

Document Audit
 Empty Stadium Inspection
 Control Room Observations

NO.	TOPIC
1	Documentation/Operations Manual
1.1	SGSA/UEFA club licences
1.2	Safety certificate
1.3	Premises licence
1.4	Event safety policy statement
1.5	Safety management structure
1.6	Capacity calculations
1.7	Stewarding plan
1.8	Medical needs assessment and plan
1.9	Fire risk assessment
1.10	Contingency and evacuation plans
1.11	Generic risk assessment
1.12	Ticketing strategy/segregation policy
1.13	Traffic management plan
1.14	Event management plan
1.15	Planned maintenance/tests/inspections
1.16	Exercises
1.17	Specific risk assessments
1.18	Event specific risk assessments
1.19	Current plans of the ground
1.20	Job descriptions of safety personnel
1.21	Emergency and major incident plans
1.22	Agreements between venue and police
1.22.1	<i>Statement of intent</i>
1.22.2	<i>Charging agreement</i>
1.22.3	<i>Information sharing agreement</i>
1.23	Access audit
1.24	Safeguarding plan
1.25	Data protection policies
1.26	Service level agreements with providers
1.27	Stewards' handbook/aide memoires
1.28	Fire/medical staff safety handbooks
1.29	Record keeping (event log, etc.)
1.30	Scripted briefings and debriefings
2	Physical structures
2.1	General condition
2.2	Spectator accommodation (seating, cover, viewing slopes)
2.3	Viewing standards (restricted views, sightlines, C-values, viewing distances)
2.4	Handrails
2.5	Physical segregation from the event
2.6a	Barriers and other separating elements
2.6b	Barriers and other separating elements
2.7a	Entrances, exits and means of escape
2.7b	Entrances, exits and means of escape
2.7c	Entrances, exits and means of escape
2.8a	Entry/exit capacities and timings
2.8b	Entry/exit capacities and timings
2.9a	Circulation routes (stairways)
2.9b	Circulation routes (pinch points)
2.10	Toilets, catering and concessions
2.11	Facilities for the disabled
2.12	Signage and information to spectators

Matchday Stadium Observations
 Interview Safety Officer
 Interview Stadium Manager

NO.	TOPIC
2.13	Planned works at the time of the event
3	Traffic Management
3.1	Public transport plan
3.2	Segregating traffic from spectators
3.3	Emergency access/egress routes/RVPs
3.4	Car park stewards
3.5	Liaison with Highways England/LA
3.6	Use of Highways England /LA cameras
4	Safety systems
4.1	Control room
4.2	Controls room resilience
4.3	CCTV
4.4	Public Address
4.5	Entry counting
4.6	Communications (radio/telephone)
4.7	Communications backup (hailers etc.)
4.8	Fire safety systems
4.9	Emergency lighting and exit signs
4.10	Emergency power supply
5	Safety personnel
5.1	Senior management responsibility
5.2	Safety officer: training/qualifications
5.3	Safety officer: authority/relationships
5.4	Stewards managers and supervisors
5.5	Stewards: numbers – in house/agency
5.6	Security stewards – in house/agency
5.7	Stewards: training/assessment/qualifications
5.8	Specialist stewards
5.9	Stewards: deployment
5.10	Stewards: performance
5.10.1	<i>Knowledge of general geography</i>
5.10.2	<i>Knowledge of detailed geography</i>
5.10.3	<i>Knowledge of safety equipment</i>
5.10.4	<i>Queue control practice</i>
5.10.5	<i>Screening people at the entrances</i>
5.10.6	<i>Searching people and bags</i>
5.10.7	<i>Dealing with unauthorised items</i>
5.10.8	<i>Maintaining personal safety</i>
5.10.9	<i>Maintaining safety of others</i>
5.10.10	<i>Apply contingency/evacuation plans</i>
5.10.11	<i>Responding to customer needs</i>
5.10.12	<i>Alertness to hazards</i>
5.10.13	<i>Responding to situations</i>
5.10.14	<i>Dealing with conflict</i>
5.10.15	<i>Use of force</i>
5.11	Stewards: dress code and appearance
5.12	Stewards: equipment and PPE
5.13	Stewards: briefing
5.14	Stewards: incident reporting
5.15	Stewards: debriefing
6	Safety procedures
6.1	Pre-event liaison and meetings
6.2	Pre-event intelligence
6.3a	Pre-event checks

