

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

NO.	TOPIC	NO.	TOPIC
<b>1</b>	<b>Documentation/Operations Manual</b>	3.4	Car park stewards
1.1	National/UEFA Licences	3.5	Liaison with Traffic Agency/LA
1.2	Safety Certificate	3.6	Use of Traffic Agency/LA cameras
1.3	Premises Licence	<b>4</b>	<b>Safety systems</b>
1.4	Spectator safety policy statement	4.1	Control rooms
1.5	Safety management structure	4.2	Controls rooms resilience
1.6	Capacity calculations	4.3	CCTV
1.7	Stewarding plan	4.4	Public Address (to EN54 standard)
1.8	Medical risk assessments and plan	4.5	Entry counting
1.9	Fire risk assessment and safety plan	4.6	Communications (radio/telephone)
1.10	Contingency and evacuation plans	4.7	Communications backup (hailers etc.)
1.11	Generic risk assessment	4.8	Fire safety systems
1.12	Ticketing strategy/segregation policy	4.9	Emergency lighting
1.13	Traffic management plan	4.10	Emergency power supply
1.14	Event management plan	<b>5</b>	<b>Safety personnel</b>
1.15	Planned maintenance/tests/inspections	5.1	Senior management responsibility
1.16	Exercises	5.2	Safety officer: training/qualifications
1.17	Specific risk assessments	5.3	Safety officer: authority/relationships
1.18	Event specific risk assessments	5.4	Stewards managers and supervisors
1.19	Current plans of the ground	5.5	Stewards: numbers – in house/agency
1.20	Job descriptions of safety personnel	5.6	Security stewards – in house/agency
1.21	Emergency and major incident plans	5.7	Stewards: training/assessment/qualifications
1.22	Agreements between venue and police	5.8	Specialist stewards
1.22.1	<i>Statement of intent</i>	5.9	Stewards: deployment
1.22.2	<i>Charging agreement</i>	5.10	Stewards: performance
1.22.3	<i>Information sharing agreement</i>	5.10.1	<i>Knowledge of general geography</i>
1.22.4	<i>Protocols</i>	5.10.2	<i>Knowledge of detailed geography</i>
1.23	Access audit	5.10.3	<i>Knowledge of safety equipment</i>
1.24	Safeguarding policies	5.10.4	<i>Queue control practice</i>
1.25	Data protection policies	5.10.5	<i>Screening people at the entrances</i>
1.26	Service level agreements with providers	5.10.6	<i>Searching people and bags</i>
1.27	Stewards' handbook/aide memoires	5.10.7	<i>Dealing with unauthorised items</i>
1.28	Fire/medical staff safety handbooks	5.10.8	<i>Maintaining personal safety</i>
1.29	Record keeping (event log, etc.)	5.10.9	<i>Maintaining safety of others</i>
1.30	Scripted briefings and debriefings	5.10.10	<i>Apply contingency/evacuation plans</i>
<b>2</b>	<b>Physical structures</b>	5.10.11	<i>Responding to customer needs</i>
2.1	General condition	5.10.12	<i>Alertness to hazards</i>
2.2	Spectator accommodation (seating, cover, viewing slopes)	5.10.13	<i>Responding to situations</i>
2.3	Viewing standards (restricted views, sightlines, C-values, view distances)	5.10.14	<i>Dealing with conflict</i>
2.4	Barriers and handrails	5.10.15	<i>Use of force</i>
2.5	Physical segregation from the event	5.11	Stewards: dress code and appearance
2.6	Other fences and physical segregation barriers	5.12	Stewards: equipment and PPE
2.7	Entrances, exits and means of escape	5.13	Stewards: briefing
2.8	Entry/exit capacities and timings	5.14	Stewards: incident reporting
2.9	Circulation routes (pinchpoints)	5.15	Stewards: debriefing
2.10	Toilets, catering and concessions	<b>6</b>	<b>Safety procedures</b>
2.11	Facilities for the disabled	6.1	Pre-event liaison and meetings
2.12	Signage and information to spectators	6.2	Pre-event intelligence
2.13	Planned works at the time of the event	6.3	Pre-event checks
<b>3</b>	<b>Traffic Management</b>	6.4	Ongoing checks during the event
3.1	Public transport plan	6.5	Stopping the event and evacuation
3.2	Segregating traffic from spectators	6.6	Post-event checks
3.3	Emergency access/egress routes/RVPs	6.7	Staffing of exit gates
		6.8	Operational and reactive maintenance
		6.9	Independent inspection
		<b>7</b>	<b>Fire Safety</b>

