**HSV: 939 – Events involving a one off overnight hotel stay**

**Revision 2 – February 2024**

Applies to events which involve a short, one off overnight hotel stay. It also applies where the hotel provides activities (such as Centre Parks) which are open to the public and managed by the hotel. The hotel and its activities must be managed by a competent person. Their role includes setting up and managing the venue, its emergency arrangements and all its activities throughout the event.

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

If the event organiser (may also be referred to as the named contact) running such a gathering would like to have a collection box available or hold a raffle or quiz only, then they can complete this document, so long as they follow the guidance on what prizes can be offered which can be found [here](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gamblingcommission.gov.uk%2Fpublic-and-players%2Fguide%2Fpage%2Fhow-to-run-a-fundraiser-with-lotteries-or-raffles-at-events&data=05%7C01%7CJo.Duffy%40mssociety.org.uk%7C43ea946e764f4353859e08db2ba80ccb%7Cd0f0951107ff43f2b681a95870a56656%7C0%7C0%7C638151772990461527%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tdVvFYNu5xirb8VTy95FxJ6Lr7tl6kaYpYHn0NESM54%3D&reserved=0) and the advice on [HSV: 925 – Handling donations safely](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvolunteers.mssociety.org.uk%2Fresources%2F5451&data=05%7C01%7CJo.Duffy%40mssociety.org.uk%7C43ea946e764f4353859e08db2ba80ccb%7Cd0f0951107ff43f2b681a95870a56656%7C0%7C0%7C638151772990461527%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FymYb6lXlgwd%2By8YshzE2f9TJCeMX6hFNyNOE9UXGzo%3D&reserved=0). Please contact Fundraising restrictions or further guidance.

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 must:

1. Take a copy of the third parties Public Liability Insurance (PLI), details to include: name, date, product or service and cover amount (minimum of £5 million). Upload with the completed guidance document as instructed in the action plan below.
2. Where overnight accommodation is provided, they need to request and receive written confirmation that the third-party provider has appropriate risk assessments in place for the residential aspect of the visit, taking into account the attendees’ accessibility needs.
3. Where activities are offered, they need to request and receive written confirmation that the third-party provider has appropriate risk assessments in place for the activities on offer, taking into account the attendees’ accessibility needs.
4. Check the venue’s emergency arrangements (such as what to do if there is a fire or first aid is needed) and that their facilities can accommodate attendees’ accessibility needs (such as suitable lavatories and washing facilities).
5. 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)
6. Agree a ‘named contact’ to be available during the event to deal with any emergencies, problems or questions.
7. Ensure any equipment the group brings for attendees to use (skittles, soft archery, Boccia etc) is maintained and inspected in accordance with the manufacturer’s instructions.
8. If you are arranging for a photographer to attend please contact the Digital and Services team at mailto:stories@mssociety.org.uk to discuss what is needed.

Prior to the event, the event organiser must:

* 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 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 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 in line with the venue’s requirements, ensuring emergency access routes are unobstructed, and no slip or trip hazards are created.

Amend the attendance list as required to the actual attendance.

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

This form covers involvement in low level activities such as crafting and games such as skittles and indoor bowls (**Please see exclusions below**). If a group wishes to take part in crafting activities, soft archery, or other similar activities:

* Instructions and any safety requirements must be displayed on the day and participants agree to follow them
* Where appropriate, equipment should be moved, set up and supervised by individuals competent to do so and in line with the manufacturer’s instructions and event organiser’s requirements
* The activity must not obstruct any emergency access or present any hazards to others in the area

**Exclusions**: Any activity that involves the use of heat, hazardous chemicals, electrical or mechanical equipment is not covered by this form. For activities that may involve these, please speak to our volunteer support team.

**Action after the event**

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.

|  |
| --- |
| **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 a copy of the professional organisations Public Liability Insurance to the Portal. Please inform the Volunteer Support Team (volunteersupport@mssociety.org.uk) when this has been completed.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 | Date event logged on Portal/ SharePoint | Name of MS Society Organiser | Signature of MS Society Organiser |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |