



# **EVENT SAFETY MANAGEMENT PLAN**

**London Youth Games**

**Season 2020-2021**

**London**

**Version 4**

## DOCUMENT MANAGEMENT

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Client	London Youth Games
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## REVISION HISTORY

Version	Date Issued	Details
V1 DRAFT	14/12/2020	First Draft for Client review only
V2 DRAFT	21/05/2021	Updated version based on event changes / Covid-19 updates
V3 DRAFT	27/05/2021	Updates based on review
V4	18/06/2021	Update to extension of Step 3 of COVID restrictions

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## 1 INTRODUCTION

### 1.1 Aim

The Event Safety Arrangements outlined within this document are designed to protect workers, volunteers, contractors, members of the public that may be affected by the event, visitors, and the environment in which the London Youth Games events are taking place.

The aim therefore is to:

- Fully detail London Youth Games (LYG) Health & Safety Policy and responsibilities.
- Detail the standards expected by LYG of all workers, contractors & sub-contractors.
- Fully inform all staff, contractors, sub-contractors, and 3<sup>rd</sup> party agencies of the event health & safety requirements before, during, and after all works associated with the event.
- Fully comply with all local, National, and International health & safety legislation, regulation, guidance, and best practise

### 1.2 Scope

The scope of these arrangements applies to all work & event related activities performed during the event periods as detailed in the schedules and key timings issued by London Youth Games for their various events in 2020-21.

The Event Safety Arrangements as outlined within this document have been developed utilising the knowledge and experience of Logical Safety Solutions Ltd and LYG, and the application of relevant information from the following publications, as applicable.

- Health & Safety at Work Etc. Act 1974 (UK)
- Management of Health and Safety at Work Regulations 1999
- The Event Safety Guide (The Purple Guide)
- Guide to Safety at Sports Grounds (The Green Guide) (relevant for flow rates)
- The Regulatory Reform (Fire Safety) Regulations 2005.
- HM Government Fire Safety Risk Assessment for Open Air Events and Venues
- IEE Regulations 17th Edition (BS7671: 2008)
- Temporary Electrical Systems for Entertainment (BS 7909: 2011)

- Temporary Demountable Structures Fourth Edition (IstructE 2017)
- The Construction (Design & Management) Regulations 2015
- Public Health England Covid Guidance (<https://www.gov.uk/coronavirus>)
- Informa All Secure enhanced health & safety standards in a Post Covid-19 world
- EIFDCMS (Event Industry Forum) Covid-19 Working Safely
- EIA All Secure Standard (Event Industry Association)
- Working Safely During the Coronavirus Outbreak (Health & Safety Executive)
- Various Governing Body Sports guidance (see appendix)

## 2 EVENT INFORMATION

### 2.1 Overview

London Youth Games is run by the LYG Foundation; a registered charity. The games were established in 1977 and have run every year since then with the 2020 event being undertaken virtually due to the Covid pandemic. It is now Europe's largest youth sports festival. The season of events traditionally starts in November with Cross Country and culminates with the Finals event in July where the winning Borough are awarded with the Jubilee Trophy.

The majority of the events in the 2019-2020 season were cancelled or adapted to virtual activities due to the Coronavirus pandemic. The 2020-21 season has also seen some events postponed or undertaken virtually. LYG is working with their safety advisers (LSS), sports governing bodies and local stakeholders to ensure that all events are run in Covid secure way in accordance with governing body and Government guidance. This may mean that some sports do not take place or are undertaken in an adapted way in order to reduce the risk of transmission. See the Covid section for more information.

For 2021 the LYG season will be adapted to ensure that as many sports as possible can take place in a safe way. Organisers have therefore decided that the event will run in the below format:

#### **Individual sports competitions:**

To ensure COVID-19 safety procedures are in place sports will take place at various venues to reduce capacity and manage social distancing.

<b>Sport</b>	<b>Date</b>	<b>Location</b>
Tennis	19 <sup>th</sup> June 2021	Gunnersbury Park Sports Hub
Tennis	20 <sup>th</sup> June 2021	Redbridge Sports Centre
BMX	11 <sup>th</sup> July 2021	Hayes Hawks BMX Club, UB3 1EJ
Basketball	3 <sup>rd</sup> July 2021	West Harrow Rec
Basketball	4 <sup>th</sup> July 2021	Barking Sporthouse & Gym
Road Cycling	14 <sup>th</sup> August 2021	Lee Valley Velopark

See the Individual sports RA for full details.

## Regatta

Sport	Venue	Date
Sailing	Queen Mary Sailing Club	26 <sup>th</sup> June 2021
Kayak	Fairlop Waters	31 <sup>st</sup> July 2021

The Sailing will be held at the Queen Mary Sailing Club, LYG has used this venue several times and it is considered to be an established venue and experienced in hosting such events. QMSC has been established for over 40 years and is a reputable sailing venue; facilities include club house, pontoon, disabled access, car parking, changing rooms and toilet facilities. LYG will utilise existing facilities at QMSC and will not bring in their own infrastructure.

QMSC will provide competent safety team to manage the water safety and provide a safety boat for the activities at Queen Mary's Reservoir.

The Kayaking will take place at Fairlop Waters, the centre is purpose built and has in place suitable safety systems for the Kayaking activity. Fairlop Waters will provide competent safety staff to manage the water safety during these competitions.

See the Logical Safety Solutions Regatta RA for full details.

## Hub Final Events

These 'final' events will replace the traditional finals weekend which has taken place in CPNSC previously.

Sports	Date	Venue
Netball Hockey Football Street Cricket	28 <sup>th</sup> -29 <sup>th</sup> August 2021	(WEST) Brunel University London – Sports Centre, Kingston Lane, Uxbridge UB8 3PH
Netball Hockey Street Cricket	11 <sup>th</sup> -12 <sup>th</sup> September 2021	(EAST) Redbridge Sports Centre, Forest Road, Ilford IG6 3HD

Netball Football Street Cricket Beach Volleyball	18 <sup>th</sup> -19 <sup>th</sup> September 2021	(SOUTH WEST) Barn Elms, Queen Elizabeth Walk, Barnes, London SW13 9SA
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The Hub finals aims to ensure that the spots can take place in a covid safe way. See the Hub Finals RA for full details.

#### LYG Workforce

London Youth Games is made up of a core team of staff and team of volunteers who assist with the events on site. To support the events LYG engage with Competition Directors who are highly competent and experienced in managing their sport competition and are fully aware of the governing bodies rules. In addition to the Competition Directors there are Games Referees who are responsible for ensuring that the LYG rules of play and code of conduct are enforced. Games referees are present on some event days and will carry out spot checks on participants and handle any queries that may arise.

Since 2018 Nike have supported LYG and continue to provide support in the form of monetary investment, staffing and other resources. This will be used to improve the existing format of the event and amplify the experience for participants. Full details of this will be updated as appropriate.

Sports competitions will be solely managed by LYG competition directors, staff and LYG volunteers.

Competition Directors decisions are final where a dispute arises from the interpretation and enforcement of a sport's own rules and regulations as detailed and referred to in the Sport Specific rules provided.