NO.	TOPIC	NO.	TOPIC
6.3b	Pre-event checks	11.6.4	<i>Climbing on structures</i>
6.4a	Ongoing checks during the event	11.6.5	<i>Occupying their allocated seats</i>
6.4b	Ongoing checks during the event	11.6.6	<i>Smoking in the stadium</i>
6.4c	Ongoing checks during the event	11.6.7	<i>Political protests/banners</i>
6.5	Emergency and exceptional egress	11.6.8	<i>Late arrivals</i>
6.6	Post-event checks	12	Crime prevention
6.7	Staffing of exit gates	12.1	Cash handling, storage and transit
6.8	Operational and reactive maintenance	12.2	Car park patrols (theft and vandalism)
6.9	Independent inspection	12.3	Entering without a ticket/payment
7	Fire Safety	12.4	Segregation
7.1	Fire response hierarchical structure	12.5	Alcohol controls
7.2	Event area fire response	12.6	Security for special zones
7.3	Spectator accommodation fire response	12.7	Security 24/7
7.4	Fire appliance locations	12.8	Security during public admission
7.5	Fire equipment type and locations	12.9	Accreditation systems
7.6	Fire officer locations.	13	Crime and Public Order
7.7	Stewards response to fire	13.1	Criminal law and justice systems
7.8	Response to use of pyrotechnics	13.2	Police role/structure/numbers
7.9	Storage and disposal of pyrotechnics	13.3	Police deployments
8	Medical/First Aid	13.4	Police charges for special services
8.1	Medical response hierarchical structure	13.5	Arrest policy – police
8.2	Event area medical response	13.6	Ejection policy – police
8.3	Spectator medical response	13.7	Arrest policy – stewards
8.4	Ambulance numbers and locations	13.8	Ejection policy – stewards
8.5a	First aid room(s) and equipment	13.9	Detention facilities
8.5b	First aid room(s) and equipment	13.10	Prisoner transport
8.6	First aid room(s) directions/signage	13.11	Arrest/ejection documentation
8.7	Event participants doctor	14	VIPs and Hospitality
8.8	Event doctor	14.1	VIP arrangements
8.9	Paramedic crews	14.2	VIP security/close protection
8.10	Voluntary aid personnel	14.3	VIP demands and behaviour
8.11	Senior ambulance officer location	14.4	Hospitality demands and behaviour
8.12	Value for money	14.5	VIP/Hospitality stewards
9	Local Authority/Municipality	14.6	Alcohol sales and restrictions
9.1	Numbers and attendance	15	Media
9.2	Normal and emergency role(s)	15.1	Media risk assessments
10	Counter Terrorism	15.2	Media accreditation – rights holders
10.1	National threat assessment	15.3	Media non-rights holders
10.2	Local threat assessment	15.4	TV etc. camera/installations locations
10.3	Physical security controls	15.5	TV etc. installations security
10.4	NaCTSO PSIA Tool	15.6	Cable runs and trip hazards
11	Spectators	16	Air Safety
11.1	Pre-event tracking (risk fans)	16.1	Air Traffic Control permits
11.2	Entrance control and searching	16.2	Drones
11.3	Ticketing and admission	17	Revenue Protection
11.4	Welcome and general atmosphere	17.1	Ambush marketing
11.5	Fan engagement (before, during, after)	17.2	Pirate and unofficial merchandise
11.6a	Spectator behaviour (ground rules)	17.3	Ticket touting
11.6.1	<i>Compliance with ground rules</i>	17.4	Abuse of concessionary tickets
11.6.2	<i>Persistent standing in seated areas</i>	17.5	Photos, video and audio
11.6.3	<i>Obstructing the aisles, vomitories, etc</i>	17.6	Unofficial catering
		17.7	Unofficial car parking