

## Cadw pethau'n ddiogel ac yn gyfreithlon

### Keep it safe and legal

Here you will find top tips to keep your fundraising safe and legal:

#### Health and safety

Minimise risks to organisers and attendees by completing a Risk Assessment Form – you can find them here [www.hse.gov.uk/simple-health-safety/risk/index.htm](http://www.hse.gov.uk/simple-health-safety/risk/index.htm)

#### Bucket collections

Contact your local authority and they'll help you apply for a licence. Supermarket / train station: ask the site's manager and make sure you follow the rules for public collections. Contact us and we'll help you work out the details: [claire.pilsbury@theatrclwyd.com](mailto:claire.pilsbury@theatrclwyd.com)

Under16s aren't allowed to collect money through public collections. They can be present but can't hold a bucket or can.

#### Raffles and Lotteries

The Gambling Commission has strict rules that you must follow. You must take extra care and consideration about how you will protect children and people who may be vulnerable. For more information please visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

#### Small Raffles

For raffles that start and finish on the same day, at the same event, you don't need a licence. But you must charge the same price for each ticket and draw the name of the winner before the event is over. Cash prizes aren't allowed.

#### First aid

First aid contact St John's Ambulance for advice: [www.sja.org.uk](http://www.sja.org.uk)

#### Food and drink

Take care when handling food and follow basic rules for safe preparation, storage, display and cooking. Learn more on the Food Standards Agency website: [www.food.gov.uk](http://www.food.gov.uk)

For more guidance on fundraising, please get in touch or refer to: [www.fundraisingregulator.org.uk/code](http://www.fundraisingregulator.org.uk/code)

Yma fe welwch chi gyngor doeth ar sut i gadw eich codi arian yn ddiogel ac yn gyfreithlon:

#### Iechyd a diogelwch

Rhaid lleihau risgiau i drefnwyr a mynychwyr drwy lenwi Ffurflen Asesu Risg – gallwch ddod o hyd iddynt yma [www.hse.gov.uk/simple-health-safety/risk/index.htm](http://www.hse.gov.uk/simple-health-safety/risk/index.htm)

#### Casgliadau bwced

Cysylltwch â'ch awdurdod lleol a byddant yn eich helpu i wneud cais am drwydded. Archfarchnad / gorsaf drenau: gofynnwch i reolwr y safle a gwnewch yn siŵr eich bod yn dilyn y rheolau ar gyfer casgliadau cyhoeddus. Cysylltwch â ni a byddwn yn eich helpu i drefnu'r manylion: [claire.pilsbury@theatrclwyd.com](mailto:claire.pilsbury@theatrclwyd.com)  
Ni chaniateir i ieuencid dan 16 oed gasglu arian drwy gasgliadau cyhoeddus. Gallant fod yn bresennol ond ni allant ddal bwced na thun.

#### Rafflau a Loteriau

Mae gan The Gambling Commission reolau llym y mae'n rhaid i chi eu dilyn. Mae'n rhaid i chi gymryd gofal arbennig a rhoi ystyriaeth fanwl i sut byddwch yn amddiffyn plant a phobl a allai fod yn agored i niwed. I gael rhagor o wybodaeth, ewch i [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

#### Rafflau Bach

Ar gyfer rafflau sy'n dechrau ac yn gorffen ar yr un diwrnod, yn yr un digwyddiad, does dim angen trwydded. Ond rhaid i chi godi'r un pris am bob tocyn a thynnu enw'r enillydd cyn i'r digwyddiad ddod i ben. Ni chaniateir gwobrau arian parod.

#### Cymorth Cyntaf

Ar gyfer cymorth cyntaf, cysylltwch ag Ambiwllans Sant Ioan am gyngor: [www.sja.org.uk](http://www.sja.org.uk)

#### Bwyd a diod

Byddwch yn ofalus wrth drin bwyd a chadwch at reolau sylfaenol ar gyfer paratoi, storio, arddangos a choginio'n ddiogel. Mae mwy o wybodaeth ar wefan yr Asiantaeth Safonau Bwyd: [www.food.gov.uk](http://www.food.gov.uk).

I gael rhagor o arweiniad ar godi arian, cysylltwch â ni neu edrychwch ar: [www.fundraisingregulator.org.uk/code](http://www.fundraisingregulator.org.uk/code)