

A huge thank you for organising your own information stand on behalf of Endometriosis UK!

Your safety always comes first. As well as following the Pride event's safety requirements, please read and follow Endometriosis UK's safety guidance. The Pride event organiser may request to see this risk assessment. They may ask for a risk assessment or Public Liability Insurance details. If so, please let us know and we will share this with you.

If you find that there are any conflicting messages between the Pride events' and Endometriosis UK's safety guidance, please let us know in advance and we will resolve.

Breaks

- Ask event organisers about refreshment and toilet facilities pre-event.

Feeling unwell

- If you are feeling unwell before event, please put your health/well-being first. Let the organiser know, you are not able to make it and then inform your Endometriosis UK contact.
- If you are feeling unwell during the event, we would encourage you to inform the organiser, close the stand so you can go home to rest.
- Share any health conditions the event organisers should be aware of and provide next of kin details. Bring any assistance or equipment you need on the day.

Poor weather

- If poor weather conditions create changes to the event day the organiser should inform you but do contact them if you are concerned.
- If your travel journey is disrupted and you are no longer able to make it, please let the organiser know. If poor weather or anything else makes it unsafe to travel, please put your safety first and do not to travel. Do let us know if this is the case.
- Keep an eye on the weather and dress accordingly. If rain is expected, wear waterproof clothing. Dress warmly if it's a chilly day. Sunshine? Don't forget your hat and sun cream.

Staying safe at the event

- Request event organisers 'on the day' contact details and familiarise yourselves with any other event staff
- Familiarise yourself with Pride event's procedures for theft, verbal or physical abuse, discrimination, harassment, or other incidents before event. Please let them know if you are uncomfortable with anything.
- Review lists of other organisations in advance of event, and ensure you are comfortable with list.
- We require all hosts to be able to communicate and empathise respectfully with others who have different identities, backgrounds and life experiences. As well as, in support of Endometriosis UK's [mission](#) and [commitment to Equality, Diversity and Inclusion](#).
- You must be 16 and over with photo ID. If there are also volunteers supporting the stand, under 16 they are the responsibility of the 16+ people accompanying.
- If you can, let someone know you are hosting this stand and specify which event, where it is and what times. If required, provide organiser w/ accessibility and health information and next of kin information.
- Wear comfortable shoes and ask event organiser about any potential hazards to be aware of.
- Bring only essential belongings, including your charged mobile phone. They are carried on person discreetly and never left unattended.
- Remember to check with event organisers about what is provided e.g. chairs and bring additional items if needed.
- If event is providing tables and chairs, check if they will be set up for you. If not, request the assistance needed from the event.
- Arrange to only take the amount event materials you feel comfortable with
- Review instructions on putting up the Endometriosis UK pop-up banner

Feeling unsafe

- We hope that you are not put in a situation to feel uncomfortable, unsafe or at risk. If this should this happen, please remove yourself from the location, find a safe place and report the incident to emergency services on 999 and/or the event staff. Always dial 999 if an emergency. Please let the event organisers and then Endometriosis UK know afterwards.
- Any kind of abuse, discrimination or harassment is unacceptable. Let the organiser know immediately, so together you can follow the event's safeguarding process. Take a break or consider whether you may need to stop hosting the stand. Let us know what has happened.
- Familiarise yourself with security points. Let event organisers know when you leave event.

Crowd safety

- If available request a site map with your stand position.
- If being in a large crowd gets to be too much, take a break and move away from the crowd, if needed follow event procedure for leaving stand unattended.

First Aid

- Ask organisers about First Aid facilities pre-event and on arrival, please go there if you need any assistance. Dial 999 if an emergency. Please do keep organisers, next of kin and us informed.

Event emergencies

- In the case of event emergencies, follow event procedures and organisers directions on the day. It will include how to evacuate safely the event if required.