LYG Games Referees are appointed for the purpose of monitoring, interpreting and enforcing the Games Rules and will investigate and adjudicate. Their decision is final in all matters.

LYG issue written rules for every sport, this includes information on the dates and times, locations, squad restrictions, age categories and most importantly the rules of participation. LYG make these rules available to everyone via public access from their website. These rules will be updated to include any Covid specific rules associated with the sport.

Sports are undertaken in accordance with their Sports Governing Body guidance including updated COVID-19 guidance, where required LYG will apply for a license to undertake the competition.

The Borough Team Organisers (BTO) are made up of Local Council employees. The responsibility of the BTO is to recruit from their local areas teams to take part in the events. During the events appointed Team Managers will be there managing their BTs in the competition.

LYG is responsible for delivering and overseeing the competitions along with contracting Competition Directors who are professionals from recognised associations and bodies to run the specific activities.

LYG utilise several venues for the season these are all established sports / leisure centres which are regulated by local authorities, LYG will also ensure that a site visit is undertaken prior to the events taking place.

### 2.3 Sports Competitions

All sports competitions and activities will be managed by competent persons and are run in accordance with their Governing Body. LYG have communicated and made available all Sports Competition Rules and key information to ensure that only eligible and competent persons participate as appropriate. These rules will be updated to include Covid specific safety guidance or measures. Competition Directors will ensure that sport specific covid-19 safety measures are adhered to during competitions, this information will be outlined within Sports Rules and issued to participants and BTO's by LYG and within the relevant risk assessment.

Every sports competition will have a Competition Director who will oversee the management and running of the event this will include checking participant competence and eligibility, ensuring that the field of play is suitable and fit for purpose, checking equipment and infrastructure and that the sports are adhering to the relevant rules and guidance as set out by LYG.

The Competition Director is required to be affiliated with their sports governing body, have suitable DBS checks in place and to be considered competent in their sport (either through certification or qualifications in their sport or through suitable references).

LYG staff and volunteers will run the competition in accordance with direction and support from the Competition Director.

Where appropriate and in most cases all sports will adhere to their governing body guidelines with field of play layout, equipment and similar in accordance with this. Run off areas and similar between fields of play will remain clear of non-authorized personnel and equipment at all times.

Team Managers will be issued with a schedule for the day and will be responsible for ensuring that their

teams are in the correct event area in suitable time before the competition starts.

The sports are staggered in timings and are spread across various sites to ensure that the capacity is maintained at an appropriate level at all times.

Spectator viewing areas will be established and staff will be in place to direct spectators. Spectator viewing areas will be in place provided that is in accordance with current government guidance, the sports governing body guidance, venue guidance and the ability to maintain social distancing (where required).

LYG has a strict code of conduct for participants and spectators, anti-social or inappropriate behaviour will not be tolerated and there are agreed procedures in place to manage this. The relevant and current Covid safety rules will be shared in advance of the event and participants and volunteers will be required to adhere to these at all times.

#### 2.4 Visitor Profile

The profile is split between participants and spectators. Participants will attend with their BTO who will supervise them at all times. LYG staff have received safeguarding awareness training and will be aware of the LYG Safeguarding procedures in place.

#### 2.5 Event Capacities

Where permitted under Covid-19 guidance the competition's spectators in the form of other participants and participant family and friends will be in attendance. Spectator attendance will be determined based on venue restrictions, governing body guidance on spectators and similar. This will be determined on an event by event basis.

The venues in use will advise LYG of restrictions in capacity of the areas in use and LYG will ensure that these are maintained at all times.

The capacities of the event areas within venues will be revised based on social distancing guidance.

#### 2.6 Production Schedule

The LYG production schedule is available as a supporting document.

## 2.7 Accreditation

A suitable accreditation system will be in place, managed and administered by LYG.

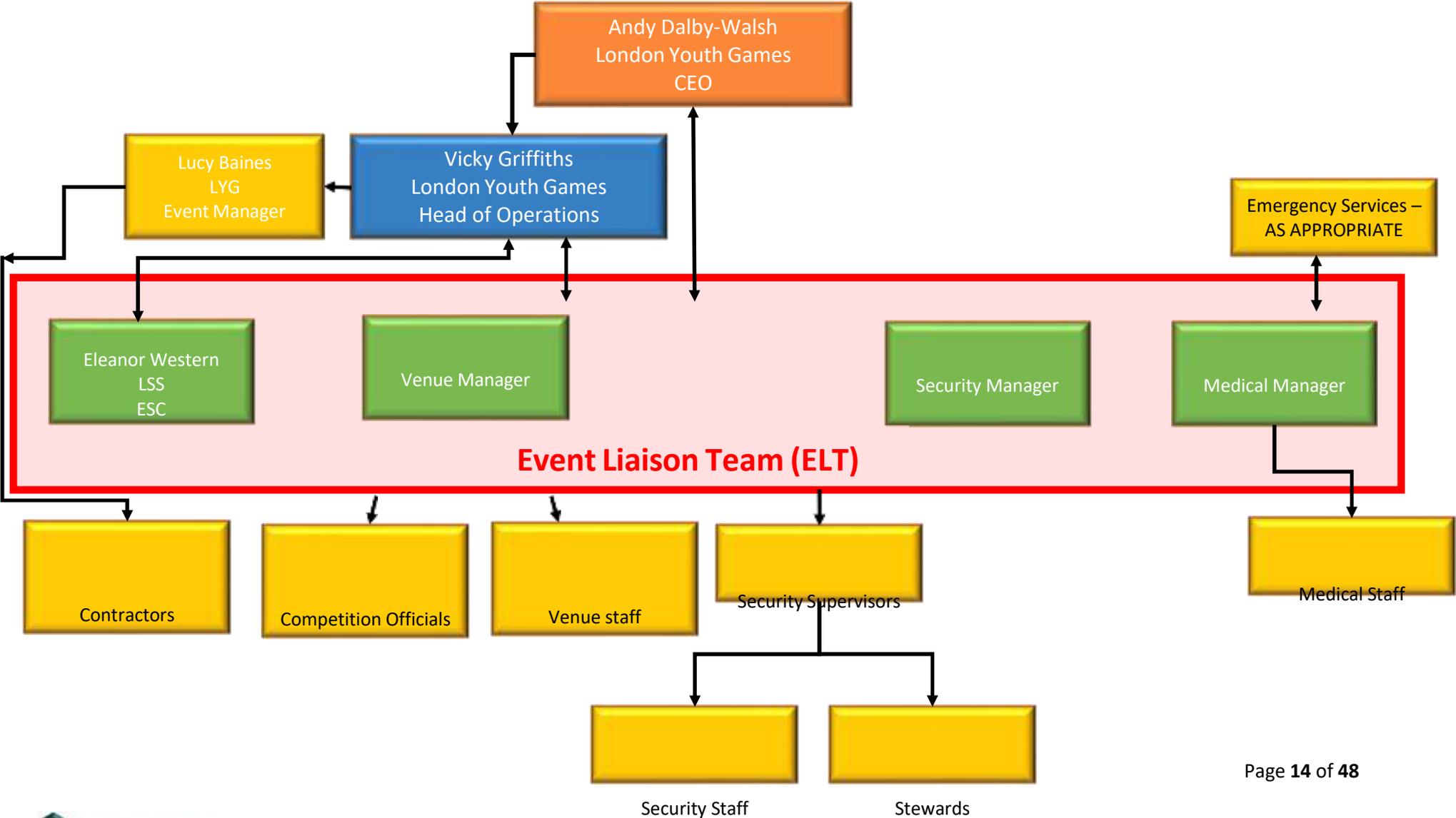
## 2.8 Venue Evaluation

LYG will ensure that all venues in use are suitable and fit for purpose, all competitions will take place in purpose built venues; predominantly leisure and sports facilities that are regulated by the Local Authority. All venues will be responsible for managing the centres safety systems and emergency procedures. All venues will be required to provide a Covid Risk Assessment and demonstrate procedures.

