



Venue Safety and External Sites

Last Updated: April 2026

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Purpose of this policy

This policy outlines how staff and mentors should manage safety when delivering MENT4 activities in external venues. It is designed to ensure that all environments used are safe, appropriate and suitable for working with young people.

MENT4 delivers work across a range of locations, including schools, community centres, studios, partner venues and public spaces. Each environment presents different risks that must be considered.

Core principles

When working in any external venue, staff must:

- prioritise safety at all times
- follow both MENT4 and venue specific procedures
- assess the environment before starting work
- maintain professional boundaries
- remain aware of risks throughout the activity

If a space does not feel safe or appropriate, staff should raise this immediately.

Before using a venue

Before delivering work in a new or unfamiliar venue, staff should:

- confirm the venue is suitable for the planned activity
- understand how the space will be used
- identify potential risks
- check access, layout and visibility
- confirm supervision arrangements
- ensure safeguarding considerations are met
- confirm emergency procedures

Where required, a risk assessment should be completed.

On arrival

When arriving at a venue, staff should:

- familiarise themselves with fire exits and emergency procedures
- locate assembly points
- identify first aid arrangements
- check that the space is safe and appropriate
- ensure equipment is set up safely
- report any immediate concerns

Staff should not begin delivery until they are satisfied the space is safe.

During delivery

While delivering sessions, staff must:

- supervise young people appropriately
- maintain awareness of the environment
- manage behaviour safely
- ensure clear boundaries are in place
- avoid unsafe activities or use of space
- respond to any emerging risks

Staff should remain alert and ready to adapt if conditions change.

Working with host organisations

When working in partnership with a venue or organisation, staff must:

- respect the venue's rules and procedures
- follow any safeguarding requirements
- communicate professionally with venue staff
- clarify roles and responsibilities
- report concerns through the appropriate channels

MENT4 staff remain responsible for the young people in their care.

Equipment and setup

Staff must ensure that any equipment used is:

- safe and appropriate

- set up correctly
- used in line with guidance
- stored safely when not in use

Any damaged or unsafe equipment must not be used and should be reported.

Access and supervision

Staff should ensure that:

- young people are supervised at all times
- access to the venue is controlled where possible
- unauthorised individuals are not present
- young people do not access restricted or unsafe areas

Clear entry and exit arrangements should be in place.

Public spaces

Where activities take place in public spaces, staff should:

- remain aware of the presence of the public
- assess any additional risks
- maintain close supervision
- avoid isolated areas
- ensure young people remain within sight where possible

Public environments may increase risk and require greater awareness.

Toilets and changing areas

Staff must ensure that:

- appropriate supervision arrangements are in place
- young people use suitable facilities
- safeguarding boundaries are maintained
- staff do not enter private spaces unless necessary and appropriate

Managing concerns

If a safety concern arises, staff must:

- assess the level of risk
- take immediate action if needed
- stop or adapt the activity if required
- inform their line manager or relevant lead
- record the concern

If the venue is unsafe, the session should not continue.

Emergency situations

In an emergency, staff must:

- follow the venue's emergency procedures
- prioritise the safety of young people
- contact emergency services if required
- inform MENT4 as soon as possible

Recording and reporting

Any incidents, accidents or safety concerns must be recorded and reported in line with MENT4 procedures.

This includes:

- environmental hazards
- unsafe conditions
- behaviour related risks
- incidents during delivery

Final note

Working across different environments is a key part of MENT4's work. Each setting requires awareness, preparation and responsibility.

By checking spaces carefully and staying alert, staff help ensure that all venues remain safe and suitable for young people.

Luke Peters
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A handwritten signature in blue ink, appearing to be "L. Peters".

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