

1. Policy

1.1 Rationale

As part of our work, Young Citizens delivers impactful learning experiences for students outside of their classrooms. We take our responsibility to keep everyone safe seriously. By everyone, we mean staff, volunteers, children and young people and accompanying adults.

This policy and associated guidance set out the Charity's general arrangements regarding the management of safety at external events. They have been developed to assist Young Citizens staff and volunteers who are planning an event by providing guidance on appropriate safety and welfare arrangements.

1.2 Policy Statement and Objectives

The Charity is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of all students, accompanying teachers, Young Citizens staff and volunteers during events hosted by the Charity.

The Charity recognises and accepts its responsibility in accordance with all relevant health and safety statutory requirements.

It is committed to providing a safe and healthy environment for all staff and others who may be affected by activities being undertaken by the Charity.

The objectives of this policy and associated procedures are to provide guidance regarding the management of events by the Charity.

1.3 Policy Scope

Throughout the year, the Charity hosts a range of events in a range of third-party venues, organised by different teams within the Charity. Examples include, but are not limited to:

- Bar Mock Trial heats involving students, accompanying teachers, Young Citizens staff and volunteers taking place in court buildings, universities and host schools.
- Magistrates' Mock Trial heats involving students, accompanying teachers and volunteers taking place in court buildings, universities and host schools.
- Legal Workshops involving students, accompanying teachers, Young Citizens staff and corporate volunteers taking place on corporate premises.
- Make a Difference Challenge celebration events involving pupils, accompanying teachers and Young Citizens staff taking place in theatres and other venues.
- Court visits involving students, accompanying teachers and volunteers taking place in Magistrates' and Crown Courts.
- Teacher training events involving teachers and Young Citizens staff taking place in third-party meeting rooms.
- Fundraising events.

Events that do not fall under the remit of this policy include normal departmental and business meetings (on and off-site), small private functions, delivery of sessions within a school and any events delivered virtually. Please note that for on-site meetings you should refer to Young Citizens Health, Safety, Welfare and Hygiene Policy. For all

virtual sessions involving young people please refer to Young Citizens Safeguarding Policy and Procedures Appendix E: Safeguarding in a Digital Context. For any events delivered within a school context, you should ensure that you adhere to the school's health and safety policies and procedures.

1.4 Policy Responsibilities

1.4.1 Event Management Structure

Each Event will potentially have a number of people involved who play different roles in its management, coordination and delivery. The key roles are as follows:

- Event Director
- Event Manager
- Event Organiser
- Event Safety Coordinator

The same person can undertake up to three of these roles, although each event will need a minimum of two people involved, to ensure quality and provide oversight. See Risk Management Roles, Responsibilities and Accountabilities (Appendix 1) for a detailed breakdown of how the above roles translate to roles at Young Citizens.

1.4.2 Event Directors

Event Directors are responsible for ensuring that satisfactory arrangements are in place within their departments to ensure that events are properly planned and managed to ensure the health and safety of all involved. They have ultimate responsibility for ensuring that events are suitably risk assessed. They are also expected to provide training, support and guidance to the Event Manager around good practice in managing safe events. In most cases this role will be performed by the department Director.

1.4.3 Event Manager

The Event Director is responsible for nominating an Event Manager for each type of event to fulfil the requirements of this policy. This will usually be the Manager of the area of work which the event falls into and the person who already oversees this area of delivery. The Event Manager is responsible for provide event management guidance and support to the Event Organiser both in advance of, and following, any event.

1.4.4 Event Organiser

The Event Organiser is someone nominated by the Event Manager to coordinate and take overall responsibility for planning the event. This would normally fall to a current member of staff often employed in a coordinator role. It is possible for the Event Manager and the Event Organiser to be the same person.

The Event Organiser is responsible for communicating with the Event Safety Coordinator and ensuring that they have the appropriate level of risk awareness, training and support to fulfil their responsibilities of conducting a risk assessment and risk management plan.

1.4.5 Event Safety Coordinator

The Event Safety Coordinator will be present at the actual event and has responsibility for the health, safety (including fire safety) and welfare of everyone attending the event. They will ensure that the risk management plan is implemented on the day, ensure that they dynamically risk assess throughout the event and feedback on the effectiveness of the risk management plan after the event.

