

Surrey Girls Socials (SGS) – Health & Safety Policy for Events (Venues Not Owned by SGS)



A) Scope and shared duties where venues are not owned/controlled by SGS

Surrey Girls Socials (SGS) delivers events in third-party venues (e.g., hired halls, bars, studios, restaurants, community spaces). In these circumstances:

- The **Venue/Host** is primarily responsible for the **premises** and its fixed systems (e.g., building fabric, fixed electrics, fire alarm, emergency lighting, structural safety, capacity set by the venue, and venue staff procedures), as far as they remain under venue control.
- SGS is responsible for **event activities and operations under SGS control**, including event planning, attendee management arrangements we implement, contractor management we appoint, temporary equipment we bring in, and any set-up we direct.
- Where SGS has **control of an area/activity** (even temporarily), SGS will ensure risks are assessed and controlled for that area/activity and will cooperate with the Venue/Host as a shared duty holder.

SGS will not undertake any activity in a venue that is prohibited by venue rules or licensing conditions and will not override venue safety instructions.

B) Roles and responsibilities

- Ensures SGS has an appropriate event safety framework, competent event leads, and suitable insurance.
- Ensures event documentation is completed and retained (risk assessment, emergency plan, incident records).

SGS Event Lead / Duty Manager (per event)

- Leads SGS's event-specific risk assessment and event plan, focusing on what SGS controls.
- Completes a **venue safety confirmation** process (see Section C) and ensures venue requirements are embedded into SGS operations.
- Ensures contractors appointed by SGS provide suitable RAMS where needed and are supervised/managed.
- Runs briefings and coordinates event-day communication with the Venue/Host.

Venue/Host Duty Manager (or nominated venue representative)

- Provides SGS with the venue's **house rules**, capacity limits, evacuation procedures, and any known restrictions.
- Maintains venue systems and premises safety (including fire safety systems and fixed electrics), and leads venue-side responses consistent with their procedures.
- Confirms any permits/approvals required for activities in the venue.

Contractors/Suppliers appointed by SGS

- Must comply with venue rules and SGS instructions.
- Must only work within the scope agreed with SGS and the Venue/Host.
- Must supply evidence of competence/insurance and RAMS if requested.

Key principle: Safety responsibilities follow **control**. SGS manages what it controls; the venue manages what it controls; and both parties coordinate on shared interfaces.

C) Pre-event venue safety confirmation (new minimum process)

For every venue, SGS will obtain/confirm (as applicable and proportionate):

1. **Named venue responsible person / duty contact** for the event day.
2. **Maximum occupancy/capacity** for the space being used and any layout constraints.
3. **Fire safety information:**
 - Alarm method and sounder audibility in the event space
 - Evacuation routes and assembly point
 - Any refuge arrangements (if applicable)
 - Whether the venue expects SGS staff to sweep areas or simply direct attendees to exits
4. **First aid arrangements:** venue provision and escalation route; any requirements for SGS to provide additional cover for larger/higher-risk events.
5. **Accident/incident reporting process:** venue's accident book location/process and who must be notified.
6. **Electrical/power limitations:** approved sockets/distribution points; any restrictions on extension leads, power strips, heaters, etc.
7. **Security and safeguarding expectations:** especially if alcohol is present or the venue provides door staff.
8. **Loading/set-up/breakdown rules:** access times, use of lifts, storage areas, manual handling constraints.
9. **Permissions for SGS activities:** e.g., candles/pyro (normally prohibited), fog machines, amplified sound, decorations, taping to walls, use of kitchens, outside queues.

SGS will document this confirmation (email trail or a short "Venue Event Safety Checklist") and keep it with the event file.

D) Risk assessment approach (for third-party venues)

SGS event risk assessments will:

- Explicitly distinguish between:

1. **Venue-controlled risks** (noting the venue's controls and any SGS reliance on them), and
 2. **SGS-controlled risks** (SGS controls implemented), and
 3. **Shared interface risks** (e.g., queueing at entrances, shared corridors, shared toilets).
- Include a "Dependencies" section stating what SGS requires the venue to provide (e.g., operational fire alarm, unlocked emergency exits, duty manager on site).
 - Be reviewed if there is any material change (venue change, layout change, significant attendance increase, activity change).

