

## Fundraising Event Risk Assessment

*This risk assessment template is designed for fundraisers participating in dangerous sports events such as endurance runs, long distance sports activities, abseiling, open water swimming, boxing, off-road driving, para-gliding, hot air ballooning and sky diving etc. The objective is to first and foremost help fundraisers identify and mitigate risks, ensure safety, and comply with regulations, including those set by Scottish Council for Voluntary Organisations (SCVO) and any relevant Scottish charities. The template also serves as a due diligence exercise, ensuring that the organization is indemnified from any liability due to the fundraiser's participation in events which are in aid of the charity.*

<b>Section 1: Event Information</b>	<b>Detail</b>	<b>Input</b>
<b>Event Title</b>		
<b>Event Date</b>		
<b>Event Location</b>		
<b>Fundraiser Name</b>		
<b>Contact Information</b>		
<b>Event Organiser</b>		
<b>Event Organiser Professional Body</b>		
<b>Organiser Contact Information</b>		

<b>Has the event been registered on Just Giving</b>		
<b>Has the event been registered online with Prostate Scotland</b>		
<b>Section 2: Purpose of the Event</b>	<b>Detail</b>	<b>Input</b>
<b>Description of Event</b>	Please provide a brief description of the event	
	Specify the type of sport	
	Is the sport considered high risk or dangerous?	
<b>Fundraising Goal</b>	Please state the fundraising objective and the cause which funds are being raised in aid of	
<b>Section 3: Risk Identification and Assessment</b>	<b>Detail</b>	<b>Input</b> <b>By participating in the sport you are aware of potential risks. Please indicate 'Yes' or 'No' that you are answering these risks to the best of your ability and knowledge</b>
<b>Participation Risks</b>	Physical Injuries: You are aware you could potentially sustain any of the following as a direct result from a contact sport. Bruises, fractures, concussions, other serious injuries.	
	Health Conditions: You acknowledge potential health risks that may potentially arise as a result from a physical contact sport. That there may be potential exacerbation of pre-existing health conditions.	

	Emotional / Mental Stress: You understand that there may be possible anxiety, stress related to performance and participation in a contact sport.	
<b>Event Risks</b>	Medical Emergencies: Is there sufficient and immediate medical assistance?	
	Inadequate training: Has there been sufficient preparation and training of participants by the event company?	
	Equipment Failure: Is there safety gear and have you been suitably instructed and shown how to use the gear. Is there a risk of equipment failing?	
	Venue Hazards: Are the venue and facilities well maintained?	
<b>Section 4: Risk Mitigation Strategy</b>	<b>Detail</b>	<b>Input</b>
<b>Pre-Event Measures</b>		
Medical Clearance	Have you received the appropriate mandatory health check-ups and clearance by a healthcare professional?	
Training Program	Have participants in certified training programs with professional coaches been enrolled to facilitate and support with the prior to the event?	
Safety Gear	Will you and other participants on the day have access to and use appropriate safety equipment?	
Venue Inspection	Has there been a thorough inspection conducted of the venue to ensure it meets safety standards.	
<b>Event-Day Measures</b>		
Medical Staff On-Site	Are qualified medical personnel to be present during the event?	

Emergency Protocols	Have clear emergency procedures been established and communicated to ensure that all participants are informed.	
Supervision	Will there be professional supervision throughout the event?	
Participant Briefing	Is there a program to ensure that a detailed briefing session on the day of the event will be conducted?	
<b>Post-Event Measures</b>		
Follow-Up	Will there be a follow-up health checks for participants once the event is completed?	
Incident Reporting	Does the event company have a protocol established for reporting and documenting any incidents?	
Feedback Collection	Does the event company gather feedback from participants to improve future risk assessments?	
<b>Section 5: Indemnity and Disclaimer</b>	<b>Detail</b>	<b>Input</b>
Waiver Form	Ensure all participants sign a waiver form acknowledging the risks involved and indemnifying the organization from liability.	
Disclaimer	Clearly state that the organization does not encourage participation in dangerous sports and that the event is organized at the participants' own risk.	
<b>Section 6: Compliance with SCVO and Scottish Charities Regulations</b>	<b>Detail</b>	<b>Input</b>
Regulatory Adherence	Ensure all activities comply with the guidelines set forth by SCVO and any relevant Scottish charities.	Refer to acknowledgment clause

Insurance	Verify that appropriate insurance coverage is in place for the event.	Refer to Fundraiser online document which is signed through Prostate Scotland website
<b>Section 7: Compliance with SCVO and Scottish Charities Regulations</b>	<b>Detail</b>	<b>Input</b>
<b>Acknowledgment</b>	Acknowledgment clause for a fundraiser participating in a dangerous sports event, which includes the necessary considerations for events not hosted or organised by the charity, and adherence to rules applicable in Scotland	Fundraiser to review and sign.

### Acknowledgment Clause

I, \_\_\_\_\_ acknowledge and agree to the following terms and conditions regarding my participation in \_\_\_\_\_  
 (Event Title) on (Event Date):

### Event Hosting and Organization:

I understand that this event is not hosted, organized, or endorsed by Prostate Scotland. The charity has no involvement in the organization, management, or execution of the event.

### Charity's Concern for Health and Safety:

Prostate Scotland places the utmost importance on health and safety. The charity strongly advises all participants to carefully consider the risks associated with engaging in [Specific Sport, e.g., boxing], particularly if they have no prior experience or limited knowledge of the potential dangers.

I have been advised to approach this event in a sensible manner, taking all necessary precautions to ensure my own safety and the safety of others.

**Risk Awareness:**

I have been sufficiently briefed and advised by the event coordinators about the inherent risks associated with participating in [Specific Sport]. These risks include, but are not limited to, physical injuries such as bruises, fractures, concussions, and other serious health conditions.

I understand that participation in [Specific Sport] carries the risk of serious injury or even death.

**Health and Safety Measures:**

I have obtained a medical clearance from a qualified healthcare professional, confirming that I am fit to participate in this event.

I agree to follow all safety guidelines and use the appropriate safety equipment provided during the event.

I acknowledge that professional supervision and qualified medical personnel will be available during the event, and I will adhere to all instructions given by these professionals.

**Personal Responsibility:**

I participate in this event at my own risk. I take full responsibility for my actions and any consequences that may arise from my participation.

I have received and understood all necessary training and preparation for participating in this event. If I feel unprepared or unsafe at any time, I will immediately notify the event coordinators.



**Waiver and Indemnity:**

I hereby release, waive, and discharge Prostate Scotland from any and all liability, claims, demands, or causes of action that may arise from my participation in this event, whether caused by negligence or otherwise.

I agree to indemnify and hold harmless Prostate Scotland from any claims, liabilities, damages, action, costs or expenses that may arise from my participation in the event/s and that the event is not the responsibility of Prostate Scotland and will ensure that it is not described as on behalf of the charity.

I shall do nothing that brings the name of Prostate Scotland into disrepute and not make any public statements on behalf of the charity

**Disclaimer:**

Prostate Scotland does not endorse or encourage any sport or activity which could prove detrimental to an individual's health and well-being.

By signing below, I confirm that I have read and understood this acknowledgment clause and agree to all the terms and conditions stated herein.

Fundraiser Signature: \_\_\_\_\_ Date: \_\_\_\_\_