

Security and Stewarding Policies & Procedures 2023

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About This Document

The aim of this Security and Stewarding Policies and Procedures document is to detail the management policies, plans, systems and actions that will ensure, so far as is reasonably practicable, the safety of the customers visitors and staff attending any event managed by Slammin Events. It will outline the roles, duties and responsibilities of the company, its managers and staff.

The information in this manual is based on the advice and guidance currently available from the Police and Government Advisory Bodies and the policies and procedures of Slammin Events Directors and Management.

Given the nature of event planning and the fact that each event is unique, we aim to take all reasonable steps to ensure information specific to each event is correctly recorded and up to date. For event specific information, please see the relevant Slammin Events method statement that will be created for each event and the event organisers' own Event Management Plan

This document provides regulatory authorities, stakeholders and other relevant parties with a single source of information focusing on safety and security including a clear outline on how operations, contingencies and incidents will be handled. It is not a document describing the detailed process of any actual event or production and should not be considered a blue print for the management of any specific event, but a general overview of the policies and procedures adopted by the company.

This document contains information which may be confidential or privileged and legally protected including information on the planning of events and is not for public viewing. This document is specific to Slammin Events only and cannot be copied or used for other events without prior permission. If printed please ensure this document is disposed of confidentially.

SIA Security / Stewarding Roles

Slammin Events will deploy security staff and stewards for a range of activities at venues and events as required and contracted. We will only deploy appropriately trained and accredited staff to deal with licensable activities in accordance with Security Industry Authority (SIA) regulations and will only deploy Stewards / non SIA accredited staff to locations / tasking where SIA accreditation is not a pre-requisite requirement.

We recognise the SIA regulations and will deploy their staff to comply with this as follows:

SIA Manned Guarding

- Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage
- Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained
- Guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others

Manned Guarding duties as previously defined carried out on licensed premises, venue or event requires a DOOR SUPERVISION licence:

SIA Manned Guarding

- Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage
- Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained
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SIA Activities that relate to Licensed Events

- Screening a person's suitability to enter an event
- Searching of persons or property to prevent unauthorised items entering
- Responding to incidents within crowds which relate to anti-social or disorderly behaviour
- Ejecting individuals from an event
- Protecting identifiable areas to prevent damage
- Guarding property in situ including the setup and break down of an event
- Patrolling the perimeter of an event to prevent unauthorised access being gained

Exemptions - Work that can be undertaken by Stewards

- Customer care
- Directing of persons to amenities
- Providing information or guidance to the public
- Health and Safety issues
- Monitoring of areas for overcrowding
- Emergency evacuation procedures
- Checking of tickets or passes where no suitable screening is required

Uniform and Equipment

All personnel are fully uniformed and identifiable including yellow Hi-Viz tabards individually numbered & clearly marked with a 'Security' logo.

All supervisors are clearly identified 'supervisor' or similar.

All supervisors and key point personnel will be issued with personal radios.

Vehicles used will be clearly identified by a roof bar containing a security sign, reflective beacons. Safety equipment carried may include include loudhailers, fire extinguisher, fence spanner, bolt croppers, dragon light and basic first aid kit etc.

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Licensing Objectives

Slammin Events recognise their role is to assist the Event Organiser and License Holder to fulfil their obligations in respect of the key licensing objectives for the Licensing Act 2003, namely:

- Public Safety
- Prevention of Crime and Disorder
- Prevention of Public Nuisance
- Protection of Children and Minors from Harm

We will assist the Event Organiser and License Holder to fulfil their obligations by, but not restricted to:

Public Safety

- Conducting a comprehensive Risk Assessment and Fire Risk Assessment for the working areas they have responsibility for.
- Working in partnership with the Event Organiser, Safety Officer, contractors, partners and licensing authorities to ensure that safe working practices are maintained by all staff working for, or contracted by Slammin Events.
- Ensuring that all relevant insurance, method statements and health and safety documentation is correct and up to date.
- Complying with the Event Organisers Health and Safety Policy.
- Creation of a working Health and Safety Policy
- Monitoring and maintaining the safety of those entering, working, visiting, or leaving the site as far as reasonably possible.
- Complying with and enforcing the Event Organisers conditions of entry in relation to prohibited or dangerous items (see Search Policy)
- To assist the Event Organiser, Safety Officer, and Emergency Services as required in the event of an incident where public safety is considered to be at risk.
- Creation of a Crowd Safety Policy

Prevention of Crime and Disorder

Appropriately trained and accredited staff SIA staff and stewards will be present on site as per contracted agreements with the Event Organiser. All SIA staff and stewards will be appropriately briefed by the Security Manager before deployment.