E) Fire safety and emergency arrangements (for hired venues)

Because SGS does not own the venue, SGS will:

- **Adopt and brief staff/volunteers on the venue's evacuation plan** and do nothing that compromises escape routes.
- Ensure SGS décor, signage, equipment, and queue management **do not obstruct** exits, call points, extinguishers, or routes.
- Agree with the Venue/Host who is responsible for:
 - initiating evacuation communications,
 - directing crowds (SGS stewards vs venue staff),
 - consulting with emergency services,
 - re-entry decisions.

Event-day minimum: SGS will brief suppliers on:

- alarm sound/announcement method,
- nearest exits and assembly point,
- immediate actions on discovering smoke/fire,
- assisting attendees calmly to exits,
- accounting for SGS staff/volunteers after evacuation.

SGS will not use high-risk items (e.g., naked flames, pyrotechnics, fog machines) unless the venue explicitly permits them in writing and suitable controls are in place.

F) Equipment and temporary installations

When SGS brings equipment into a venue (e.g., banners, portable speakers, lighting, tables, props):

- SGS will ensure it is **fit for purpose, in good condition, and used safely**.
- Any temporary cabling will be routed and protected to reduce trip risk and must comply with venue rules.
- SGS will not interfere with fixed venue systems (e.g., fixed electrics, alarms, emergency lighting).
- Any contractor-installed items (e.g., backdrops, lighting stands) must be installed in a stable manner and positioned so as not to reduce exit widths or obstruct routes.

G) Incident management and reporting (revised)

- SGS will **immediately notify the Venue/Host** of any accident, near miss, property damage, or emerging hazard.
- SGS will record incidents in SGS's own event log and follow the venue's accident book process where required.
- Post-event, SGS will conduct a brief incident review and update risk assessments/controls for future events.

H) Adult membership & Attendance

Surrey Girls Socials (SGS) provides social gatherings, networking events, workshops, and community activities intended for adults aged 18 years and over.

By attending an SGS event or joining an SGS membership programme, attendees confirm that they are aged 18 or over.

SGS events are designed to provide a female-focused social environment. SGS reserves the right to refuse entry, suspend memberships, or remove attendees where participation is considered inappropriate, unsafe, disruptive, or inconsistent with the aims of the community.

Membership approval and event attendance remain at SGS's discretion.

I) Alcohol & licensed venues

Some SGS events may take place in licensed venues where alcohol is available for purchase and consumption.

Where alcohol is supplied, sold, or served, responsibility for alcohol licensing, age verification, and service of alcohol remains with the licensed venue and its authorised staff.

SGS does not independently supply alcohol unless operating under any separate licence or permission required by law.

Attendees are expected to consume alcohol responsibly and behave respectfully towards venue staff, organisers, contractors, and other attendees.

SGS reserves the right to remove or refuse entry to any attendee whose behaviour is considered unsafe, disruptive, intoxicated, aggressive, harassing, or inappropriate.

J) Attendee welfare & conduct

SGS is committed to providing a welcoming, respectful, and safe environment for all attendees.

The following behaviours will not be tolerated:

- Harassment, intimidation, bullying, or threatening behaviour
- Discrimination or hate-related conduct
- Unwanted physical contact or inappropriate sexual behaviour
- Excessive intoxication or substance misuse
- Aggressive, abusive, or disruptive behaviour
- Conduct that compromises the safety, well-being, or enjoyment of others

Attendees are expected to take reasonable care for their own safety and the safety of others during SGS events.

Any attendee who experiences or witnesses concerning behaviour is encouraged to report it to the event organiser, designated SGS representative, or venue staff as soon as possible.

SGS reserves the right to refuse entry, end participation, remove attendees from events, suspend memberships, or contact venue security/police where necessary to protect attendee safety.

K) Insurance

SGS will maintain appropriate public liability insurance suitable for the nature and scale of its activities.

Where external contractors, facilitators, entertainers, or suppliers are engaged by SGS, they may be required to provide evidence of their own insurance and relevant safety documentation where appropriate.

SGS events are strictly for adults aged 18 and over. SGS delivers women-focused social gatherings for adults aged 18+. SGS does not provide services, supervision, or activities for children or minors.

Surrey Girls Socials Contact Details

For any queries, contact us at surreygirlssocials@gmail.com