The Basketball competition in West Harrow Recreation Ground will take place on existing courts within a public park.

3 HEALTH & SAFETY ORGANISATION

3.1 Command Structure



### 3.2 Safety Policy

LYG requires the event workplace to be a healthy and safe environment.

LYG is responsible for providing all those working on the event with adequate instruction in health and safety, and for addressing unsafe situations in a timely and effective manner. All workers and service contractors are required to work safely and to know and follow the LYG and venue specific guidelines for safe work procedures, including specific guidelines with Covid-19 guidance. These guidelines are outlined within the event specific risk assessment, the site induction and within these arrangements.

LYG promotes a positive safety culture within the workforce. These arrangements enforce the requirement that all works to be carried out during the event are planned and executed in such a manner to avoid, so far as is reasonably practicable, hazards to all site and venue personnel and also others immediately affected by the event.

LYG believe that the following principles, and their application, are essential to this effort.

- Management accepts that all incidents are preventable when a safe system of work is employed and followed, however external forces and human nature can lead to incidents totally out of the managements control. The development of a safety plan / incident plan / emergency plan and a Covid assessment will assist in the control of incidents
- Management accepts responsibility for providing a safe workplace.
- Worker, especially contractor involvement is essential.
- Training to work safely is essential.
- All persons working on the event are accountable for health and safety.

LYG aims to keep workplace incidents to an absolute minimum and through the implementation of these safety arrangements aims to achieve zero major injuries and incidents.

### 3.3 Management Safety Roles & Responsibilities

In order to adequately discharge their health and safety responsibilities, LYG have engaged the services of competent persons to support the event, primarily via the provision of a Health & Safety Consultant (ESC), who shall act in an advisory role throughout.

LSS will undertake site visits, prepare documentation and support LYG however for much of the now smaller events LYG will ensure that there is a competent member of staff present responsible for overseeing health and safety.

Eleanor Western is an experienced safety consultant with competencies in the outdoor events industry, Eleanor has a NEBOSH Diploma (Level 6) Event Safety Diploma, Masters in Planning and BSC (hons) Tourism Management.

In accordance with several recommendations from current Governing Body guidance there should be an appointed Covid Supervisor in place. The responsibilities of this role would include;

- Act as a main point of contact for all stakeholders with regards to Covid-19.
- To oversee the implementation of the relevant risk assessments.
- Act as the link between the event and venue operators and ensure both are following current up to date guidelines.
- Keep up to date with the latest Government and sports Governing body advice and guidelines on Covid-19.
- Communicate with event management committee any Covid-19 protocol concerns raised by to the Covid-19 Officer concerning the event.
- Regularly review the event risk assessments and safety documents and recommend changes when necessary.
- Promote good practice to event stakeholders and remind of protocols where necessary.
- Ensure pre-event health questionnaires are completed and recorded for all participants attending the event in case of the need to share details with NHS Test and Trace.
- To support the event delivery team with any related Covid-19 issues.

It has been agreed that the LSS ESC will also adopt this role and will ensure that the above has been implemented with support of LYG, medical team and other key involved parties. For smaller events LYG will utilise their own staff and nominate a suitably trained staff member to undertake a Covid

Coordinator role. LYG staff that undertake this role would receive training on general Covid awareness and the proposed control measures that are to be implemented on site.

The responsibilities of this role would include;

- Implement the Covid risk assessment and complete the attached checklist
- Ensure coordination between the venue, competition officials and staff with regards to Covid safety measures.
- Oversee the installation of covid safety measures including provision of signage, hand sanitiser stations and similar as appropriate.
- Raise any concerns to the Covid Supervisor / LYG management team as appropriate.

### 3.4 Contractor Management / Safety Roles & Responsibilities

All contractors, suppliers and others engaged for, or participating in, the delivery of the event will be responsible for:

Ensuring that all their operations and undertakings are in compliance with all applicable statutory regulations and duties, EU/UK Safety Standards, manufacturer's instructions, approved codes of practice, industry guidance and best practise, along with all company health and safety policies, procedures, risk assessments and safe systems of work;

Supplying requested safety documentation for review by the appointed ESC's which shall include but is not limited to:

- Copies of relevant insurances
- Details of their safety plans, design drawings, safety systems and procedures
- Risk Assessments
- Safe systems of work / method statements
- Certificates of competency / licences / right to work, etc
- Co-operating and co-ordinating with the Client and the venue and all others engaged for the delivery of the event on matters relating to health and safety.
- Demonstrating and encouraging good safety culture and behaviours and ensuring compliance with all applicable statutory regulations and duties, British and European Standards, manufacturer's instructions, approved codes of practice, industry guidance and best practise

along with all company health and safety policies, procedures, risk assessments and safe systems of work.

### 3.5 Workforce Safety Roles & Responsibilities

All Workforce responsibilities include:

(This applies to all full-time, part-time, self-employed, and contracted workers, as well as any other person working or visiting the event site).

- Comply with all instructions given which affect health, safety, welfare & security.
- Take reasonable care to protect their Health and Safety and the Health and Safety of other persons who may be affected by their work.
- Carry out their work in accordance with agreed site rules and safe work procedures.
- Do not undertake any activity for which they are not trained and competent.
- Have the right to refuse unsafe work if they have reasonable cause to believe that their actions would pose an undue hazard to themselves or others.
- Use and maintain appropriate Personal Protective Equipment.
- Make proper use of Health and Safety equipment and request any additional equipment to ensure safe work procedures can be followed.
- Make proper use of occupational environment welfare facilities (eating areas, washroom facilities, etc.)
- Cooperate with the ESC's on site.
- Do not interfere with any measures provided in the interests of Health and Safety and security.
- Participate in inspections and investigations where appropriate.
- Be vigilant and report unsafe conditions, practices, hazards, injuries, and incidents to a supervisor.
- Help create a healthy and safe work environment by recommending improvements.

## 4 HEALTH, SAFETY & WELFARE ARRANGEMENTS

### 4.1 Safety Culture

A safety culture is an organisational culture that places a high level of importance on safety beliefs, values, and attitudes—and these are shared by most people within the company or workplace. LYG understand that a positive safety culture can result in improved workplace health and safety and organisational performance.

