



YOUTH CONFERENCE/SEMINAR

Safety Guide

Youth Group

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Key Benefits

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Checklist Items

KEY BENEFITS

Education

Provides educational opportunities on relevant topics and issues.

Networking

Enhances networking and social interaction among participants.

Leadership

Promotes personal growth and leadership development.

Confidence

Builds confidence through public speaking and presentation skills.

KEY HAZARDS & CONTROL MEASURES**Crowd Management**

- ✓ Venue capacity limits observed
- ✓ Visible ID badges issued
- ✓ Clear registration system
- ✓ Regular headcounts conducted

Fire Safety

- ✓ Fire exits clearly marked
- ✓ Fire marshals designated
- ✓ Evacuation plan communicated
- ✓ Assembly points identified

Food Allergies

- ✓ Dietary requirements collected
- ✓ Allergen-free options provided
- ✓ Food clearly labeled
- ✓ First aiders allergy-trained

Medical Emergencies

- ✓ First aiders on site
- ✓ Health info collected
- ✓ Medical room available
- ✓ Emergency access clear

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- Complete and review risk assessment for this activity
- Brief all staff on key risks and emergency procedures
- Ensure all identified hazards have control measures in place

Venue

- Fire exits checked
- Accessibility verified
- Capacity confirmed
- Evacuation plan ready

Registration

- Check-in system ready
- Emergency contacts collected
- ID badges prepared
- Health info accessible

Catering

- Allergies documented
- Water available
- Food labeled
- Hygiene standards met

Emergency

- First aiders briefed
- Fire marshals assigned
- Medical room set up
- Communications tested



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