



Event Safety & Risk Assessment Policy

1. Purpose of this Policy

The Special Lioness is committed to providing safe, inclusive, and joyful events for disabled and life-limited children, their siblings, parents, carers, volunteers, and visitors. This policy outlines how we plan, assess, and manage safety risks for all events, whether delivered in-house by our volunteers or outsourced to external venues, providers, or partners.

Our aim is to ensure that every event is safe, accessible, and designed with the needs of our families at the centre.

2. Scope

This policy applies to:

- All in-house events organised and delivered by The Special Lioness
- All outsourced events hosted at external venues or delivered by third-party providers
- All volunteers, trustees, contractors, and partners involved in event delivery
- All families and visitors attending our events

3. Our Commitment

We will:

- Prioritise the safety and wellbeing of all attendees
- Conduct thorough risk assessments for every event
- Ensure accessibility and inclusion are built into planning
- Follow relevant health and safety legislation
- Work only with reputable external venues and providers
- Provide clear guidance to volunteers
- Respond promptly to incidents or concerns
- Review and learn from each event

4. Responsibilities

4.1 Trustees

Trustees hold overall responsibility for:

- Approving event plans and risk assessments
- Ensuring appropriate safety measures are in place
- Reviewing incidents and updating procedures

4.2 Volunteers

Volunteers must:

- Follow this policy and event-specific safety guidance
- Support safe set-up, delivery, and pack-down
- Report hazards, incidents, or concerns immediately



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- Support families in a calm, respectful, and inclusive manner

4.3 External Providers / Venues

External partners must:

- Provide their own risk assessments and safety documentation
- Comply with UK health and safety regulations
- Ensure their staff are trained and competent
- Communicate any risks or restrictions to The Special Lioness

5. Risk Assessment Process

5.1 When Risk Assessments Are Required

A risk assessment must be completed for:

- All in-house events
- All outsourced events
- Any activity involving equipment, food, sensory elements, or physical movement
- Any event where children with complex needs are present

5.2 What Risk Assessments Must Cover

Risk assessments must consider:

- Venue suitability and accessibility
- Fire safety and emergency exits
- Potential medical and care needs of children
- Sensory considerations (noise, lighting, crowding)
- Equipment safety
- Food safety and allergies
- Manual handling risks
- Weather (for outdoor events)
- Volunteer capacity
- Safeguarding risks
- Any external provider risks

5.3 Control Measures

Control measures may include:

- Adjusting layouts for accessibility
- Providing quiet/sensory spaces
- Ensuring safe supervision ratios
- Using signage for hazards
- Removing or reducing risks where possible
- Ensuring first aid kits are available
- Confirming emergency procedures with venues
- Allocating volunteers to specific safety roles

5.4 Approval

All risk assessments must be reviewed and approved by a trustee before the event goes ahead.



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6. In-House Events

For events delivered solely by The Special Lioness:

- A lead volunteer will be appointed for each event
- A full risk assessment will be completed and shared with volunteers
- Volunteers will receive a briefing before the event begins
- Emergency procedures will be explained clearly
- Equipment will be checked for safety
- A sign-in/out process will be used for families
- A quiet/sensory space will be provided where possible

7. Outsourced Events

For events hosted at external venues or delivered by third-party providers:

- The venue/provider must supply their own risk assessment
- A trustee or lead volunteer must review the documentation
- A supplementary risk assessment will be completed by The Special Lioness to cover:
 - Accessibility needs
 - Medical and sensory considerations
 - Volunteer roles
 - Family support needs
 - Volunteers will be briefed on venue-specific safety procedures
 - Emergency contact details will be shared with families

We will not proceed with an outsourced event if safety documentation is inadequate.

8. Emergency Procedures

At every event, volunteers must ensure:

- Emergency exits are accessible
- Families know how to evacuate if needed
- A designated lead volunteer is present
- Emergency services are contacted when required
- Incidents are recorded and reported

Where possible, at least one volunteer with basic first aid awareness will be present.

9. Incident Reporting

All incidents, accidents, near misses, or safety concerns must be:

- Reported immediately to the event lead
- Recorded using the charity's incident form
- Reviewed by trustees after the event

Learning from incidents will inform future planning.



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10. Safeguarding

Any safeguarding concerns identified during events must be handled in line with the Safeguarding Policy.

Safety and wellbeing always take priority.

11. Accessibility & Inclusion

Event planning must always consider:

- Wheelchair access
- Sensory needs
- Communication needs
- Medical equipment space
- Quiet areas
- Dietary requirements
- Family-centred support

Accessibility is not optional - it is integral to our mission.

12. Review of Policy

This policy will be reviewed annually by the Board of Trustees or sooner if:

- New risks emerge
- Our services change significantly
- Legislation or best practice changes