**HSV: 933 – Events run by a professional organisation.**

**Revision 11 – February 2024**

Applies to activities run by professional organisations (e.g. zip wire, activity days, canal trips, etc) which are open to the public and managed by a competent person. Their role includes setting up and managing the venue and its emergency arrangements 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 only, then they can complete this document, so long as they follow the guidance on: [HSV: 925 – Handling donations safely](https://volunteers.mssociety.org.uk/resources/5451). Please contact Fundraising for restrictions.

**Action before the event**

The event organiser 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. Take a copy of the third-party provider's Public Liability Insurance (PLI), details to include name, date, product or service and cover amount. Upload with the completed guidance document as instructed in the action plan below.

For all high-risk activities (e.g. skydiving, zip lining) they must have a minimum of £10m limit of indemnity, all others must have £5 million limit of indemnity.

1. 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). For outside events, ensure a plan is in place in case the weather changes.
2. If the venue does not have a signing in system, complete [HSV: 111A - Attendance sheet.](https://volunteers.mssociety.org.uk/resources/4736)
3. Agree a *‘*named contact’ to be available during the event 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 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 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.

Inform attendees who the event organiser 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.

**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.

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| **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) 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) when this has been completeFor staff only events; MS Society staff running this activity should upload a completed copy 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) 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
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| Date of event | Type of event/ venue | Date event logged on Portal/ pdrive | Name of MS Society Organiser | Signature of MS Society Organiser |
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