1.4.6 Event attendees

Event attendees should be asked in advance to agree to comply with any instructions or procedures given, including any health and safety arrangements put in place to minimise the risk of injury or ill health, during their attendance at the event. In most cases this will involve providing guidance to attendees, or in the case of students, accompanying teachers, in the information sent to them in advance of the event. These instructions and guidance should also be given to all attendees (usually in the form of a housekeeping announcement) at the start of the event.

1.4.7 Exceptional Processes for Magistrates' Court Mock Trials Competition

This policy recognises the unique nature of the Magistrates' Mock Trial Competition and the invaluable support provided at a local level by volunteers (often called Local Organisers). Magistrates' Mock Trial Competition heats are coordinated centrally but often with much of the local coordination and delivery being led by Local Organisers who receive support and guidance from Young Citizens. As such, Local Organisers may take on some of the role of Event Organisers as well as often being the Event Safety Officers.

The role of the Event Manager is to ensure clarity between them as to who is responsible for which elements of this policy, and to provide Local Organisers with support and guidance as required, including as a minimum, an induction into conducting a safe event, sharing key information from this policy and procedures with them and providing them with template risk assessments. Their role is also to collate 'lessons learned' from the cycle of events and ensure that this learning is integrated into planning and shared with Local Organisers. As a result of this unique arrangement, Young Citizens is not always able to have full oversight of the risk assessment and management processes for each of these events but will endeavour to ensure good communication around these areas takes place.

1.5 Implementation and Monitoring

Directors shall periodically monitor compliance with the provisions of this policy to ensure the requirements of this policy are being implemented, within their teams.

Directorate arrangements will be monitored by the Director of Finance and Operations through internal audit, assessment and review of incidents to provide assurance that the Charity is compliant with this policy. Ultimate responsibility for the implementation of this policy sits with the Young Citizens Board of Directors.

1.6 Approval and Review

This policy and supporting guidance has been approved by the Young Citizens Board of Directors and will be reviewed on a four-year basis, or as required due to changes in legislation or Charity requirements.

1.7 Equality and Diversity

The policy has been drawn up and reviewed in light of the Equality Act (2010) which requires the Charity to have due regard to the need to promote equality of opportunity.

1.8 Communication and Further Information

This policy is available via the shared documents drive at Young Citizens. It will be communicated to all staff at regular intervals through updates provided at staff meetings as well as monitored and reviewed through our system of supervisions, reviews and appraisals.

Event Directors and Event Managers should consider how they can best share the key information from this policy and procedures with staff and volunteers supporting events, as well what they should be sharing with any teachers and/or students attending events.

Further information on this policy is available from the Director of Finance and Operations.

1.9 References

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- NYA Risk Assessment Process

1.10 Document Change Log

Date	Change	Page or Section Number
May 2023	First Draft.	All pages

2. Responsibilities and Requirements for the Management of Events

2.1 Duties of an Event Organiser

The Event Organiser has overall control and responsibility for making appropriate plans to ensure the smooth running of the event. For larger events, individual key personnel should be allocated specific responsibilities by the Event Organiser.

For all events the Event Organiser must:

- Obtain the permission of their Events Manager at the inception stage to hold the event.
- Familiarise themselves with the premises – ideally by an in-person visit but failing that, desk-top research.
- Familiarise themselves with the relevant safety arrangements specific to that venue.
- Appoint an Event Safety Coordinator (which could be the organiser themselves).
- Liaise with their Events Manager and other relevant Charity and/or venue personnel before the event to ensure that all health, safety and fire safety requirements are specified and agreed.
- Ensure that an adequate risk assessment has been prepared including a risk management plan and that it is communicated to the Event Safety Coordinator, as well as any other relevant staff and volunteers.
- Address any specific issues e.g. the presence of students at the event, first aid arrangements, etc.
- Be contactable at all times throughout the event (or assign this role to someone else).
- Be prepared and able to cancel the event at any time leading up to or during the event if the agreed safety and fire safety aspects are not implemented, maintained or used properly
- Carry out post event evaluation, liaising with the Event Safety Coordinator, and using the reporting systems established by the Events Manager.

2.2 Duties of an Event Safety Coordinator

The Event Safety Coordinator, whether a staff member or a volunteer, agrees to take responsibility for the health, safety and welfare of the event. They should liaise with the Event Organiser, other Charity staff and volunteers as appropriate.