LYG are aware of their responsibilities for ensuring the health, safety and welfare of all persons, including participants, employees, contractors, volunteers, visitors, etc. to the event during all phases of the event including the build, live event and breakdown.

It is recognised that all persons have a responsibility to undertake their activities in such a manner so as to safeguard the safety of themselves and those others who may be affected by their undertakings and these responsibilities are outlined in detail within the Organisational Arrangements.

### 4.2 Risk Assessments

The Health & Safety at Work Act 1974 requires employers to take “reasonably practicable” precautions in various areas to safeguard employees. To do this an assessment of the risk and the steps needed to remove or reduce them needs to be made.

Specifically, Section 3 of the Management of Health & Safety at Work Regulations 1999 states:

*3.— (1) Every employer shall make a suitable and sufficient assessment of—*

*(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*

*(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,*

All work activities will be assessed by a competent person to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated will be controlled and the control measures, (be they physical or procedural), will be communicated to those who will work, or otherwise encounter those hazards.

An overarching Event Risk Assessment will be produced for this event. This is underpinned by the specific risk assessments applicable to those activities, tasks and operations required by all other parties for the event delivery.

#### 4.3 Safety Monitoring & Inspection

Site inspections will be undertaken by the event safety consultants, and/or those other relevant persons including any statutory bodies as applicable. Additionally, and where required, further inspections of the site and infrastructure may be undertaken by third parties / statutory bodies including local authorities, venue management, etc.

Final checks will be made by the ESC's and those other relevant key stakeholders including but not limited to the Event Director, Venue Director and Security Manager prior to the event opening.

The final decision for declaring the event safe to open rests with the LYG Event Manager.

All accidents/incidents will be reported to the ESC's in a timely manner reflective of the severity of the incident. Where required, due to the nature of an incident; accidents will be investigated and may be reported to the appropriate authorities. (RIDDOR as required).

#### 4.4 Contractor Due Diligence

In addition to its own direct employees, the organisers rely upon contractors and suppliers to provide a range of resources, services, and infrastructure. These contractors are appointed in accordance with an internal procurement process and after having satisfied several safety, competency and performance criteria.

The organisers, in engaging third-party services of contractors, traders and suppliers, hereafter collectively referred to as contractors, fulfil their responsibility under Health and Safety Legislation and good practise by taking reasonably practicable steps to assure itself as to the competency, suitability and sufficiency of the safety controls, systems, services and procedures employed by the appointed contractors.

All contractors will be expected, prior to commencing any work, to have in place all relevant insurances, licenses, certifications, competencies, and safety documentation. This does include risk assessments and method statements / safe systems of work applicable to their undertakings. Additionally, they will

nominate a suitably competent individual, who will be in attendance onsite, to be responsible for the management and monitoring of the safe delivery of their specific work activities.

Details of all contractor insurances, risk assessments, method statements, safety policies and procedures, licences, and certificates of competency applicable to their undertakings shall be collated, reviewed, and held on file by the ESC.

All personnel working on the event shall do so in compliance with all applicable statutory regulations and duties, International Standards, manufacturer's instructions, approved codes of practice, industry guidance and best practise, along with their own employers' company health and safety policies, procedures, risk assessments and safe systems of work.

The ESC will provide a site induction and issue a copy of the site rules to all individual contractors which shall include details of any site and vehicle restrictions, required PPE, access routes, medical and welfare provision and details of the accident & incident reporting procedures. The ESC shall also hold a daily briefing with relevant contractors, as required, (during the build and break phases), where health and safety issues will be discussed as appropriate.

The organisers, and specifically the ESC, will monitor the contractor activities and intervene as necessary should unsafe practises or unsafe conditions become apparent.

All contractors must maintain a full record of any injuries on-site in a suitable first aid book. All incidents will be reported to the ESC's immediately for investigation and reporting as required. Where required due to the nature of an incident; accidents will be investigated and reported to the appropriate authorities.

#### 4.5 Fire Safety

Fire risks for the event are captured within the Event Risk Assessment, venue risk assessments and individual contractor, supplier safety documentation and risk assessments. Where appropriate LYG has sourced and will deploy a suitable and sufficient number of fire extinguishers, fire points and means of raising the alarm across the venue, in accordance with the relevant venue emergency procedures.

The following measures shall be communicated to the entire workforce and all contractors, to assist in the control of fire risks:

- The use of petrol generators is prohibited
- Smoking & Vaping will not be permitted in any enclosed or substantially enclosed structure but is allowed outdoors in public areas. No Smoking signs will be posted as appropriate
- All drapes, curtains, marquees, scrim cloths and wood materials etc. for all infrastructure installations will be certificated to the relevant fire resisting/retardant standard.
- Provisions to permit site access for emergency vehicles will always be maintained. As and when appropriate, security staff will ensure that all persons and vehicles are kept clear of accesses and routes to allow emergency vehicles unrestricted access to the affected area.
- Emergency vehicle access points will be shown on plans.
- Persons who may be called upon to use fire-fighting equipment on site will be trained to a suitable standard. This will form part of the initial induction process.
- The use of fire-fighting equipment to tackle a fire is considered an emergency first response measure only and will only be attempted if it safe to do so.
- Any fires, even if extinguished, will be reported via 999, and to the venue management.

#### 4.6 Temporary Structure Safety

The majority of events will utilise existing venue infrastructure, however some will also require the use of temporary structures limited to pop up gazebos, branding, signage aswell as temporary electrical supplies in the form of a small diesel generator.

#### 4.7 Work at Height Safety

For this event no works at height will take place.

#### 4.8 Electrical Safety

There is a requirement for the installation of small diesel generators for the provision of temporary power supply for some events where venue power is not available.

All temporary electrical installations, distribution and ancillary equipment used will comply with the general requirements of the UK Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers BS 7671 “Regulation for Electrical Installations” and other relevant guidance. Regard will be paid to the requirements of BS 7909 “Code of practice for temporary electrical systems for entertainment and related purposes”.

Consultation will take place to ensure the requirements for the event are sufficient to meet demand. Temporary installations will be planned, designed, risk assessed, installed, tested, and maintained by a competent electrician employed by LYG or the venue.

All work on site will be carried out under the control and supervision of the competent electrician who will remain on site during the live event. Upon completion of the installation this person will test the electrical distribution systems and provide electrical sign off certificates.

The Temporary Electrical sign off forms found in BS 7909 will be utilised for signing off installed electrical distribution systems. Sign off certificates are to be held by the ESC and available for inspection upon request.

Hand-held tools should, where possible, be 110v or battery operated. Where this is not possible and for other hand-held equipment, residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.

All cabling for the event will be located away from the public and participant circulation routes, and will be covered with suitable cable ramps, matting or similar suitable protection where required.

#### 4.9 Plant & Machinery Safety

This event will not require the use of any plant (forklifts, cherry pickers, etc.)

#### 4.10 Site & Emergency Lighting

All events will take place in daylight hours and there will not be a requirement for temporary lighting.