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NO.	TOPIC	NO.	TOPIC
7.1	Fire response hierarchical structure	11.6.11	<i>Climbing on structures</i>
7.2	Event area fire response	11.6.12	<i>Late arrivals</i>
7.3	Spectator accommodation fire response	11.6.13	<i>Smoking</i>
7.4	Fire appliance locations	<b>12</b>	<b>Crime prevention</b>
7.5	Fire equipment and type locations	12.1	Cash handling, storage and transit
7.6	Fire officer locations.	12.2	Car park patrols (theft and vandalism)
7.7	Specialist fire marshals and stewards	12.3	Entering without a ticket/payment
7.8	Ordnance/explosives personnel	12.4	Segregation
7.9	Storage and disposal of pyrotechnics	12.5	Alcohol controls
<b>8</b>	<b>Medical/First Aid</b>	12.6	Security for special zones
8.1	Medical response hierarchical structure	12.7	Security 24/7
8.2	Event area medical response	12.8	Security during public admission
8.3	Spectator medical response	12.9	Accreditation systems
8.4	Ambulance locations	<b>13</b>	<b>Crime and Public Order</b>
8.5	First aid room(s) and equipment	13.1	Criminal law and justice systems
8.6	First aid room(s) directions/signage	13.2	Police role/structure/numbers
8.7	Event participants doctor.	13.3	Police deployments
8.8	Crowd doctor	13.4	Police charges for special services
8.9	Paramedic crews	13.5	Arrest policy – police
8.10	Voluntary aid personnel	13.6	Ejection policy – police
8.11	Senior ambulance officer locations	13.7	Arrest policy – stewards
8.12	Value for money	13.8	Ejection policy – stewards
<b>9</b>	<b>Local Authority/Municipality</b>	13.9	Detention facilities
9.1	Numbers and attendance	13.10	Prisoner transport
9.2	Normal and emergency role(s)	13.11	Arrest/ejection documentation
<b>10</b>	<b>Counter Terrorism</b>	<b>14</b>	<b>VIPs and Hospitality</b>
10.1	National threat assessment	14.1	VIP arrangements
10.2	Local threat assessment	14.2	VIP security/close protection
10.3	Physical security controls	14.3	VIP demands and behaviour
10.4	Police CTSA audit score	14.4	Hospitality demands and behaviour
10.5	Project Griffin training modules	14.5	VIP/Hospitality stewards
10.6	Project Argus training exercise	14.6	Alcohol sales and restrictions
10.7	Housekeeping good practice	<b>15</b>	<b>Media</b>
10.8	Access control and visitors	15.1	Media risk assessments
10.9	CCTV	15.2	Media accreditation – rights holders
10.10	Searching	15.3	Media non-rights holders
10.11	Managing staff securely	15.4	TV etc. camera/installations locations
10.12	Information security	15.5	TV etc. installations security
10.13	Communication	15.6	Cable runs and trip hazards
<b>11</b>	<b>Spectators</b>	<b>16</b>	<b>Air Safety</b>
11.1	Pre-event tracking (risk fans)	16.1	Air Traffic Control permits
11.2	Entrance control and searching	16.2	Unmanned aerial vehicles (drones)
11.3	Ticketing and admission	<b>17</b>	<b>Revenue Protection</b>
11.4	Welcome and general atmosphere	17.1	Ambush marketing
11.5	Fan engagement (before, during, after)	17.2	Pirate merchandise
11.6	Spectator behaviour	17.3	Ticket touting
11.6.1	<i>Assaults on players/officials</i>	17.4	Abuse of concessionary tickets
11.6.2	<i>Laser pointers</i>	17.5	Photos, video and audio
11.6.3	<i>Pyrotechnics</i>	17.6	Unofficial catering
11.6.4	<i>Crowding/crushing</i>	17.7	Unofficial car parking
11.6.5	<i>Disturbances</i>		
11.6.6	<i>Throwing objects/missiles</i>		
11.6.7	<i>Pitch incursion</i>		
11.6.8	<i>Racism and other hate crime</i>		
11.6.9	<i>Political protests/banners</i>		
11.6.10	<i>Vandalism/destruction</i>		