inform the Health and Safety Team ([healthandsafety@mssociety.org.uk](mailto:healthandsafety@mssociety.org.uk)) when this has been complete  This form will need to be updated and signed   * for each new event * if the venue makes changes * if the event organiser changes * or at the annual review whichever is first | | | | | | |
| Date of event | Type of event/ venue address | Date event logged on Portal/ SharePoint | Name of MS Society event organiser | | Signature of MS Society event organiser | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
| Date of 12 month review | Type of event/ venue address | Date event on Portal/ SharePoint updated with reviewed form upload | | Name of MS Society event organiser | | Signature of MS Society event organiser |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |