

QUEEN'S UNIVERSITY BELFAST

Queen's Charities Committee Guidelines
Regarding Event safety in light of COVID-19
31 August 2020

1. Introduction

As a result of the COVID-19 pandemic, and measures taken to control it, many charitable organisations will be more in need than ever of donations to be able to continue in operation.

Nevertheless, for the same reason, any fundraising activities should be scrupulously planned to minimise risk to those taking part.

The Queen's University Charities Committee have drawn up these additional guidelines for those intending to hold fundraising events in 2020-21. These guidelines should be taken to apply until further notice.

2. Guidelines

2.1 In the first instance, applicants should plan to hold fundraising events on line wherever possible. Where online events are not possible, applicants must satisfy the Committee that they have taken measures to ensure the event will rigorously observe (a) Government and (b) University guidelines in terms of social distancing, the use of personal protective equipment, sanitation, and any other public health and safety requirements in place during the crisis.

2.1.2 The latest Government guidelines can be found here:

<https://www.gov.uk/coronavirus>

The Queen's University Belfast guidelines can be found here:

<https://www.qub.ac.uk/home/coronavirus-faqs/>

2.1.3 Please note, in the unlikely event that these guidelines differ in any particulars, fundraisers should observe whichever of the guidelines are the stricter. For example, should one set of guidelines stipulate maintaining a one-metre distance where the other stipulates a two-metre distance, the second should be observed.

2.1.4 As guidelines can change to reflect an evolving situation, organisers should ensure that those guidelines obtaining on the day of the event (rather than on the date of application) are observed.

2.1.5 No food and beverage related activity, such as bake sales or coffee mornings, will be authorised by the Committee during this period. The nature of these events may compromise social distancing guidelines, and the Committee aims to discourage the handling and sale of uncovered foodstuffs. As guidelines change this position will be reviewed.

2.2 Liability

Anyone attending or taking part in fundraising events does so at their own risk. Notices to that effect should be displayed prominently wherever the event is taking place.

The University shall not be held liable for any damages caused at such events.

2.3 Cash

Cash should not be collected at events during the period of the COVID-19 outbreak. Organisers of events should aim to set up a means of making donations online, preferably directly to the charity in question. Where that is not possible, organisers should liaise with the charity to select a mutually agreed payment platform through which donations can be made.