

# LEUKAEMIA FOUNDATION PREFERRED POLICIES FOR A World's Greatest Shave event.



The Leukaemia Foundation has public liability insurance of \$50 million which covers fundraising events including World's Greatest Shave.

Please log your event with the Leukaemia Foundation by calling us on 1800 500 088, and stick to all these event policies. If your venue needs proof of your cover, call us.

If you choose to ignore safety advice, or manufacturers and suppliers instructions, your insurance cover could be at risk. Your venue will also need to have its own public liability insurance.

## SHAVING POLICIES

If you're going to shave, we prefer clipper length No1 or No2.

Many women opt for No 3 or No 4.

For health and liability reasons we don't promote, recommend or provide insurance cover for blade shaves down to the skin.

Asking professional hairdressers to help at your event is always a good idea as they deal with safety and comfort of clients every day.

Always sweep up unwanted hair – a dustpan and brush is best for this – it can get slippery so ensure this is done frequently.

Shavers, sprayers and sweeper-uppers should all wear disposable gloves during your event.

## CLIPPER POLICIES

Always keep the clippers clean and oiled during your shave event.

Brush the clipper blades between each shave and wipe the blades with a cloth and a few drop of hospital grade disinfectant (available from all supermarkets).

Every two or three shaves you may also need to put a couple of drops of clipper oil on the blades. Make sure you wipe this off before shaving the next person.

The Safety Data Sheet for clipper oil can be downloaded from our website under the TIPS section – <http://worldsgreatestshave.com/tips/useful-resources>

We recommend using battery powered clippers to reduce the chance to tripping over cables. If electric clippers are used ensure the cables do not create a trip hazard. It's a good idea to have cables behind your chairs – and to ask shavers to stay in front of the chairs.

## COLOURING POLICIES

We recommend you use non-permanent hair spray, wax or hair chalk which washes out.

Always cover people's eyes when spraying their hair – a small piece of cardboard or plastic is best for this. The Safety Data Sheets for all hair colour can be downloaded from our website under the TIPS section - <http://worldsgreatestshave.com/tips/useful-resources>

## DOORKNOCKING POLICY

Please don't doorknock your neighbourhood to collect sponsorship or promote the World's Greatest Shave. In many council areas around Australia, doorknocking is illegal without a special permit.

## USE OF EQUIPMENT

If you are going to use any equipment such as clippers, marquees, staging blocks, signage and audio visual equipment you must ensure you follow the manufacturer and/or suppliers guidelines for use. Electrical equipment should be tested and tagged.

If guidelines are not followed your insurance cover may be at risk.

## FIRST AID

You should ensure there is nearby access to a qualified first aid officer and first aid equipment.

## UNDER 18?

Always get permission from a parent and check with your school first. They need to fill in the consent form available on our website.

## BE SUN SMART

Protect your newly shaved head from UV radiation.

Cover your head and ears with a hat or beanie. Apply SPF30+ or apply broad spectrum, water-resistant sunscreen.

## CASH AND RECEIPT BOOKS

You are not responsible for receiving cash for registered shavers. They should take their own cash to the bank. If you are collecting donations on the day ensure cash is kept in a secure place and banked within two days of your event.

### **Return your books.**

Tax Office rules say we **MUST** get your receipt books back. We provide an envelope for this.

Our address for returned books is:

**Leukaemia Foundation**

**GPO Box 9954**

**IN YOUR CAPITAL CITY.**

IF YOU STILL HAVE QUESTIONS – PLEASE CALL OUR EXPERT TEAM ON 1800 500 088