For all events the Event Safety Coordinator must:

- Be familiar with the event risk assessment and risk management plan.
- Liaise with the Event Organiser before the event to ensure that all health, safety and fire safety requirements are specified and agreed.
- Ensure that the capacity of the venue is not exceeded.
- Ensure that fire exits remain unobstructed at all times and familiarise themselves with the evacuation procedures for the building.

- Ensure a Safety Announcement is made at the beginning of the event, to include details about fire alarms, muster points, nearest exits, location of toilets, etc.
- Ensure there is suitable provision for the emergency evacuation of any people attending the event with disabilities or additional needs.
- Carry out safety checks before the event and complete a safety check list for the venue, based on any risks identified in the risk assessment.
- Dynamically risk assess throughout the event, taking steps to mitigate any new, or newly identified, risks.
- Be contactable at all times, continuously present and sober throughout the event.
- Be prepared to instruct the Event Organiser to cancel the event for serious breaches of health, safety, fire safety requirements or other unsafe conditions e.g. bad weather at any time leading up to or during the event
- Ensure that the premises are tidied up after the event in a safe and timely manner.
- Contribute to the post event evaluation conducted by the Event Organiser, using the reporting systems established by the Events Manager.

2.2.1 Volunteers

At certain events, volunteers may be in attendance to support the smooth delivery of the event. The number of volunteers required will depend on the numbers of staff in attendance, the nature of the event and the number of people attending and should be established in the risk assessment. Volunteers may fulfil different roles on the day but are also there to monitor safety during the event and assist the police and other emergency services if necessary. All volunteers should receive a briefing prior to the event on their duties which includes the emergency procedures/arrangements.

2.2.2 Security

Many venues used by the Charity will have security staff in place throughout the event. These will provide support for events in their venue (e.g. with regards to fire evacuation, first aid etc). Where the venue's security staff have a role to play, this should be detailed on the Risk Assessment and the Event Organiser/Event Safety Coordinator should ensure that they have been adequately briefed about their role.

2.2.3 Food and Drink

Young Citizens does not produce food or drink but may engage a supplier to provide food and drink for an event. Where food and drink is provided, this must meet Food Safety Regulations including the provision of clear allergy advice. Food provided at events must be refrigerated until serving and once served, should be consumed (or returned to the refrigerator within 4 hours to comply with Food Safety Regulations. Any food which has been left out for longer than 4 hours should not be consumed.

2.3 External Contractors

Where appropriate, Event Organisers may use contracted suppliers for the provision of services and equipment (e.g. AV services, photographers, etc.). The Charity will, through its procurement procedures, ensure that contracted suppliers meet relevant Health and Safety standards and have appropriate public liability insurance in place.

3. Planning and Managing Events

3.1 Planning for a series of events

For a series of events (such as a cycle of Bar Mock Trials heats, or court visits) the Event Organiser and the Event Manager should meet to plan the cycle of events. They will need to consider:

- the number of events in the series
- the size of the events in the series
- who the event safety coordinators will be for each event
- the number of volunteers, if any, required at each event
- locations of the events
- timings of the events
- dates of the events
- health, safety and welfare arrangements
- parking arrangements
- access requirements

These factors will help determine what resources and facilities will be required at each of the events.

3.2 Planning for a large scale or one-off event

For a large scale (such as National Final) or one-off event (such as a fundraising evening) at least one planning meeting will be held by the Event Organiser prior to the event. The meeting(s) should be attended by the relevant staff, volunteers, and, where appropriate, representatives from external contractors. The meetings are to consider the requirements of the various parties and ensure that the event is conducted in a safe and efficient manner.

A general outline of the event should be drafted and recorded. This will entail identification of the:

- scale, type and scope of the event
- type and size of audience
- location
- duration of the event
- time of day and year the event will be held
- health, safety and welfare arrangements
- parking arrangements
- access requirements

These factors will help determine what resources and facilities will be required.

3.3 Risk Assessment

All events must have a suitable risk assessment which should include emergency arrangements for reasonably foreseeable risks. The arrangements should be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. You should include contingencies to deal with incidents and situations as varied as volunteers cancelling at short notice, severe weather, or the unavailability of key staff in your team.

It will also be necessary to consider the response to more serious emergencies, including major incidents that will require help from the emergency services and implementation of their emergency plans.

Appropriate management systems should be put in place for each phase of the event, including the set-up phase before the event and the tidying up phase at the end, to make sure health and safety risks are controlled. While the numbers onsite during the Event delivery period will be significantly greater, the need for safety management during the set-up and tidying up phases are just as important and should be covered in any risk assessment.