#### 4.11 Sanitary Arrangements

Sanitary facilities for the entire workforce and participants will be provided in suitable numbers and arranged to ensure that correct social distancing can always be maintained and can be accessed at all periods of the event.

Each event location will be reviewed to ensure that there are suitable toilet provision in place where appropriate additional units will be shown on site plans and will be positioned with due regard for best practise and current guidance.

All facilities will be maintained by attendants to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene.

The company contracted to supply the sanitary facilities will also be licensed to remove and dispose of all hazardous waste therein.

Tankers will not operate during live event periods.

Additional hand sanitising stations will be in place across all areas of the venue in use, these will be clearly signed and available for all persons to utilise.

#### 4.12 Waste Management

Venues will be assessed for the provision of waste receptacles these will be provided in all working areas. The numbers and type of containers will be advised by the appointed waste management / cleaning supplier as appropriate.

Skips will be provided in a secure area for the collection and containment of all waste until such time as it can be safely removed from site by the approved waste management company.

Deposited and windblown litter will be cleaned up and removed from site by the appointed waste / cleaning supplier as part of the litter cleaning process during the event, and as part of the reinstatement / handover process.

Disposal of non-clinical Covid-19 related PPE (masks / gloves) will follow appropriate current guidance.

#### **4.13 Food Safety**

In addition to the contractor management safety procedures the following shall also apply to catering concessions.

LYG will obtain details of all appointed caterers and food outlets and will forward the information on to the Local Authority Food Hygiene Team as required. The local authority Environmental Health Department may inspect the catering facilities for compliance with food hygiene regulations

Those traders utilising an LPG supply for the preparation of food etc. shall have the relevant, current Gas Safe certification in place for their gas equipment. Additionally, they shall have completed a risk assessment and have in place controls for the safe operation of all gas appliances.

Traders are restricted to one cylinder in use and one spare per unit. All spare cylinders will be stored in a suitably secure and ventilated area in an upright position.

There will be no changing of gas cylinders during the live event. A suitable change over valve should be used in accordance with manufacturer's instructions and industry best practise

Traders are required to manage all waste within their areas inclusive of any food waste and grey water generated as a result of their undertakings.

In respect of food safety issues or concerns, the Site Managers will be responsible for liaising with vendors and where required closing down such units where a resolution is not achievable. They will seek advice from the ESC, Local Authority Food Hygiene Officers and be supported, where necessary by security.

No alcohol will be sold or distributed as part of this event.

Fresh potable water is available for purchase from catering outlets and water refill stations in the event village.

LYG are to get confirmation from venues that water available is potable and is suitable for consumption

by persons.

Any catering that is provided to the workforce will be delivered in sealed bags / containers.

#### 4.14 Special Effects

No special effects are planned. Items such as haze and fogging machines will be avoided, so as not to potentially assist in the spread of any virus in a particle airflow.

#### 4.15 Drugs and Alcohol

The use of illegal drugs, including solvent abuse and alcohol can be disruptive, decrease productivity, adversely affect the ability of an individual to perform their duties, lead to unacceptable behaviour and pose serious health and safety risks.

LYG retains the right to test employees on the grounds of reasonable suspicion or following an accident/incident

No person working on the event on behalf of or contracted by the organiser is permitted to drink alcohol during working hours.

No person working on the event on behalf of or contracted by organiser will report for work under the influence of alcohol. LYG have the authority to remove and/or dismiss individuals on the grounds of reasonable suspicion or following an accident/incident.

Any instances of distribution of open containers of alcohol, consumption or being under the influence of alcohol, in the workplace will be reported to LYG immediately.

LYG operate a zero tolerance towards illegal substances. Illegal substances are those covered by the Medicines Act 1968, the Misuse of Drugs Act 1971, the Misuse of Drugs Regulations 2001 and any subsequent legislation.

No person working on the event is permitted to be under the influence of illegal drugs during working hours

All concerns regarding the distribution or use of illegal drugs will be reported to LYG immediately.

The possession, sale, distribution, use or being under the influence of illegal drugs is a criminal offence, and any such activities in the workplace will be grounds for instant dismissal / removal and the matter will be reported to the Police.

Workforce members who use medically prescribed or over-the-counter drugs, should first check the potential for side effects which may impair their safety or the safety of others, with the prescribing Doctor or pharmacist.

#### 14.16 Accidents & Incidents

The following definitions will be used:

**ACCIDENT** - Is defined as “any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”

**INCIDENT (near miss)** - Is defined as, “any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”. Therefore, breaches of Covid Safe guidelines will be recorded as near misses and workers / contractors answerable as appropriate.

Any employee, volunteer, freelance worker, or contractor who suffers an accident or witnesses an incident (near miss), must ensure that the accident/incident is reported as soon as possible to their supervisor and the ESC's, who will record the matter and escalate with LYG as appropriate.

An “Accident / Incident Report Form” will be completed by the ESC.

An Accident / Incident Book will be located in the organiser's office.

The response to each accident / incident is dependent upon the severity, i.e. minor or major.

Major Accidents are defined as any incident that requires the assistance of an external emergency agency (fire, police, medic, etc.).

In the case of a major incident during build and de-rig, the first call will always be to 999.

The second call should be to the ESC / Senior LYG representative on site during the build and de-rig. On event days the primary call should be made to the Event Control, who will contact the emergency services / Duty Medic, etc.

In all cases, an accident / incident form will need to be completed by the ESC.

Minor accidents / incidents are those that involve first aid intervention but classed as not severe and not requiring external assistance.

In the case of a minor incident during build & de-rig, the first call should be to the onsite medics and ESC.

On event day, all incidents will be reported via Event Control.

The accident / incident report form is self-explanatory. It requires the collection of information relevant to the accident/ incident, e.g.:

- Who was involved in the Accident / Incident?
- Details of any witnesses to the Accident/ Incident.
- The nature of the injuries and/or damage that occurred.
- The precise location of the Accident / Incident.
- Exactly what this person was doing at the time of the Accident / Incident.
- The conditions at the time of the Accident / Incident (e.g. lighting, weather, etc.).
- Exactly what happened?

Additional information can be added later if required.

## 5 COVID-19 SPECIFIC SAFETY & WELFARE ARRANGEMENTS

### 5.1 COVID-19

In planning for safety at the event, LYG have considered the current pandemic situation and have been briefed, read, and understand the latest guidance issued by Public Health England.

Covid-19 is an infectious disease that can cause severe acute respiratory syndrome, common symptoms include fever, cough, fatigue, shortness of breath and a loss of smell and taste.

The primary routes of transmission are;

- Droplet spread between persons whereby persons inhale secretions of bodily fluid (including saliva and sweat). This typically occurs via coughing, sneezing, talking and similar, therefore face coverings and social distancing measures significantly reduce the risk of transmission.
- Fomite transmission whereby the virus is spread via objects such as door handles, pens, taps and similar.

Whilst the spread of Coronavirus cannot be completely controlled all appropriate measures to reduce the risk of the spread of the virus will be implemented as appropriate.

