



Youth Event Safety Checklist

This checklist will help to make your next youth event as safe and successful as possible.

Well coordinated youth events are a great opportunity for young people to get together, relax and have fun. If events are poorly managed they can be stressful for the organisers and no fun for anyone and can lead to unintentional injury.

This checklist covers important safety concerns to address when planning youth events. Using this checklist will help make your next youth event as safe and successful as possible.

Don't forget, this checklist can't cover every concern associated with your specific event and isn't a replacement for a thorough risk assessment and management plan.

For more information on youth safety see **www.youthsafe.org**

Disclaimer

This document is a guide only. It contains general information and is not intended to represent a comprehensive statement of the law as it applies to particular problems or to individuals; nor is it a substitute for legal advice. To obtain up-to-date information on relevant legislation and for assistance in the application of the law, readers should seek independent legal advice.

VENUE SAFETY

SAFETY ISSUES	YES	N/A	IN PROGRESS	FURTHER INFORMATION
Are all staff, security and volunteers familiar with the venue layout before the event starts?				Make sure people are familiar not only of their own area where they will be working, but other areas in case they are called there in an emergency.
Are all areas of your venue (including outdoor areas) adequately lit – especially for night time events?				
Are floor surfaces clear of ‘trip hazards’ such as electrical cords?				Only the event manager should have permission to move or change any equipment – so advise staff/volunteers to speak to them before touching anything.
Are there people in your team responsible for cleaning up any spills/breakages as soon as it happens and are there enough rubbish bins?				
Have you made sure there will be no glass in the venue?				Plastic cups or cans may be safer.
Have you checked that toilets are all working, that there are sufficient facilities for the number of anticipated patrons and that there is someone responsible for doing regular toilet checks?				Where possible you should try and have more toilets for females than for males – girls take ages in the bathroom and this can result in long lines!
Have you discussed with security about having regular patrols of the venue perimeter (including several metres around the outside of venue) to help prevent people ‘loitering’ or ‘prowling’ around?				This should be part of the written security agreement.
Have you had all electrical equipment (including power points, power cords & power boards) tagged and tested to check they are in good working order?				You will need an electrician to do this.
Have you checked to ensure there is adequate ventilation & space for people to move?				Studies show that hot, crowded venues can make patrons angry & aggressive, causing more fights!
Have you looked at offering free water & low-cost cool soft drinks, as well as affordable snack foods?				

WORKING WITH YOUNG PEOPLE

SAFETY ISSUES	YES	N/A	IN PROGRESS	FURTHER INFORMATION
Have all paid staff (including security staff) completed a <i>Working with Children Check</i> and <i>Prohibited Persons Declaration</i> ?				www.kids.nsw.gov.au/director/check.cfm
Have all volunteers completed a <i>Prohibited Persons Declaration</i> ?				www.kids.nsw.gov.au/director/check.cfm
Do security staff (where possible) have experience or training in working with young people?				Outline in writing your expectations for security. YAPA's self-training package for security guards working with young people in shopping centres may have some relevant information which could help: www.yapa.org.au/youth/facts/securityresource.php
Have you made the tickets only available pre-sale to ensure you know how many people are coming according to venue capacity?				People will be less likely to just 'show up' & hang outside the venue, causing security & safety problems. This allows you to better plan for security & staff numbers and for conditions of entry to be printed on the back.
Can event security, staff & volunteers be easily identified with either a uniform, t-shirt, ID badge or cap?				If you have a limited budget, even getting people to wear a bright t-shirt and an ID badge would help.
Have you considered the range of ages you are targeting for this event?				It's not a good idea to mix a wide range of ages, so it's best to be specific. It's not recommended to mix over 18s & under 18s.
Have you worked out the ratio of adults to patrons you need to supervise your event properly?				This will vary depending on type of event, time of day, location, number of patrons & number of tasks each adult is expected to undertake. It will also depend on likely risks that could occur at your event.

MANAGING ALCOHOL & OTHER DRUGS

SAFETY ISSUES	YES	N/A	IN PROGRESS	FURTHER INFORMATION
<p>Have you stated the 'conditions of entry' to your event in all promotional material including posters, flyers, media material & on the back of the tickets?</p>				<p>For example, you can state it's a drug & alcohol-free event, no pass-outs, what not to bring, no bags or bag checks on entry. This will make it clear to people before they even get there what is expected.</p>
<p>Is the entry charge low, or even free?</p>				<p>If parents give young people less money for the night they may be less likely to spend money on alcohol or drugs & hang outside.</p>
<p>Will there be an adult at the door to check bags or will there be cloakroom facilities?</p>				<p>Even if you have stated 'no bags' as a condition of entry, prepare a secure area to store any bags which can be collected at the end of the event.</p>
<p>Do you have a procedure for dealing with young people who turn up intoxicated?</p>				<p>For example, providing a supervised waiting area or facilities to phone an adult to collect them. For some excellent information & advice on duty of care see YAPA's website www.yapa.org.au/youthwork/facts/alcohol.pdf</p>
<p>Do you have a plan/policy for how you will manage or store any confiscated alcohol, drugs or weapons?</p>				<p>Having somewhere lockable or having someone hold onto items until they're destroyed/handed over to security or police would be a good idea.</p>
<p>Do you have only one entry & exit point with no pass-outs or re-entry?</p>				<p>This helps stop people trying to smuggle in alcohol or other drugs. Having a sign at the entry re-stating conditions of entry will also help.</p>

