

**The IWI Safety and Security Audit**  
Checklist for 'Critical Friend' Visits

NO.	TOPIC	NO.	TOPIC
<b>1</b>	<b>Documentation/Operations Manual</b>	<b>3</b>	<b>Traffic Management</b>
1.1	FLA licence	3.1	Public transport plan
1.2	Safety Certificate	3.2	Segregating traffic from spectators
1.3	Premises Licence	3.3	Emergency access/egress routes/RVPs
1.4	Spectator safety policy statement	3.4	Car park stewards
1.5	Safety management structure	3.5	Liaison with Highways Agency
1.6	Capacity calculations	3.6	Use of HANET cameras
1.7	Stewarding plan	<b>4</b>	<b>Safety systems</b>
1.8	Medical risk assessments and plan	4.1	Control rooms
1.9	Fire risk assessment and safety plan	4.2	Controls rooms resilience
1.10	Contingency and evacuation plans	4.3	CCTV
1.11	Generic risk assessment	4.4	Public Address
1.12	Ticketing strategy/segregation policy	4.5	Entry counting
1.13	Traffic management plan	4.6	Communications (radio/telephone)
1.14	Event management plan	4.7	Communications backup (hailers etc.)
1.15	Planned maintenance/tests/inspections	4.8	Fire safety systems
1.16	Exercises	4.9	Emergency lighting
1.17	Specific risk assessments	4.10	Emergency power supply
1.18	Event specific risk assessments	<b>5</b>	<b>Safety personnel</b>
1.19	Current plans of the ground	5.1	Senior management responsibility
1.20	Job descriptions of safety personnel	5.2	Safety officer: training/qualifications
1.21	Emergency and major incident plans	5.3	Safety officer: authority/relationships
1.22	Agreements between venue and police	5.4	Stewards managers and supervisors
	Statement of intent	5.5	Stewards: numbers – in house/agency
	Charging agreement	5.6	Security stewards – in house/agency
	Information sharing agreement	5.7	Stewards: training/assessment/qualifications
	Protocols	5.8	Specialist stewards
1.23	Access audit	5.9	Stewards: deployment
1.24	Safeguarding policies	5.10	Stewards: performance
1.25	Data protection policies		Knowledge of general geography
1.26	Service level agreements with providers		Knowledge of detailed geography
1.27	Stewards' handbook/aide memoires		Knowledge of safety equipment
1.28	Fire/medical staff safety handbooks		Queue control practice
1.29	Record keeping (event log, etc.)		Screening people at the entrances
1.30	Scripted briefings and debriefings		Searching people and bags
<b>2</b>	<b>Physical structures</b>		Dealing with unauthorised items
2.1	General condition		Maintaining personal safety
2.2	Spectator accommodation (seating, cover, viewing slopes)		Maintaining safety of others
2.3	Viewing standards (restricted views, sightlines, C-values, viewing distances)		Apply contingency/evacuation plans
2.4	Barriers and handrails		Responding to customer needs
2.5	Physical segregation from the event		Alertness to hazards
2.6	Other fences and physical segregation barriers		Responding to situations
2.7	Entrances, exits and means of escape		Dealing with conflict
2.8	Entry/exit capacities and timings		Use of force
2.9	Circulation routes (pinchpoints)	5.11	Stewards: dress code and appearance
2.10	Toilets, catering and concessions	5.12	Stewards: equipment and PPE
2.11	Facilities for the disabled	5.13	Stewards: briefing
2.12	Signage and information to spectators	5.14	Stewards: incident reporting
2.13	Planned works at the time of the event	5.15	Stewards: debriefing
		<b>6</b>	<b>Safety procedures</b>
		6.1	Pre-event liaison and meetings
		6.2	Pre-event intelligence
		6.3	Pre-event checks
		6.4	Ongoing checks during the event

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6.5	Stopping the event and evacuation	12.4	Segregation
6.6	Post-event checks	12.5	Alcohol controls
6.7	Staffing of exit gates	12.6	Security for special zones
6.8	Independent inspection	12.7	Security 24/7
<b>7</b>	<b>Fire Safety</b>	12.8	Security during public admission
7.1	Fire response hierarchical structure	12.9	Accreditation systems
7.2	Event area fire response	<b>13</b>	<b>Crime and Public Order</b>
7.3	Spectator accommodation fire response	13.1	Criminal law and justice systems
7.4	Fire appliance locations	13.2	Police role/structure/numbers
7.5	Fire equipment and type locations	13.3	Police deployments
7.6	Fire officer locations.	13.4	Police charges for special services
7.7	Specialist fire marshals and stewards	13.5	Arrest policy – police
7.8	Ordnance/explosives personnel	13.6	Ejection policy – police
7.9	Storage and disposal of pyrotechnics	13.7	Arrest policy – stewards
<b>8</b>	<b>Medical/First Aid</b>	13.8	Ejection policy – stewards
8.1	Medical response hierarchical structure	13.9	Detention facilities
8.2	Event area medical response	13.10	Prisoner transport
8.3	Spectator medical response	13.11	Arrest/ejection documentation
8.4	Ambulance locations	<b>14</b>	<b>VIPs and Hospitality</b>
8.5	First aid room(s) and equipment	14.1	VIP arrangements
8.6	First aid room(s) directions/signage	14.2	VIP security/close protection
8.7	Event participants doctor.	14.3	VIP demands and behaviour
8.8	Crowd doctor	14.4	Hospitality demands and behaviour
8.9	Paramedic crews	14.5	VIP/Hospitality stewards
8.10	Voluntary aid personnel	14.6	Alcohol sales and restrictions
8.11	Senior ambulance officer locations	<b>15</b>	<b>Media</b>
<b>9</b>	<b>Local Authority/Municipality</b>	15.1	Media risk assessments
9.1	Numbers and attendance	15.2	Media accreditation – rights holders
9.2	Normal and emergency role(s)	15.3	Media non-rights holders
<b>10</b>	<b>Counter Terrorism</b>	15.4	TV etc. camera/installations locations
10.1	National threat assessment	15.5	TV etc. installations security
10.2	Local threat assessment	15.6	Cable runs and trip hazards
10.3	Physical security controls	<b>16</b>	<b>Air Safety</b>
10.4	Housekeeping good practice	16.1	Air Traffic Control permits
10.5	Access control and visitors	<b>17</b>	<b>Revenue Protection</b>
10.6	CCTV	17.1	Ambush marketing
10.7	Searching	17.2	Pirate merchandise
10.8	Managing staff securely	17.3	Ticket touting
10.9	Information security	17.4	Photos, video and audio
10.10	Communication	17.5	Unofficial catering
10.11	NaCTSO Crowded Places VSAT	17.6	Unofficial car parking
<b>11</b>	<b>Spectators</b>		
11.1	Pre-event tracking (risk fans)		
11.2	Entrance control and searching		
11.3	Ticketing and admission		
11.4	Welcome and general atmosphere		
11.5	Fan engagement (before, during, after)		
11.6	Spectator behaviour		
<b>12</b>	<b>Crime prevention</b>		
12.1	Cash handling, storage and transit		
12.2	Car park patrols (theft and vandalism)		
12.3	Entering without a ticket/payment		