The aim of this section is to provide all stakeholders with confidence and reassurance that LYG are striving to provide the highest standards of safety, hygiene, cleanliness, and quality. All Covid-19 safety measures proposed will be subject to review and will be in accordance with the current advice.

**At the time of writing we are in Step 3 of the Governments road map with this phase having been extended to the 19<sup>th</sup> July 2021. Therefore several events will take place within Step 3 and will be permitted to take place with certain Covid-19 safety measures in place.**

It is hoped that the majority of events will take place post Step 4 where there is anticipated to be a relaxation of social distancing measures. LYG are proceeding cautiously with contingencies in place to ensure that the events can take place if some COVID-19 restrictions are in place.

Many other guidance documents have also been issued, by various associations, sports governing bodies, and individuals. The organisers have also read these guides, but must stress that the overriding safety arrangements will be made under:

- Primary Legislation – Coronavirus act 2020
- Secondary Legislation – The Health Protection (Coronavirus, Restrictions) (No.2) (England) Regulations 2020
- Secondary Legislation – The Health Protection (Coronavirus, Restrictions) (No.3) (England) Regulations 2020
- Secondary Legislation – The Health Protection (Coronavirus, International Travel) (England) Regulations 2020
- Secondary Legislation – The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020

It should also be clearly understood that the above regulations may change, are expected to change, and therefore these safety arrangements will be required to be updated regularly. It is therefore vital that all stakeholders ensure they are reading and using the most up to date versions.

All Contractors and suppliers working on the event will be expected to demonstrate how they will comply with Covid safety measures within their risk assessments.

## 5.2 Cleaning & Hygiene

Prior to the event build commencing or taking place, an inspection of the venue will take place to ensure there are no clinical items on the ground that could cause harm. The focus will be on potential discarded needles, containers, face coverings, gloves, etc.

Once a secure work area is established, hand cleansing stations (gel), will be in abundance, and all those working at the event, as well as those attending will be encouraged to regularly wash and sanitise their hands, especially when entering and leaving the secured work area.

Communications on hand washing and cleansing will be signed and repeated in every document produced and, in every briefing, delivered.

All those working on the event will be given guidance on how to regularly clean their equipment / tools / machinery, etc.

Waste materials will be collected on a more regular basis and separate identifiable waste receptacles will be provided for the sole disposal of masks, face coverings and other protective equipment.

Items of equipment that must be shared, will be kept to a minimum. Sanitising procedures between each equipment use will be enhanced and will include all materials and equipment items.

All members of the workforce will be briefed to carry their own supply of hand cleanser/sanitiser.

### 5.3 Physical Distancing

Contractors will be required to create safe working areas that are 'Covid secure' unauthorised and non-essential persons are to remain out of the work area until the workforce have finished and left the area. Suitable barrier or pin and tape is to be used to mark out these areas.

The workforce, including contractors, will be subject to a non-contact registration/accreditation process.

The arrival of contractors will be phased, through advanced registration.

Assets, such as toilet units, sports equipment and pop ups will be positioned to ensure distancing can be maintained.

Sports will all take place in outdoor areas to facilitate social distancing and ensure there is good ventilation. Access to indoor facilities such as toilets and similar will be facilitated and where appropriate face coverings worn, capacities limited and social distancing enforced.

Queueing areas will have signage in place to advise on social distancing.

Clear signage will be in abundance to direct and guide the workforce around the venue, and to visually identify the distancing measurements required.

All transport deliveries and collections will be scheduled in advance to avoid congestion.

### 5.4 Face Coverings

There are some circumstances when wearing a face covering may be beneficial as a precautionary measure. The evidence from Public Health England states that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple. It just needs to cover the mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.

Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health care workers, NHS staff, and those in industrial settings, i.e. those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, staggering work periods, correct social distancing and increasing hand and surface washing.

It is important that when wearing a face covering, the workforce use face coverings properly and wash their hands before putting them on and taking them off.

LYG will support the workforce in using face coverings safely. This means telling them:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you have touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

LYG in assessing the benefits of face coverings intend to:

- Instruct all those working on the event (in all phases), that they will wear a face covering where social distancing cannot be maintained (**for events in Step 3 face coverings will be mandatory at all times**)
- Spectators and those over 11 will be advised to wear face coverings on arrival, indoors and when social distancing cannot be maintained.
- Face Coverings will be available from LYG at all times.

The sports Risk Assessments will set out the requirements for face coverings, however it is assumed that in accordance with current guidance the following will be implemented:

- Face coverings worn in indoor areas.
- Face coverings and face shields to be worn by staff members who are in close proximity to active participants (sports officials).
- Customer(spectators & participants) facing staff will wear a face covering / use of Perspex shields or similar.

## 5.5 Screening / Tracing

To comply with tracing and screening guidance, the following measures will be undertaken:

- All workforce members contractors, visitors, participants & stakeholders (i.e. any person who enters the venue space) will complete a Covid Declaration document before commencing any work or duty. It is desired to have this available online and as part of the accreditation process. Details will be kept for as long as is needed for compliance (currently 21 days).
- All workforce members, contractors, visitors & stakeholders will be subject to a temperature check at the start of each working day / upon arrival.
- An area will be put aside inside the venue for those already inside with defined and /or detected symptoms so they can be isolated.
- For those outside the venue with a defined and/or detected symptom, entry will be refused, and they will be given guidance on the next steps to take in ref self-isolation / PHE testing.

## 5.6 Testing

In accordance with current Government guidance it is recommended that the workforce are routinely testing for COVID-19 using the NHS rapid lateral flow tests. Evidence of a negative test result 24 hours prior to the event will be required to be demonstrated to LYG by all the workforce attending.

There are no plans to require evidence of testing by participants / spectators, however this will remain under review based on Government guidance, and all persons will be advised that they should be routinely testing in line with Government advice.

## 5.7 Participants / Spectators

Clear guidance will be issued as to whether each competition will be open to spectators. This will be based on the venue guidance, governing body guidance and capacities.

Participants and spectators are also subject to social distancing guidance, the layout of the site will allow for social distancing to be maintained and signage will be in place to encourage and remind persons of the guidance.

Participants will be fully briefed on the Covid safety measures and actions in place in advance of their arrival these will include the sports specific guidance and relevant venue guidance; such as;

- Use of face coverings
- Spectator attendance
- Access routes / key times of arrival

Participants will be briefed on these in advance of their arrival to the event and LYG staff and competition officials will be in place to enforce the guidance.

## 6 EMERGENCY PROCEDURES

### 6.1 Event Liaison Team

An Event Liaison Team (ELT) is a multi-agency team, similar to the Safety Advisory Group (SAG), but is specifically designed to deal with issues on the day of an event.

Each competition albeit small will have an ELT, the details of the ELT will be completed on the event RA checklist and will generally comprise of the Event Manager, venue, security (if present) and medical manager. For smaller events the ELT will convene as required.

The LYG Event Manager will identify a suitable space for the ELT to come together as required at each venue.