EMERGENCIES & SECURITY

SAFETY ISSUES	YES	N/A	IN PROGRESS	FURTHER INFORMATION
Do you have at least one qualified First Aid Officer who is easily identified & known to all staff, security & volunteers?				Directions to the location of the First Aid facilities should be clearly visible.
For a large event, have you organised for St John's First Aid to be present?				Check out www.stjohnnsw.com.au - they may be able to advise you on how many First Aiders you'll need for the size of your event.
Have you liaised with the local Police about the event including the location, date, event type, start and finish times so they can respond if needed?				
Are Emergency/Fire exits clear of any obstructions & will they have adults monitoring them?				Having someone monitor these doors may prevent patrons using them in non-emergency situations.
Is there a designated area where emergency vehicles can pull up, close to the venue's entrance?				
Have you prepared an emergency/evacuation plan including: - A designated staff member who will decide when to evacuate - Evacuation procedures - A safe assembly point?				Making a map of the venue can help – include main entry, emergency exits, evacuation assembly point & toilets. A list of contact numbers of those who will be present on the day and other numbers such as emergency & security management etc. would be handy.
Do you have a 'Responsibilities List' including a 'Chain of Command' (who reports to whom, who makes final decisions), who has a mobile phone for use, etc?				This should be given to all staff, security & volunteers and should include who will decide to evacuate, who will decide when and who to call in an emergency. A sample Chain of Command is available on the Youthsafe website.
Have you organised for security (or volunteers) to remain at least half an hour after the event's official finish time to ensure everyone leaves the venue and venue perimeter safely?				Of course not everyone will leave immediately after an event officially ends, parents may not pick up people in time, transport may be late, so it's good to have people around for everyone's safety and security.
Do you have copies of 'Incident Report' forms for any injuries, accidents or security breaches that may occur during the event?				A sample of an incident report can be found on the Youthsafe website. These should be completed, signed by any witnesses & copies made & distributed to any relevant people. Any incident reports completed should be discussed at the de-brief meeting after the event to see what steps can be taken to stop them from happening next time.
Do you have Public Liability Insurance?				You will need this if you're not working for an organisation that can cover your event under their existing policy. Insurance offered by NCOSS includes public liability cover: www.ncoss.org.au/insurance . The Indent/ YAPA 'Guide to the Gig Galaxy' has some good advice on insurance & security matters. www.indent.net.au/resources

TRANSPORT

SAFETY ISSUES	YES	N/A	IN PROGRESS	FURTHER INFORMATION
Have you tried to hold your event close to public transport?				You should alert public transport companies in your area about your event start & finishing times, including buses, trains, taxis or ferries. You could also post timetables for night buses or trains at the event's exit point, include it with event information or tickets to help patrons plan their journey home.
Is public transport limited in your local area? If it is, have alternatives been considered?				Check whether existing community transport such as a Council or Community bus can be used for your event. Partner with an organisation which already has transport that can be used.
If needed, have you organised to hire a bus? Funding to subsidise transport may be available for particular times (such as Youth Week), it's worth checking out.				<p>Arrive alive Shuttle www.arrivealive.com.au</p> <p>Local & Community Transport: www.transport.nsw.gov.au/lact/</p> <p>Community Builders NSW: www2.communitybuilders.nsw.gov.au/funding/</p>
Do you have a safe & well-lit pick up area for parents or adults to collect people?				You may need to allocate a designated area.

LINKS TO OTHER EVENT PLANNING RESOURCES

■ **Youthsafe**

www.youthsafe.org

■ **Indent/YAPA**

"A Young Person's Guide to the Gig Galaxy"
www.indent.net.au/resources/

■ **Central Coast Dance Party Working Party**

"Under 18's Safe Entertainment Guidelines for the Central Coast, NSW"
www.wyong.nsw.gov.au/communities/Youth_matters_safe_entertainment_230206.pdf

■ **Community Builders NSW**

"Safer Celebrations: A Planning Guide for Event Managers"
www.communitybuilders.nsw.gov.au/building_stronger/safer/e_guide.html

■ **Government of South Australia**

"Guidelines for Safer Dance Parties"
www.dasc.sa.gov.au/webdata/resources/files/Dance_Party_Guidelines.pdf

■ **WorkCover NSW Community Services Safety Pack:**

www.workcover.nsw.gov.au/Publications/OHS/SafetyGuides/pages/safety_pack.aspx



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Supported by the NSW Centre for Road Safety RTA and NSW Health