



EYPUK Regionals Risk Assessment

General Steps taken to avoid risk:

- All schools must have a teacher or responsible adult on site at all times.
- Venues should have a member of staff on site for maintenance purposes.
- Venues are also expected to have their own individual risk assessments.

Safeguarding:

Each EYPUK Regional Event will have an Event Safe Person (ESP). The ESP will liaise directly with EYPUK's **National Safe Person (NSP), Emily Long** (emily.long@eypuk.co.uk) and **Luke Moynan, Regionals' Trustee**, (luke.moynan@eypuk.co.uk).

Every official is required to have read and signed a Code of Conduct form, including EYPUK's policies on [child protection](#), [safeguarding](#) and [data protection](#), and wider policies from the EYP Network, such as the [Welfare Policy](#) and the [Policy on Safeguarding Safety and Dignity in EYP](#).

EYPUK's Safeguarding Policy, defines safeguarding and the welfare of children as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

EYPUK representatives should at all times consider the best interests of the child or young person. Representatives of EYPUK should also recognise their role in the welfare of delegates and their responsibilities should they suspect that abuse, bullying, harassment, or any other form of harm is being experienced by a child or young person either within or outside of the EYPUK event itself.

Every EYPUK representative is under a general legal duty to:

- Protect delegates from abuse;
- Know and be vigilant in recognising the signs of abuse;
- Be aware of EYPUK's child protection procedures and how to follow them;
- To know how to access and implement the procedures, independently, if necessary;

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- To keep a sufficient record of any significant complaint, conversation or event;
- To report any matters of concern to the Event Safe Person (ESP) in the first instance;
- To report any matters of concern to the National Safe Person (NSP) if they feel they have not been dealt with sufficiently by the Event Safe Person (ESP).

All participants are obliged to behave in a way that is consistent with EYPUK's values and, in general, in a manner that does not negatively interfere with someone else's ability to benefit from and enjoy EYPUK events, or that negatively reflects on the organisation.

Bullying and/or harassment of any form will not be tolerated by EYPUK.

All participants at EYPUK events are obliged to treat everyone equally, avoiding both direct and indirect discrimination on the basis of age, race, ethnicity, gender, sexual orientation, family status, marital status, physical or mental disabilities or any other status.

All adults, regardless of their role, must:

- Avoid placing themselves in situations which may be compromising or lead to a child being placed in a more vulnerable position, for example by being alone with a child (either in a physical room or an online chat room) in any circumstance;
- Avoid behaviour towards children which may be interpreted as sexualised, for example by making sexualised jokes;
- Avoid unnecessary or inappropriate physical contact with a child;
- Not communicate with children outside of official channels pre-approved by the Event Safe Team;
- Report any situation which could be subject to misinterpretation to the ESP or the NSP as soon as possible.

Organising teams of EYPUK events are obliged to:

- ensure that all Officials take part in the safeguarding brief, including discussions of safeguarding, child protection and appropriate conduct;
- ensure that all Officials have signed their respective Code of Conduct forms, and have additionally signed to indicate their understanding of EYPUK's safeguarding policy;
- ask for emergency contact details for every Delegate and Official, to be handled according to EYPUK's Data Protection Policy;
- publicise who the Event Safe Person (ESP) is at every event.

For more information please see [EYPUK's Safeguarding Policy](#).



Other Risks:

HAZARD	RISK	RISK LEVEL	CONTROL MEASURE(S)
Hazardous Equipment, eg. scissors.	Staff member cuts, injuries to staff user.	Low	Scissors will always be kept in a safe place and handled appropriately. Use of such equipment should be avoided by pre-session preparation, and shouldn't be necessary at the event.
Children in rooms alone.	Injury, safeguarding concerns.	Medium	Venues are almost exclusively a single room, with a teacher or responsible adult for each school always present in that room.
Food consumption.	Allergies.	Medium	EYPUK does not serve food at regional events. Any food served on site which contains allergens should be clearly labelled and no alcohol is to be served. Participants are generally asked to bring their own packed lunch.
Outdoor activities.	Trips, falls, crossing roads, injuries.	High	An EYP Official is to be present at all times during the scheduled activities. Any outside team building is to be completed in an open environment, preferably a field or playground. On breaks schools should be accompanied by a teacher or responsible adult. Delegates will be reminded of basic safety at the beginning of the event, and all officials will have been given a safety brief, including safeguarding. Venues should have staff on site.
Walking transfers.	Crossing roads, ensuring all delegates remain at the session.	Low	Transfers should be kept to a minimum. Officials should be present during all scheduled transfers, as well as teachers and responsible adults. Headcounts should be conducted to ensure each team is complete.
Weather/ temperature.	Sunburn, sunstroke, dehydration.	Low	Delegates will not be in the sun for extended periods of time, if at all. Breaks are scheduled, delegates are advised to stay hydrated and they are encouraged to bring water bottles.
Noise levels.	Being too noisy.	Low	Venues are almost exclusively booked out by EYPUK. Delegates are encouraged to keep noise down on breaks and when in communal areas. Officials, teachers and responsible adults are on site.
Portable devices and electronic equipment.	Trips on wires / cables, electrocution.	Medium	Ensure all laptop cables are not in pathways or walkways. Where possible electronic setup is aided by a member of the venue's staff. The nature of the event means that the use of electronics can be kept to a minimum or removed if there are issues.

Any questions should be sent to [Luke Moynan](mailto:luke.moynan@eybuk.co.uk), EYPUK's Regionals' Trustee, at luke.moynan@eybuk.co.uk.