Slammin Events will assign security managers and staff who will have responsibility for (but not restricted to) the monitoring and enforcement of the Event Organisers' policy and Licensing Conditions including:

Crime

- Deterring, disrupting and detecting crime and disorder including suspicious activities around the threat of terrorism, anti-social behaviour, violence, thefts and criminal damage.
- Protection of communities in and (subject to agreements) around the event site from the threat of crime, disorder and anti-social behaviour
- Security Managers may re-allocate resources and staff at peak / critical times to the area of greatest need / greatest threat as required

Alcohol

- Support the Event Organiser by enforcing conditions of entry regarding possession of alcohol.
- Support the Event Organiser in compliance with licensing conditions in relation to the sale and consumption of alcohol to or by minors.
- Support the Event Organiser in dealing with alcohol related incidents of disorder or anti-social behaviour.
- In the event of a person under the age of 18 being found under the influence of drink or drugs they will be treated as a vulnerable person (see Safeguarding Policy)

Drugs

- Support the Event Organiser by deterring, disrupting and detecting the possession and supply of illegal drugs through effective searching, monitoring and engagement with customers (see Search Policy)
- Working with and supporting the police and partner agencies in targeted operations to deter, disrupt and detect persons involved in the supply of illegal drugs
- Maintaining and promoting the Event Organisers' drugs amnesty procedures
- Supporting and promoting (where in place) the Event Organisers' drug testing programme
- In the event of a person being found incapacitated whilst under the influence of drugs they will be treated as a vulnerable person (see Safeguarding Policy)

Prevention of Public Nuisance

Security staff and stewards will deter activities and behaviours that could be considered a nuisance to others including anti-social behaviour through communication skills and appropriately tiered interventions and solutions to ensure all those attending have a safe and enjoyable event.

Slammin Events will (subject to contractual agreements) assign security managers and staff to assist the Event Organiser in resolving incidents or events where public nuisance may be affected including but not restricted to:

Noise control and anti-social behaviour in camping / quiet areas

Noise control and anti-social behaviour in public areas directly impacted by our event or activities.

Management of congestion and queuing (See Crowd Safety Management Policy)

Movement of vehicles (where appropriately trained and briefed)

Maintenance of the site infrastructure where necessary (i.e. fences and gates)

Maintaining the general well being and safety of those in and around the festival site (See Health and Safety, Crowd Safety Management, Safeguarding and Counter Terrorism Awareness Policies)

Protection of Children from Harm

Slammin Events will appoint a Safeguarding Manager with responsibility for overseeing and reviewing their Safeguarding Policy, their procedures and training.

Creation of a specific Safeguarding Policy

We will ensure that a Safeguarding Officer is appointed at each event. The Safeguarding Officer will be responsible for ensuring the company is compliant with its obligations in relation to the protection of children, young persons and those in a vulnerable position at events.

The Safeguarding Officer will ensure compliance with the Event Organisers Event Management Plan and Licensing Conditions in relation to the protection of children from harm.

All security staff will be receive briefings on safeguarding awareness at each event.

Community Impact Assessment

A community impact assessment will be conducted prior to every event to analyse how the event will impact those communities in the immediate and wider areas, and to consider what, if any, measures will required to mitigate any such impact of noise, anti-social behaviour, congestion or crime and disorder.

See Also

Security and Stewarding Policies and Procedures

Search Policies and Procedures

Crowd Safety Management Policies and Procedures

Counter Terrorism and Public Safety Policies and Procedures

Health and Safety Policy

Safeguarding Policy

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