

EVENT SAFEGUARDING CHECKLIST – SAFETY ADVISORY GROUP

RISK ASSESSMENT PART ONE – General Information about event. Please complete this section with as much detail as you can.

<p>Name of event:</p> <p>Boxing Day Walk into the Sea</p>	<p>Date(s) of event, including timings:</p> <p>If more than one day, can people stay onsite overnight?</p> <p>NO, it's a one day event on Boxing Day 2023 where participants walk into the sea and out again at 12pm</p>
<p>Organisation(s) with overall responsibility:</p> <p>Paignton Lions Club</p>	<p>Name of person completing this form:</p> <p>Ian Snell</p>
<p>Location of event, address including postcode/map reference:</p> <p>Paignton Sands, Paignton Seafront</p>	<p>Is the event located on one site or multiple sites?</p> <p>Event is located on one site only</p> <p>Can people leave the site and re-enter?</p> <p>Yes, they can</p>
<p>Name of person with the lead responsibility for safeguarding and for co-ordinating safeguarding systems:</p> <p>Ian Snell</p>	<p>Contact details for at least one person who is organising the event to include name, role for the event, address, email and telephone contacts.</p> <p>Event Coordinator Lion Ian Snell</p>
<p>Type of event including entertainment provided. Give a brief summary (e.g. live or recorded music) films, dance, alcohol to be provided or for purchase, food sports, etc</p> <p>The event is a charity Walk in the Sea where participants walk into the sea and back, usually in fancy dress, raising money for local charities/worthy causes. There will be Paignton Town Band in attendance who will be playing for about an hour. No Alcohol at all permitted. There will be a catering Caravan in attendance serving the usual Burgers, Hot Dogs etc.</p>	

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<p>Target audience for the event: Describe the likely audience e.g. children only, children and adults, families, adults only</p> <p>The event attracts all ages but those under 16 have to be accompanied by a Parent/Guardian, the event also attracts many spectators who would most likely be families.</p>	<p>Size of event:</p> <p>Up to 499 -Yes</p> <p>500 – 999</p> <p>1000 – 4999</p> <p>5000 +</p>
<p>How do people gain access to the event? Is it ticketed, pay in advance or pay on the day open access?</p> <p>It is a sponsored event with participants expected to get sponsorship, but they may pay a registration fee on the day instead. They must register and are then given a wristband; these are then checked as they enter the controlled designated area to ensure that only those who have registered take part.</p>	
<p>Any other information which needs to be considered in the safeguarding risk assessment.</p>	

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RISK ASSESSMENT PART TWO – Event Checklist – use this checklist to identify the areas of risk assessment on which you need to focus. Some areas of this risk assessment may not relate to your particular event but please consider all of them carefully to ensure you do not miss anything. You may identify areas which are not covered, please add those.

Safeguarding Item	Response/agreed action	Follow up
<p>Children and young people and adults at risk of harm risk assessment</p> <p>Has a safeguarding risk assessment been completed?</p> <p>Who carried out the risk assessment?</p> <p>Summarise the safeguarding risks identified or refer to risk assessment document.</p> <p>Who is responsible for briefing relevant event staff about the potential safeguarding risks and how to respond (this may include security stewards, volunteers, marshals, bar/food staff etc)?</p> <p>Who is the lead for safeguarding for the event and for co-ordinating systems and who has overall safeguarding accountability?</p> <p>Are their details published in the event plan and stated in the hierarchy of event control?</p>	<p>Yes</p> <p>Lion Ian Snell</p> <p>Lost Children, Sexual Assault</p> <p>Lion Ian Snell</p> <p>Lion Ian Snell</p>	