If a situation develops, the Event Liaison Team (ELT), will come together in a fixed location and will advise the event organisers, so that decision making and communications (internal and external), can be disseminated and implemented for the purpose of managing the situation. The ELT will not ever and does not have the authority to take control of the event.

In the case of an emergency, it may be necessary to convene an ad-hoc meeting of the Event Liaison Team to assist the organisers in managing the incident.

The composition of the ELT shall be decided by London Youth Games, but will normally comprise of:

- Head of Operations (LYG)
- Event Manager (LYG)
- Event Safety Consultant (LSS)
- Venue Manager
- Security Manager
- Medical Manager

The ELT may be assisted by further persons as deemed competent and appropriate to the incident such as;

- Competition Officials
- Emergency services
- BTO's

## 6.2 Emergency Planning Arrangements

Each venue will have its own emergency procedures in place. LYG are to familiarise themselves with the emergency procedures and share these with their workforce.

## 6.3 Emergency Evacuation Procedures

As stated above the majority of events would take place in established venues who would oversee an emergency response. For venues taking place in locations without venue infrastructure LYG will oversee an evacuation. (See RA).

Depending on the type and size of the incident, a decision may be taken to evacuate all or part of the Event areas and or the route. In order for this to take place in a controlled manner, pre-existing authority to call an evacuation must be clearly understood by all concerned. This authority does not replace any statutory duty held by any one organisation; however, it is designed to avoid confusion and duplication of any decision. The evacuation therefore may be:

- Small scale and localised only (with the public moving to a 'place of safety' the place of safety will be required to be identified and agreed based on the nature and location of the incident)
- Full scale and affect the entire site

In the event that an evacuation during build /break periods was required all contractors and staff would be advised during the sign in / induction process of the assembly point, contractors and staff will meet at this area.

### Authority to Evacuate

- The responsibility for crowd control on site is under the direction of the Event Director, the ESC (where present), Venue Manager (where present) and the Head of Security. If a situation escalates to a full or part evacuation of the site, all staff and crew will be advised by their supervisors as to the action to be taken. The decision to evacuate will be taken by the Event Director, venue and the most Senior Police Officer on site at the time (if available).
- General Public and participants will be alerted by the available PA systems and by stewards with loudhailers. Audience members will be directed to leave the area via the most appropriate route in an emergency.

- The process by which this takes place should be the subject of a Transfer of Authority (TOA) between the Police and the Event Organiser.
- If a TOA takes place, the event organisers and their appointed contractors and suppliers (Security and Medical) shall provide mutual aid, under the direction of the emergency services until the incident is resolved or they are stood down.
- As part of the TOA, there should also be provision for handing back the event to the organisers following the conclusion of the incident.

## 7 EVENT COMMUNICATION ARRANGEMENTS

The importance of communication on site is recognised by LYG. There needs to be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed and written procedures, roles and specific duties should be drawn up.

Where appropriate all relevant personnel will use radio communication or mobile phones. It is considered that the size of the events means that communication will be relatively straight forward and as appropriate key persons at each event will be able to convene together at short notice.

Regular meetings between the security manager, medical services, ESC and the event Management should be scheduled to take place at specified intervals throughout the event to discuss the event live.

## 8 SECURITY & STEWARDING ARRANGEMENTS

A competent security and stewarding provider, have been appointed to assist in the delivery of this event.

LYG will review the events with the venue and determine whether security is required. Full details will be included in the RA. This section should be viewed alongside the security and stewarding documentation supplied by the security provider XX.

**The majority of the events will not required security provision due to the size and nature of the event.**

Consultation with all key stakeholders shall allow the appointed security provider with the necessary information to produce a security and stewarding plan and a risk based approach shall be used to determine the numbers and level of security and stewarding personnel required for this event.

The security and stewarding plan shall also consider the nature of the event, site layout and topography in order to identify numbers, location, distribution and level of competence required.

Security and stewarding responsibilities will include, but are not limited to:

- Undertake any necessary evacuations of the site / route
- Security control at entrances and exits
- Security control of access and egress to all secure areas

- Crowd control
- Management of vehicles and enforcement of no movement orders / road closures / site speed restrictions.
- Provision of stewards to provide general information and ensure the safety of visitors to the event
- Overnight protection of infrastructure and assets
- Initiating safety and security protocols as and when required e.g. 'lost child' scenario
- Enforcement of any local site and event rules
- Minimise the risk of fire by patrolling the event site
- Assist emergency services if necessary.
- Assist with the implementation of the Covid safety measures such as adhering to social distancing.

Key security personnel should use radios and be trained in radio procedure and discipline.

The appointed security and stewarding provider will conduct a pre-event briefing for their security personnel prior to members of the public entering the site to provide information regarding:

- Details of the venue layout, including entrances, exits, first aid points and any potential hazards i.e. emergency evacuation of the event site;
- Clear direction on the management of unacceptable behaviour;
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures; and
- Instructions for operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.
- Any other relevant information required to allow the security and stewarding personnel to fulfil their roles and responsibilities.

Crowd management will be the responsibility of the security and stewarding provider, where present.

The Security Manager will monitor all areas of the event and dynamically deploy additional security/stewards as necessary.

## 9 MEDICAL ARRANGEMENTS

LYG shall ensure that there is qualified medical assistance to render aid if required during all times, this will include suitable first aid provision to cover the sport competition participants, workforce and spectators.

A competent medical provider; Team Medic has been appointed to assist in the delivery of this event.

A Medical Needs Assessment has been undertaken by the appointed medical provider and a Medical Plan produced in respect of the event. This section should be viewed in conjunction with the supplied medical plan.

The level of cover shall be appropriate to the nature of the event, reflective of any event history, the current Covid pandemic and any applicable guidance and best practise. All medical personnel will be issued with the appropriate PPE.

The medical plan shall also consider the nature of the event, site layout and topography in order to identify numbers, location, distribution and level of competence required.

The appointed medical manager shall, on behalf of London Youth Games, liaise with the local NHS in respect of the level of medical provision for the event.

The local hospitals and any other applicable medical bodies shall be notified of the event.

Having regard to the nature of the event and locality of hospitals, etc full consultation with the ambulance service shall be undertaken.

Prior to the event commencing all senior medical personnel should be briefed and made aware of the location of all medical resources, emergency plans, Emergency Vehicle Rendezvous Point's and evacuation locations.

The closest hospitals with 24 hour Accident and Emergency Facilities shall be identified and advised of the event. The contact details for the hospital shall be listed in the medical plan and available in the Event Control Room.

## 10 TRAFFIC MANAGEMENT

The event will take place solely within the grounds of the venues, with car parking provided as per the venue provision. Details will be outlined in the RA.

## 11 ONSITE VEHICLE MANAGEMENT

Local site rules will apply and shall be agreed and advised to all contractors.

For this event all supplier vehicle /drivers will be required to

- Use entrances and access routes as advised by LYG / venue instruction.
- Not use hazard lights but have headlights / flashing beacons on during movement so as to allow indicators to be used as required.
- Provide banksmen for all vehicle movements (excluding buggies).
- No idling of engines.

