

Event Management Policy

Purpose

This policy aims to ensure that all events organised, hosted, or attended by the Foodbank are planned and delivered safely, protecting the health, safety, and wellbeing of staff, volunteers, clients, partners, and members of the public.

The Foodbank is committed to creating a safe environment in which staff and volunteers are supported, risks are appropriately managed, and safeguarding responsibilities are met.

Scope

This policy applies to all Foodbank staff, volunteers, trustees, and representatives involved in planning, managing, supporting, or attending events on behalf of the Foodbank, whether held on Foodbank premises or at external locations.

Key Principles

The Foodbank will:

- Take all reasonable steps to protect staff and volunteers from harm.
- Identify and manage risks associated with events and outreach activities.
- Provide clear roles, responsibilities, and guidance for those involved in events.
- Ensure safeguarding procedures are followed.
- Promote safe working practices, including the management of lone working.
- Encourage the reporting of accidents, incidents, concerns, and near misses.

Event Planning and Approval

Before any event takes place, the designated Event Lead must:

- Complete an Event Risk Assessment.
- Identify any safeguarding requirements.
- Ensure adequate staffing and volunteer levels.
- Confirm venue suitability and accessibility.
- Ensure emergency procedures are understood.
- Consider lone working risks and put control measures in place where necessary.
- Ensure appropriate insurance arrangements are in place.



- Brief all staff and volunteers on their roles and responsibilities.

Staff and Volunteer Safety

To ensure the safety of all staff and volunteers:

- Individuals must not undertake tasks for which they have not been trained or briefed.
- Appropriate supervision and support must be available throughout the event.
- Staff and volunteers should wear any required identification and follow organisational procedures.
- Any concerns regarding safety, wellbeing, harassment, discrimination, aggression, or safeguarding must be reported immediately to the Event Lead.
- Staff and volunteers have the right to withdraw from any situation where they reasonably believe there is a risk to their health, safety, or wellbeing.

Lone Working

The Foodbank recognises that some event-related activities may involve lone working, including event set-up, attendance at meetings, outreach activities, or transporting materials and equipment.

Lone working should be avoided wherever reasonably practicable.

Where lone working cannot be avoided:

- A specific lone working risk assessment must be completed.
- The individual must inform a manager, Event Lead, or nominated colleague of:
 - Their location.
 - The purpose of the activity.
 - Expected arrival and departure times.
- Check-in arrangements must be agreed in advance.
- The individual must carry a charged mobile phone or have access to another reliable means of communication.
- Lone workers must not place themselves at risk by attempting to manage aggressive or unsafe situations.
- Any concerns or incidents must be reported as soon as possible.



- Staff and volunteers may refuse to undertake lone working tasks if they believe there is a significant risk to their safety.

Home Visits and Community Outreach

Where staff or volunteers attend community meetings, outreach events, or home visits:

- The activity should be approved by a manager or designated lead.
- Relevant information about any known risks should be shared beforehand.
- Consideration should be given to whether two people should attend together.
- A check-in and check-out process must be in place.
- Staff and volunteers should leave immediately if they feel unsafe.

Safeguarding

Where children, young people, or adults at risk may be present:

- The Foodbank's Safeguarding Policy must be followed at all times.
- Any safeguarding concerns must be reported promptly to the Safeguarding Lead.
- Staff and volunteers should not work alone with children or adults at risk unless appropriate safeguards have been agreed.

Incident Reporting

All accidents, injuries, near misses, safeguarding concerns, security incidents, aggressive behaviour, or other significant concerns must be:

- Reported to the Event Lead immediately.
- Recorded using the Foodbank's incident reporting procedure.
- Reviewed following the event to identify learning and improvements.

Attendance at External Events

When attending events organised by external organisations:

- The Event Lead should review the organiser's health and safety arrangements where appropriate.
- Staff and volunteers must be briefed on venue arrangements and emergency procedures.
- A designated Foodbank contact should be identified.



Post-Event Review

Following significant events, the Event Lead should:

- Review any accidents, incidents, or near misses.
- Gather feedback from staff and volunteers.
- Identify lessons learned.
- Recommend improvements for future events.
- Consider any welfare support required for staff or volunteers following the event.

Responsibilities

Event Lead

The Event Lead is responsible for:

- Completing risk assessments.
- Ensuring adequate staffing arrangements.
- Briefing all participants.
- Monitoring health and safety during the event.
- Managing incident reporting.

Staff and Volunteers

Staff and volunteers are responsible for:

- Following instructions and procedures.
- Taking reasonable care of their own safety and that of others.
- Reporting accidents, concerns, hazards, and safeguarding issues promptly.
- Participating in briefings and training where required.

Foodbank Manager

The Foodbank Manager is responsible for:

- Ensuring this policy is implemented and reviewed annually.
- Providing appropriate training and guidance.
- Monitoring compliance with this policy.



Appendix 1: Event Risk Assessment Checklist

Event Details

- Event name
- Date and time
- Venue/location
- Event Lead
- Number of staff and volunteers attending

Risk Assessment Checklist

Venue and Environment

- ☐ Venue suitable and safe
- ☐ Emergency exits clearly marked
- ☐ Fire procedures understood
- ☐ Adequate lighting
- ☐ Suitable toilet facilities
- ☐ Accessible for disabled attendees
- ☐ Weather risks considered (if outdoors)

Staff and Volunteer Safety

- ☐ Adequate staffing levels
- ☐ Roles allocated
- ☐ Event briefing completed
- ☐ Emergency contacts available
- ☐ Appropriate supervision in place

Lone Working

- ☐ Lone working identified
- ☐ Lone working avoided where possible
- ☐ Check-in/check-out arrangements agreed
- ☐ Emergency contact arrangements in place
- ☐ Mobile phone available
- ☐ Risks adequately controlled



Safeguarding

- ☐ Children or young people attending
- ☐ Adults at risk attending
- ☐ Safeguarding Lead identified
- ☐ Reporting procedures understood

Manual Handling

- ☐ Equipment and stock assessed
- ☐ Safe lifting arrangements in place
- ☐ Trolleys or other aids available

Cash Handling

- ☐ Cash handling arrangements agreed
- ☐ Secure storage available
- ☐ Two-person cash counting process in place

Security

- ☐ Potential conflict risks assessed
- ☐ Procedure for dealing with unacceptable behaviour communicated
- ☐ Emergency services access maintained

Incident Management

- ☐ First aid arrangements confirmed
- ☐ Accident report forms available
- ☐ Emergency contacts available

Approval

I confirm that the risks associated with this event have been assessed and that appropriate controls are in place.

Name: _____

Role: _____

Signature: _____

Date: _____



Review Date: Annually or following any significant incident, change in legislation, or organisational review.

Signed by:

Signed by:



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Position: Chair

Date: 9/9/2026

Copilot: 08/2026
Next RFB Review: Sep 2027