



EVENT SAFETY POLICY

Balkans Forward Foundation

EVENT SAFETY POLICY

Table of Contents

- 1. PURPOSE**
- 2. SCOPE**
- 3. GENERAL PRINCIPLES**
- 4. RISK ASSESSMENT AND PLANNING**
- 5. VENUE AND LOGISTICS**
- 6. PARTICIPANT SAFETY AND CONDUCT**
- 7. SAFEGUARDING AND SENSITIVE CONTEXTS**
- 8. HEALTH AND EMERGENCY PREPAREDNESS**
- 9. ONLINE AND DIGITAL SAFETY**
- 10. INCIDENT REPORTING AND RESPONSE**
- 11. RESPONSIBILITY**
- 12. BREACH OF POLICY**
- 13. RELATED POLICIES**
- 14. REVIEW OF THE POLICY**

1. Purpose

The purpose of this Event Safety Policy is to ensure that all events organised, hosted, or supported by Balkans Forward Foundation (“the Foundation”) are planned and conducted in a safe, responsible, and controlled manner.

The Foundation is committed to protecting participants, staff, partners, and the public from foreseeable risks, including physical, digital, reputational, and safeguarding-related risks.

2. Scope

This policy applies to all events organised or supported by the Foundation, including trainings, workshops, conferences, public discussions, meetings, study visits, and online or hybrid events.

It applies to all persons involved in the planning, organisation, delivery, or participation in such events, including staff, consultants, facilitators, volunteers, participants, speakers, and partners.

3. General Principles

Event safety must be considered from the planning stage and integrated into all key decisions.

Events must be proportionate to the organisational capacity and risk level.

The Foundation shall take reasonable and practical steps to prevent harm, reduce risk, and respond effectively to incidents.

Safety considerations must not be ignored for the sake of convenience, speed, or cost-saving.

4. Risk Assessment and Planning

Before each event, the Foundation should assess potential risks and take appropriate mitigation measures.

This includes consideration of location, number of participants, profile of participants, political or social sensitivity, security context, accessibility, health considerations, and any other relevant factors.

Higher-risk events may require additional planning, coordination, or protective measures.

5. Venue and Logistics

Event venues must be reasonably safe, accessible, and suitable for the type of activity.

Basic considerations include emergency exits, capacity, accessibility, lighting, sanitation, and general safety conditions.

Where relevant, the Foundation should verify that the venue meets basic safety standards and is appropriate for the expected participants.

6. Participant Safety and Conduct

Participants must be treated with dignity and respect, and events must be conducted in line with the Foundation's Code of Conduct.

Disruptive, threatening, abusive, or unsafe behaviour is not tolerated.

Where necessary, organisers may take appropriate action to ensure safety, including removing individuals from the event.

7. Safeguarding and Sensitive Contexts

Special care must be taken when events involve vulnerable individuals, human rights defenders, LGBT+ persons, minority communities, or participants operating in sensitive or hostile environments.

Confidentiality, anonymity, and discretion may be required in certain contexts.

The Foundation must assess whether public visibility, documentation, or communication about the event may pose risks.

8. Health and Emergency Preparedness

Event organisers should be aware of basic emergency procedures and ensure that participants can access assistance if needed.

This includes awareness of emergency exits, contact points, and local emergency services.

Where appropriate, organisers should have a basic plan for responding to incidents such as medical issues, accidents, or security concerns.

9. Online and Digital Safety

For online or hybrid events, organisers must ensure appropriate moderation, secure access, and protection against disruption, harassment, or unauthorised access.

Participants should be informed of any rules related to recording, sharing, or confidentiality.

10. Incident Reporting and Response

Any incident, concern, or safety issue during an event must be addressed promptly and reported to the responsible person within the Foundation.

The Foundation shall take reasonable steps to assess the situation, respond appropriately, and prevent recurrence where possible.

Serious incidents may require escalation or involvement of external authorities.

11. Responsibility

All persons involved in organising events share responsibility for ensuring safety in practice.

The person responsible for the event has primary responsibility for planning, risk awareness, and coordination.

The Executive Director has overall oversight responsibility for ensuring that events are conducted in line with this policy.

12. Breach of Policy

Failure to follow this policy may result in corrective or disciplinary action, depending on the seriousness of the situation.

Negligence in relation to safety or failure to respond to risks may be treated as a serious breach.

13. Related Policies

This policy should be read together with the Code of Conduct, Safeguarding Policy, Digital and Information Security Policy, Data Protection Policy, and any relevant legal or donor requirements.

14. Review of the Policy

This policy shall be reviewed periodically and updated as necessary to reflect operational experience, risk context, and good practice.