## 12 LOST CHILD / VULNERABLE PERSON

London Youth Games is committed to working in partnership with all London Boroughs and schools to provide information to ensure best practice when working with children, young volunteers and vulnerable adults.

The Safeguarding Policy applies to all London Boroughs, schools and partner organisations, working as an employee or in a voluntary capacity, providing specific or sports related activities and events across London on behalf of the LYG.

LYG adhere to safeguarding and child protection principles recognised within the UK, international legislation and Government guidance (The Children Act 1989 and 2004, Safeguarding Vulnerable Groups Act 2006, The Data Protection Act 1998, Protection of Freedoms Act 2012, The Human Rights Act 1998 and Working Together to Safeguard Children 2013).

As part of the LYG Safeguarding policy they will have a welfare officer on site for the duration of the Finals event. They will be DBS checked and suitably trained and available to discuss and review any safeguarding concerns or queries raised on the day.

Lost Children / Vulnerable Persons

London Youth Games have a missing persons procedure in place, they will liaise with venues to ensure that the procedures are aligned.

All participants are to be under the care of their school or BTO, other young persons in attendance should be under the care of a responsible person. However it is anticipated that at an event of this nature there will be children that are reported as missing, therefore there are suitable procedures and processes in place.

In the event that a child / vulnerable person is reported missing the following procedures should be implemented, at each venue LYG staff should agree on suitable locations to receive children and parents.

### Missing Person

If a child is reported missing to you, advise them that the event has procedures in place to deal with this situation. Ask the person reporting if the missing person has a mobile phone if they do, advise that the person calls this number.

If the missing person does not have a mobile phone / is non-contactable take a brief description and report it directly to Event Control – do not broadcast this over the radio, advise Event Control that you need to speak to them by phone or in person – regarding TBC (code word to be agreed locally on site) and undertake the following:

- Include details of name, age, gender, clothing, location and if they are a participant what school / borough they are from, what sport they have competed in or are about to compete in and where they were last seen.
- Event Control will contact security / stewards / venue as appropriate.
- Wait in location (with persons reporting lost child) for approximately 5 minutes, then if the child does not show, take (or direct) the parent/guardian directly to a pre-agreed location where they must wait.
- If the child has not already been found and is felt to be at particular risk (i.e.: very young, learning difficulties, concerns for their state of mind / wellbeing) then an ALL-STATIONS alert will be issued and all Security and Venue Staff should ensure that a child matching the description given is not taken past their post. LYG Safeguarding Officer / representative to be advised of the situation. If not present the child's parents / guardians are to be informed.
- The Event Control will confirm the description to be given out over the site radios and this will be promulgated by Security Control.
- If after 30 minutes the missing person has not been found the Emergency Liaison Team should

convene to discuss actions and inform the police.

- Following this the ELT will meet every 15 minutes and liaise with the police as required.
- Once the situation has been resolved a stand down announcement will be made by Event control.

#### Found Children;

If you find a lost child under the age of 13, you should call for a colleague to come and assist and stay with the child. Do not leave the location until a visual check in the general locality for a distressed parent/guardian has been made. A radio call should be made as soon as possible to Event Control to advise of a found child; Code Word XXX. If possible get a name and borough / school from the child and give location, approx. age and sex of the child.

If the child is with a school or Borough their representative should be contacted by Event Control and requested to go to a pre-agreed location to be repatriated.

If the parent/guardian has not made themselves known within a maximum of five minutes from time of discovery, the child must be taken IN THE FIRST INSTANCE to the pre-agreed location by two staff – if finder is on static duty, additional staff must be deployed to escort the child.

Competent staff will record the child's details on the 'Missing Child ID Form' along with the details of the person handing the child in.

Event Control will notify the venue and security that a child has been found and that any persons reporting a lost child should go to different pre-agreed location (separate).

Staff repatriating children with parents will make all reasonable checks into the validity of the parent/guardian's identity. A record of their Driving License or other form of ID should be taken and a PHOTOGRAPH (head/shoulders shot) should be taken of the parent/guardian with the child. We reserve the right NOT to release the child until sufficient proof of ID has been submitted.

A PA/tannoy/screen message will NOT BE BROADCAST UNDER ANY CIRCUMSTANCES to locate any lost/found person unless in an emergency and authorised by a senior member of the ELT team/Police. If permission is given, then no personal details of the child are to be broadcast, merely "All parents seeking lost children should go to the (pre agreed) location and make themselves known to LYG staff".

## 13 TERROR THREAT / SUSPECT DEVICES

Due to the current terror threat levels (Substantial meaning an attack is likely), it recommended that all staff and contractors are vigilant to any behaviour or activity in and around the event areas.

At all times staff and contractors will ensure that their belongings and kit is stored appropriately and would not give rise to a security alert.

Event or stewarding staff identifying suspect packages should ensure that where possible the package remains under surveillance and is not disturbed, whilst a message is relayed to the security supervisor. Persons notifying suspect packages should not use their radios or mobile phones to make the notification within 100m of the package.

Once a notification has been received the Police will be notified. Stewards will be deployed as necessary to support the Police in locating suspect packages and alerted to restrict radio use around the package.

The ELT will evaluate the information being received, advise any relevant agency, deploy stewards, and identify the extent of the area needed to be evacuated, the routes by which this should take place and the routes via which emergency vehicles will approach.

Evacuation radii for suspect devices is as follows;

	Suspect device	Radius
•	Briefcase	100 metres
•	Suitcase	200 metres
•	Car	400 metres
•	Lorry	800 metres

## UNATTENDED ITEMS: LOST... or SUSPICIOUS?



**H** **Hidden?**

- Has it been concealed or hidden from view?
- Does it look like it might be suspicious, such as this – where you wouldn't normally see it?



**O** **Obviously suspicious?**

- Does it look like it might be suspicious, such as this – where you wouldn't normally see it?
- Can you think the item could be suspicious?



**T** **Typical?**

- Is the item typical of what you would expect to see in the location?
- Does it look like it might be suspicious, such as this – where you wouldn't normally see it?

**If after applying the HOT protocols you still believe the item to be suspicious, call 999.**






# ACT

ACTION COUNTERS TERRORISM

**IN THE RARE EVENT OF  
a firearms or weapons attack**

## RUN



## HIDE



## TELL



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.

## If you think someone has been exposed to a HAZARDOUS SUBSTANCE

Use caution and keep a safe distance to avoid exposure yourself.

**TELL THOSE AFFECTED TO:**



**REMOVE THEMSELVES...**

...from the immediate area to avoid further exposure to the substance. Fresh air is important.

**REPORT...**  
use **P/ST/NAME**



**REMOVE OUTER CLOTHING...**

...if affected by the substance.

Try to avoid pulling clothing over the head if possible.

Do not smoke, eat or drink.

Do not pull off clothing stuck to skin.



**REMOVE THE SUBSTANCE...**

...from skin using a dry absorbent material to either soak it up or brush it off.

**RINSE** continuously with water if the skin is itchy or painful.

**ACT QUICKLY.** These actions can **SAVE LIVES.**