Risk assessments should be recorded using the template in Appendix x and completed assessments stored on the Charity's Sharepoint Drive.

3.4 Communication

All staff and volunteers involved in the event, including contractors, should be provided with relevant information on any risks to their health and safety identified by the risk assessment. This should be done as part of a general induction and/or briefings about individual work activities or tasks. Relevant health and safety information can also be provided to the attendees, e.g. in pre-event mailings.

At the start of each event a health and safety announcement should be made to all attendees. This will include details about fire alarms, muster points, nearest exits, location of toilets, etc.

Throughout the event, effective communication must be maintained between the Event Safety Coordinator and any other staff and volunteers. Where there is a stable phone or Wi-Fi signal, contact via a WhatsApp chat group is advised, particularly for large events or when using large venues. Communication is also required with any security staff to inform them of any significant incidents.

Arrangements for public address emergency announcements should be considered and put in place where appropriate.

3.5 Children and Vulnerable Adults

The Charity has arrangements in place to safeguard children and vulnerable adults and additional measures may need to be considered to ensure their appropriate and proportional protection during attendance at events. Event Organisers should refer to the Safeguarding Children Policy and the Safeguarding Vulnerable Adults Policy. All staff and volunteers are encouraged to contact the Designated Safeguarding Lead for help or guidance in implementing the policy.

3.6 Fire Safety

The Event Safety Coordinator must familiarise themselves with the evacuation procedures for each venue used. Every reasonable effort must be taken to prevent fire occurring, to provide warning, and to provide a safe means of escape should a fire occur. Event Organisers must have sufficient staff and/or volunteers on duty to be able to manage an evacuation if necessary. These people must be briefed on the evacuation procedures and their role.

The Event Safety Coordinator has specific responsibility to ensure that the following are adhered to:

- Exits are available and unlocked
- Means of escape are clear and free from obstruction
- Fire door self-closers operate properly, and fire doors are not wedged open
- Firefighting equipment is available and readily accessible
- Signage is maintained and illuminated
- Staff and volunteers are adequately briefed in fire prevention and evacuation procedures
- The agreed numbers of people attending the event is adhered to
- Clear spaces are maintained around heaters of all types
- Naked flames, such as sparklers or candles, must not be used inside any event venue.

HSE Guidance on Emergency Procedures is included as Appendix 3.

3.7 First Aid and Accident Reporting

The level of First Aid provision at an event will depend on the numbers attending, the profile of the audience and the type of event. This should be detailed in the risk assessment for the event.

The Event Safety Coordinator should ensure there is someone in attendance who is a qualified First Aider – this could be a member of security staff, a volunteer, an attending teacher, a member of Young Citizens staff etc. They must also ensure that they identify where the First Aid kit and, if available, the defibrillator, is located.

If an accident occurs during an event, the Event Safety Coordinator should take full details at the time of the incident, including the name and address of the injured person, the nature of the accident and where the accident occurred. Details of the incident should be recorded on the Charity's Incident Log.

3.8 Housekeeping

All parts of the premises and associated areas must be kept in a clean and tidy condition. Spillages must be cleared up promptly to avoid slips as well as to maintain the premises in a clean condition. The premises and equipment should be left in clean condition after the event with any litter and waste bagged up at the end of the event.

3.9 Monitoring and Review

Periodically, the Event Organiser should check their agreed methods for controlling risks and test them to make sure they are working and being followed.

The Event Risk Assessment should set out the frequency of checks required during the event, who is responsible for them, and the methods they should use. For small-scale events, a simple checklist is sufficient. For larger events, several people may share the monitoring role. Whoever has the role should be familiar with the Risk Assessment findings and control measures and be able to identify new hazards and assess risks as they arise.

Risk Management Roles, Responsibilities and Accountabilities

Event type	Event Safety Officer	Event Coordinator	Event Manager	Event Director
BMT/IMT heats	Nominated staff	BMT/IMT Coordinator	PLE Manager	Director of Programmes and Learning
BMT/IMT National Finals	BMT/IMT Coordinator	BMT/IMT Coordinator		
Court in Action court visits	Court in Action Coordinator	Court in Action Coordinator		
Student workshops	TBC	TBC		
MCMT heats delivered centrally	MCMT Coordinator	MCMT Coordinator	PLE Manager	Director of Programmes and Learning
MCMT heats delivered by Local Organisers	Local Organiser	Local Organiser/ MCMT Coordinator	MCMT Coordinator	PLE Manager
Experts in Schools			Partnerships Manager	Director of Partnerships and Engagement
Legal workshops				
MADC Celebration Event	Social Action Manager	Social Action Manager	Social Action Manager	Director of Programmes and Learning

Risk Assessment Factors

Fire

Consider the risk of fire and appropriate fire safety arrangements required.