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Is there a system in place for recording incidents?		
<p>Lost Children</p> <p>Where is the lost children point located?</p> <p>Who is the lead for lost children?</p> <p>Who else is responsible for looking after lost children?</p> <p>Is this person (people) DBS checked, system in place to ensure they work in pairs, mixed together? Will there be DBS checked staff available throughout the event?</p> <p>What is the procedure for reuniting lost children with their parent/carer? Is this written in the event manual? How are parents/carers informed, is it well signed and publicised in event literature?</p> <p>Will stewards and other event staff be briefed on location of lost children point and also on the procedure?</p> <p>Who carried out the briefing?</p>	<p>At the registration Tent</p> <p>Lion Sue Davies</p> <p>Mrs Ann Tozer</p> <p>DBS checked staff/Volunteers will be on sight throughout the event</p> <p>A call will be put out over the PA system requesting that MR/MRS ? report to the registration tent. This will be written into the event manual. No other literature is handed out at the event.</p> <p>All stewards/Lions will be fully briefed on the lost Children point and any subsequent procedures.</p> <p>Safeguarding lead.</p>	
<p>First Aid</p> <p>Where is the First Aid point located? If it is located near the Lost Children point think about distress caused to children/young people point witnessing people who are injured or intoxicated.</p>	<p>The first Aid point will be placed central to the event near the registration tent and the PA system.</p>	

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<p>Are staff enhanced DBS? Working in pairs? Mixed gender? Where DBS checks are required will there be people with DBS checks available at all times when the event is running?</p> <p>Are First Aid staff briefed to liaise with safeguarding lead or team?</p> <p>Are First Aid staff trained in safeguarding?</p>	<p>Those manning the registration and Lost children Point will have a DBS Registered volunteer present at all times.</p> <p>The first Aid Staff, Devon EMS, will be fully briefed on all procedures.</p> <p>We are using Devon EMS so we would expect them to be.</p>	
<p>Welfare Provision</p> <p>Is there welfare provision available for adults and young people under the age of 18?</p> <p>Are staff/volunteers working in this provision DBS checked and will there be DBS checked staff available at all times?</p> <p>What is the process for reporting concerns to statutory agencies and who will do this?</p> <p>Consider using the Herbert Protocol if vulnerable adults are likely to attend the event.</p>	<p>We would expect most to be accompanied by a Parent/Guardian, however the Registration tent is a safe haven for all.</p> <p>Yes</p> <p>Safeguarding lead will report any incidents to the Police with immediate effect.</p>	
<p>Vulnerable Young People and Adults</p> <p>Is there some kind of recognised programme in place to identify those who are vulnerable and provide somewhere for them to go to seek assistance?</p>	<p>As this is a family event we wouldn't expect to have Vulnerable Young People and Adults present without guardians.</p>	

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<p>Who is the lead(s) for vulnerable young people or adults?</p> <p>Is there a place of safety identified?</p> <p>Who is staffing it? Are they DBS checked? Is there a DBS checked adult on every shift?</p> <p>What is the procedure for vulnerable young people and adults? Is it clearly explained in event literature and the event manual?</p> <p>Is there clear signage at the location?</p> <p>Will all stewards and other relevant staff be briefed about it?</p> <p>Who is responsible for delivering the briefings?</p>	<p>Not applicable</p>	
<p>Age restricted activity</p> <p>Admission</p> <p>What is the admission policy?</p> <p>Is the event ticket only?</p> <p>How are tickets controlled?</p> <p>Are bookings all recorded with contact, post-code/credit card payments?</p>	<p>Admission is by Registration only</p> <p>N/A</p>	

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Is it tickets in advance, or purchase on the day (or a mixture)? What is the minimum age for unaccompanied children?	N/A	
What is the age verification process? (types of ID accepted and refusals records, staff training)	N/A	
Will the publicity materials advertise the age restrictions and that ID may be required?	N/A	
Will there be signage to remind parents to supervise their children?	N/A	
VIP/Guest areas – are under 18s issued with ID and subject to age verification checks at bar/adult areas?	N/A	
If people are either barred from attending or re-entering the site following eviction how will this be communicated to all those who need to know.	N/A	
<i>Alcohol and substances</i>	N/A	
Who is the designated premises supervisor authorising alcohol sales?	N/A	
What is the age verification process (types of ID, staff training and recording of refusals)?	N/A	
Will Challenge 25 be used and promoted at the event?	Yes	

