

GUIDANCE FOR RISK ASSESSING EVENTS FOR CHILDREN AND YOUNG PEOPLE ORGANISED BY OR ON BEHALF OF LICENSEES IN MANCHESTER

Purpose

- This checklist outlines the standards expected of licensed premises that are seeking to run events aimed either wholly or partly at young people aged under 18;
- It is intended to provide representatives of Responsible Authorities with an outline of the processes which premises should follow when planning and running an event;
- The checklist should be used alongside, but not in place of, existing licensing and safeguarding policies and procedures;
- The checklist is intended for internal use by Responsible Authorities to enable them to assess the risk assessments provided by licensees and event organisers.

This guidance should be used in conjunction with:

- Manchester City Council Licensing Policy and related guidance
- The Licensing Act 2003
- Current '*Amended Guidance Issued Under Section 182 Of The Licensing Act 2003* (Home Office)
- Manchester Safeguarding Children Board policies and procedures.

Expectations for licensees wishing to run events for young people

1. The appropriate Responsible Authorities (in this case, Greater Manchester Police and/or the Manchester City Council Licensing Unit) should be notified of the Licensee's intention to run an event at least 4 weeks before the proposed date of the event.
2. Where applicable, the Licensee/ Designated Premises Supervisor will complete a risk assessment, and submit this to the Responsible Authorities Group at the same time as the Temporary Event Notice/ Application for Variation on License. (City Safe risk assessment proforma is available on MSCB website).
3. The Designated Premises Supervisor and event organiser (if a third party is organising/running the event) will liaise with representatives of the Responsible Authorities Group to discuss any issues arising from the risk assessment at least 3 weeks before the proposed date of the event.
4. A final version of the risk assessment will be submitted to Responsible Authorities Group at least 10 days before the proposed date of the event.
5. The risk assessment will cover the following areas:
 - i. The age range the event is aimed at
 - ii. Whether alcohol will be available at the event
 - iii. Arrangements for publicising and ticketing the event
 - iv. Date and start/finish times for the event and arrangements for access
 - v. Number and roles of staff who will be on duty
 - vi. Arrangements for confirming proof of age on the door and at bar areas (if applicable)
 - vii. Welfare, safety and security arrangements including in the venue and in surrounding areas
 - viii. Arrangements for collection/ dispersal of young people after the event.

This risk assessment guidance aims to identify the potential risks and safeguarding measures which should be put in place for events that are aimed either wholly or partly at children and young people.

Potential risks to children and young people

- Children purchasing or consuming alcohol or other people buying it for them;
- Children being involved in or witnessing dangerous, anti social or inappropriate behaviour;

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- Children exposed to unsuitable entertainment (e.g. sexualised entertainment or references; material containing violent/aggressive images or sounds);
- Children being at risk, vulnerable and/or unsupervised after leaving events;
- Children gaining admission to licensed events that are also targeted at adults;
- Children engaging in or witnessing substance misuse;
- Individuals smuggling drugs, alcohol or weapons into the event ;
- Events for school-aged children and young people being run on weekdays outside of school holidays, which may impact on children’s attendance at school the following day.

Risk assessments prepared and submitted by premises and/or event organisers should identify the risks relating to their specific event, and the safeguarding measures that they will put in place to address these.

1. Minimum essential requirements for event	<ul style="list-style-type: none"> • Statement of intent / description of business • Risk assessment specifically for underage event/having children on the premises • Marketing plans / management of ticket sales to under 18s • Start and end time; number of guests • Ensuring entertainment is suitable for children • No children under the age of 14 to be admitted unaccompanied • No alcohol to be sold at events aimed solely at under 18s • No events aimed solely at under 18s to be run by or on behalf of licensees between Sunday to Thursday nights during term time • All events aimed at solely under 18s to be admission by pre-purchased ticket only – and information sent in advance to parents which includes details re: times and pickup areas
2. Availability of alcohol/ prevention of drug misuse	<ul style="list-style-type: none"> • Bar staff trained about the law in relation to children and alcohol and instructed to operate Challenge 25 proof of age scheme and to accept only legitimate proof (e.g. passport, photo driving license, photo student card, military id or identification approved by the PASS scheme). • Challenge 25 signage displayed • If alcohol is on sale how are sales areas restricted; what provision is in place to ensure children do not access other levels/rooms that may be selling/providing alcohol • How will children be prevented from access to alcohol (risk of proxy sales) • Signage to remind adults of their responsibilities and the law relating to buying alcohol for underage people • Refusals log maintained • Checks at point of entry, carried out by appropriately trained and vetted staff, to identify intoxication and/or prevent smuggling of alcohol and/or other substances into the event • Regular toilet checks • Adequate lighting to avoid covert activities • All staff (including bar staff, glass collectors etc.) to be vigilant re: children consuming alcohol at the event • Capacity for regular checks around and/or outside the premises for underage persons encouraging adults to purchase alcohol for them
3. Safeguarding	<ul style="list-style-type: none"> • Personnel (numbers and roles along with contact details) including the

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	<p>Nominated Safeguarding Children Person & DBS checks for the DPS and other staff that act in a supervisory capacity</p> <ul style="list-style-type: none"> • Staff ratios incl male / female & levels of supervision proposed • Staff training on safeguarding children / relevant to children being on premises • Door staff (is there a requirement proportional to capacity of event – if so state here) – all required to have basic level DBS check • Welfare Officers to attend during and after the event (NB minimum of 2 – 1 male and 1 female) – all required to have enhanced level DBS check • For under 18s only events gaming machines and alcoholic drinks to be covered or removed for the duration of the event • Controlled access – proof of age for upper and lower limits • No under 14s • Stewards/security to monitor surrounding areas before and after event • First aid/safe refuge area with 2 x DBS checked staff, one male and one female, in attendance at all times • All staff to be briefed re: potential safeguarding issues and appropriate responses and to be vigilant (NB including bar staff, glass collectors etc.) • Regular schedule of patrols and floor walks to be carried out throughout the event, ensuring that this includes checks of toilets and other areas
<p>4. Before and after the event</p>	<ul style="list-style-type: none"> • Door management / queuing <ul style="list-style-type: none"> ○ Queue barriers to be used where the event is on a public highway ○ What checks will security staff make to the surrounding area to prevent unsafe, illegal and antisocial activity before/during/after the event, what will the circumference of this area be; how often will staff be checking the area? ○ Doors to be open at least 30 minutes prior to advertised start time • Entry / arrival - what provisions are in place if children turn up under the influence ; 'turn away' policy / ensuring YP have a safe way of getting home • Details of what forms of ID are acceptable / how will staff distinguish between over 18 and under 18 • What provisions are in place to ensure children leave safely and are accompanied or supervised e.g. Dispersal Policy • Closing time early enough to allow young people to access public transport • Arrangements for collection point (safe area for children to wait until they are picked up) for parents/carers (NB should be well-lit and monitored by security staff for at least 30 minutes after the end time of the event) • Venue to provide transport for young people to transfer them from the venue to pre-identified public transport areas or a reputable transport firm • Will the designated safeguarding member of staff ensure children get home safely? E.g. contacting parents.

**Approved by Manchester Multi-agency Licensing Partnership December 2013
Review December 2014**