- What numbers are expected?
- Is the venue adequate? (All venues will have a maximum capacity)
- Are evacuation wardens (stewards, hosts or guides) required?
- Are there any significant fire risks created by the event e.g. fireworks, candles etc?

Participants

Consider the people attending the event.

- Are they adults, young people or children?
- What are the arrangements for people with disabilities, medical conditions or food allergies?
- What numbers are expected? For large crowds, safety before, during and after the event should be taken into consideration.
- Will volunteers be required to act as stewards or guides?
- What are the supervision arrangements for groups of students?

First Aid Arrangements

All events need arrangements for first aid. This may be reliance on staff first aiders, including Security staff. For large events, dedicated first aid assistance is recommended e.g. St John's Ambulance, etc. Include the procedure for summoning first aid and the location of the first aid kit and defibrillator in your arrangements. Consider any significant health and safety risks associated with the event e.g. physical activity, heat stress, etc.

Environmental Factors

Consider environmental factors and their consequences. For example: slippery conditions from rain, ice or snow (including water being carried into a venue).

Food Hygiene

Appropriate precautions should be taken to avoid the risk of food poisoning and inform attendees of allergens present in the food.

Electrical Safety

All equipment used in an event must be electrically safe and should have a valid portable appliance test label. This should also apply to any contractor's equipment brought to the venue.

Housekeeping

There must be safe access and egress at events at all times. This will include avoiding the blocking of fire exits, cables across access routes, etc. During the set-up for a large event, careful management may be required to coordinate various contractors and internal service providers on site at any one time.

Other Hazards

Beware of possible heat stress from large numbers of people in a poorly ventilated room.

HSE Guidance on Emergency Arrangements

Emergency procedures

Procedures for staff and volunteers to follow in an emergency should include:

- raising the alarm and informing the public
- onsite emergency response, i.e. use of fire extinguishers
- summoning the emergency services and continuing to liaise with them
- crowd management, including evacuation, where necessary
- evacuation of people with disabilities
- traffic management, including emergency vehicles
- incident control
- providing first aid and medical assistance

Have clear emergency roles and responsibilities

You should appoint people to implement your procedures if there is an incident or emergency. Make sure that all relevant staff members, whatever their normal role, understand what they should do in an emergency, for example:

- the location of exits
- how to use emergency equipment
- how to raise the alarm
- who they should receive instructions from

Evacuation

Emergencies can develop very rapidly. Make sure you are equipped to move the audience to a total or relative place of safety without delay. The following actions will help.

Escape routes and exits

Plan escape routes and make sure they remain available and unobstructed. Make sure all doors and gates leading to final exits, as well as site exits themselves, are always available for immediate use. Check that they:

- are unlocked - if security is an issue they should be staffed not locked
- are free from obstructions
- open outwards in the direction of escape

Signs and lighting to help evacuations

- Consider signs for people unfamiliar with escape routes
- Light all escape routes sufficiently for people to use them safely in an emergency

Places of safety

- Plan how you will evacuate people to a place of relative safety from where they can make their way to a place of total safety

Vulnerable people

- Plan to provide additional assistance to people with a disability, people with learning difficulties, those with limited mobility and children
- Where students are separated from their teachers e.g. because they are spread across different court rooms, make arrangements for their safe evacuation clear so teachers don't try to reach them against the normal direction of escape

Communicating with the public

- Plan for how you will communicate official event messages to the public in conjunction with the emergency services, e.g. via social media

Show stop

Effective response to an emergency can sometimes mean a rapid and controlled halt to an event to prevent further risk to the attendees or to initiate an evacuation. This sort of 'show stop' involves:

- identifying the key people involved, particularly those who can:
 - initiate a show-stop procedure
 - communicate with the participants
- deciding how these key people will initiate a show-stop procedure
 - having pre-agreed wording for public announcements (consider your lines of communication, eg radios, PA systems)
 - briefing the staff and volunteers in advance about the show-stop procedure

Event Risk Assessment Summary Form

Young Citizens version to be inserted once finalised