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<p>Are you operating 'Ask for Angela' at your bars? Is there a designated area for families where alcohol is being consumed? Has this been approved by the enforcement agencies?</p> <p>If people are barred from purchasing/receiving alcohol how will this be recorded, and bar staff advised (a book kept by the bar may be useful here).</p> <p>What is the risk of drugs or other substances being brought onto the site?</p> <p>What are the most likely substances to be found on the site?</p> <p>What provision is made for those who may suffer ill effects from either alcohol or drugs and other substances?</p> <p><i>Young people employed/performing</i></p> <p>Are there any children under the age of 18 working or performing at the event (including volunteering)?</p> <p>If so have checks been made regarding:</p> <ul style="list-style-type: none"> • Supervisory arrangements (including alcohol sales) • Chaperones • Work permit/performance licence 	<p>N/A</p> <p>N/A</p> <p>A low risk but all staff/Volunteers will be made aware and asked to be vigilant and keep an eye out for it.</p> <p>Our First Aid will be asked make a judgment call and if required an ambulance will be called</p> <p>None</p>	

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<p>(check local authority website for guidance on employment and performing)</p> <ul style="list-style-type: none"> • Have checks been made with health protection service to ensure health & safety compliance <p>Photography / Visual Recording</p> <p>Will there be any photography or video recording of the event including children and young people?</p> <p>If so:</p> <ul style="list-style-type: none"> • Is this stated in the event publicity materials/website? • Is signage displayed to alert parents/carers and unaccompanied young people that by entering they are consenting to be included in the recording? • Has consent been obtained in writing for any children or young people to be specifically recorded? <p>Transport / Pick up points</p> <p>Does the event end in time for any unaccompanied young people to access public transport?</p> <p>Is there a safe pick-up point for the collection of people (well lit, CCTV/patrol monitored)?</p>	<p>Yes, there will be photographs taken for publicity purposes by an official photographer.</p> <p>It will be signed, put on the website and any social media promotions of the event.</p> <p>Photographs will be generic, but any photographs of presentations will need permission first.</p> <p>Yes</p> <p>N/A</p>	

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<p>Are there any particular risks such as river/canal busy road, lack of lighting, remote which may post particular problems to those who are either leaving the site of their own free will or have been asked to leave?</p> <p>Is the pick-up point included in the publicity materials/website?</p> <p>Adults at risk of harm</p> <p>Are there any identified groups of adults who may be at specific risk of harm?</p> <p>Safeguarding Policy</p> <p>Which organisation’s safeguarding policy will be followed if a child or young person or adult makes a disclosure or allegation about a member of staff or otherwise at an event?</p> <p>Does the event manual specify which policy must be followed?</p> <p>Safeguarding Training</p> <p>What safeguarding training will be provided to organisers, staff and volunteers. Level, content and time allowed for training should all be considered. Note: training will be available in how to use this risk assessment, event organisers should ask their Safeguarding Advisory Group for details.</p>	<p>None</p> <p>N/A</p> <p>No</p> <p>Paignton Lions Club</p> <p>Yes</p> <p>All volunteers will be given the safeguarding presentation and will be fully briefed.</p>	
Other Issues		

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RISK ASSESSMENT PART THREE

Event Name: Paignton Lions Club “Walk in the Sea”

Location: Paignton Seafront

Date of event: 26th December 2023

Risk Assessor’s Name: Ian Snell

Role: Assistant Event Coordinator

Signature: *I Snell*

Date of Risk Assessment: 10th September 2023

Potential risks to children, young people and adults	Risk Rating Probability + Impact + Risk (P I R)			Safeguarding measures operating to minimise risk	Residual risk and comment/further action required
	Low	High	Low		
Lost Children/Vulnerable persons	Low	High	Low	Safe area to be easily identified	Make good use of PA system
Sexual Assault	Low	High	Low	Stewards to be vigilant & report any Incidents they’re notified of.	Ensure victims safety and call Police
Physical and/or Verbal abuse	Low	High	Low	Stewards to be vigilant and report any incidents	Refer to authorities if it is a clear case without doubt.

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