

Guide to Safety at Sports Grounds

Supplementary Guidance 03: Event Safety Management

Annex D: Recording of tests and
inspections templates



D1.0 Introduction

SG03 D1.1 Overview

As outlined in Section SG03 8.12 of *Event Safety Management*, it is vital that all structures, mechanical and electrical installations and components at a venue are properly maintained. This should form an ongoing *Planned Preventative Maintenance Schedule*, which should be held within the *Operations Manual*.

This Annex contains sample templates for a *Planned Preventative Maintenance Schedule*. These outline the issues which should be included and an approach for the monitoring completion of the work.

Further to this, the Annex also provides pre-event day inspection templates. This is a critical part of the *Event Management Plan*, as outlined in Section SG03 9.6 of *Event Safety Management*.

Each of the templates provided within this Annex are not exhaustive and will need to be revised to be reflective of the venue and/or individual event.

The *Supplementary Guidance 03: Event Safety Management, Guide to Safety at Sports Grounds (Green Guide)*, and this Annex are compiled and published by the Sports Grounds Safety Authority, 10 South Colonnade, London, E14 4PU.

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D2.0 Planned Preventative Maintenance Schedule

SG03 D2.1 Planned preventative maintenance / tests / inspections

The concept of a planned maintenance programme supports the objective of safety by ensuring a rolling programme of work is undertaken to prevent degeneration of the venue structure and premature malfunctioning of equipment.

A detailed maintenance programme must be developed as a rolling plan and prepared on the basis of advice received from the designers, contractors and the many sub-contractors who have provided all manner of equipment and services to the venue.

Inspection, audit and testing are proven methods of good housekeeping and figure prominently in the objective of maintaining the venue as a safe environment. The venue and its infrastructure are therefore the subjects of an extensive inspection, audit and testing schedule which should not only be conducted by safety management staff but also via the expert services of outside contractors for tasks requiring specialist knowledge.

The inspection, audit and testing schedule must be prepared on an annual basis a member of the safety management team (for example, the Safety Officer), who should also have responsibility for ensuring the programme is followed.

The scheduled inspections, audits and tests are usually supported by feedback from stewards' debriefing and from other event day staff to address complaints/ suggestions from employees, spectators and members of the public.

Inspections and audits should be carried out to support statutory requirements, compliance with guidance and best practice on a schedule defined by each element.

Please note, the list provided in the tables are not exhaustive nor intended to apply in all circumstances. In addition, it is not presented in order of importance.

A typical example of a sports ground's *Planned Preventative Maintenance Schedule* is detailed over the following pages.

Editable versions of these forms are available on the [SGSA website](#).



Template Planned Preventative Maintenance Schedule

Test	Interval	Completion date	Comments
Detailed structural appraisal (see Section 5.13 of the <i>Green Guide</i>)	6 to 10 Years		
Anti-slip floor treatment concourse/circulation areas	5 years		
Carpet replacement	5 years		
Internal finishes paint	5 years		
Painting external steelwork	5 years		
Emergency generators – three-hour full load test	3 years		
Boiler/calorifier installations	1 year		
CCTV system	1 year		
Cleaning external cladding	1 year		
Emergency telephone system	1 year		
Entire electrical installation (including generators) to be inspected and certified	1 year		
Escalators	1 year		
Exit gate system-electronic control system	1 year		
Extinguishers	1 year		
Fire alarm system (including concession shutters, smoke vent systems and suppression systems and dry risers)	1 year		
Fire risk assessments (including mobile catering units within ground)	1 year		
Gas fired installations	1 year		
Gas installation	1 year		
Lightning protection	1 year		
Loud hailers	1 year		
Mechanical ventilation systems	1 year		
Portable appliance testing (PAT)	1 year		
Preservative treatment external timber	1 year		
Public address system	1 year		



Test	Interval	Completion date	Comments
Radio systems	1 year		
Structural survey; barriers, balustrades, handrails, seats and lighting columns (see Section 5.12 of the <i>Green Guide</i>)	1 year		
Turnstile monitoring system	1 year		
Ventilation and smoke extract system	1 year		
Accessible, public and service lifts	6 months		
Lift installations (including emergency lighting)	6 months		
Specialised floor cleaning or carpet shampoo	4 months		
Emergency light and emergency electric supply generator	1 month		
Emergency escape exit routes	Weekly		
Fire alarm tests	Weekly		



Schedule of checks for planned preventative measures

Pieces of equipment should be considered as part of this inspection scheme include (where applicable):

- Boiler/calorifier installations
- Carbon monoxide detection
- CCTV system
- Door release system
- Dry risers
- Electrical installation
- Emergency generator (to include on load test)
- EVAC chairs or similar
- Fire alarm VA/PA system
- Fire detection system
- Fire fighting hose reels
- Fire suppression system
- Gas system and appliances (including LPG)
- Handheld fire fighting equipment
- Key point (emergency) telephones
- Legionella testing
- Lightning conductors
- Methane detection system
- Passenger lifts
- Public address system
- Radio systems
- Turnstile monitoring system
- Turnstile operation
- UPS equipment
- Wet risers

Detail of equipment	Location identifier / descriptor	Date of test / certification / inspection / service	Required frequency of check						Specific standard to apply	Comments
			Daily	Weekly	Monthly	Quarterly	Annual	Other		



D3.0 Pre-event inspections

SG03 D3.1 Inspection and test templates

As highlighted in Section SG03 9.6 of *Event Safety Management*, venue management and/or event organisers should ensure that a range of inspections and tests are carried out:

- a.** in the 48 hours preceding the start of the event, and
- b.** on the event itself.

The following pages provide templates for inspections and tests to be conducted.

Editable versions of these forms are available for download on the [SGSA website](#).



48 hours pre-event inspection

Example of a testing / inspection record sheet

Venue: _____

Event: _____ Date of event: _____

Inspection undertaken by: [name] on: [date] at: [time]

Stand <i>[insert name]</i>	Confirm (✓)	Comments
Catering areas		
Concourse areas		
Disabled areas and facilities		
Emergency lighting		
Exit gates		
Exit routes		
Fire alarm system		
Fire doors		
Fire fighting equipment		
Floors		
Passenger lift operation		
Public address system		
Seating		
Structure		
Terracing		
Toilet facilities		
Turnstile operation		

A separate record of the above inspections and tests should be completed for each stand / terrace / viewing area of the ground.



External areas	Confirm (✓)	Comments
Car parks		
Mobile TV screen		
Pedestrian routes		
Rendezvous points (RVPs)		
Vehicle routes		

Equipment tests	Confirm (✓)	Comments
Carbon monoxide detectors		
CCTV operation		
Concourse lighting		
Emergency lighting		
Emergency telephone system		
External lighting		
Fire alarm system		
Flood lighting		
Generator		
Methane detectors		
Public address system		
Public area lighting		
Stand lighting		
Toilet lighting		

Safety equipment	Confirm (✓)	Comments
First aid equipment		
Loud hailers		
Mobile fire point(s)		
Radios		
Steward jackets		



Facilities	Confirm (✓)	Comments
Broadcast scanners		
Ground stores		
Mobile caterers		
Plant rooms		
Secure refuse bins		
Service ducts		
Temporary marquees		
Temporary structures		
Any additional areas (detail)		

General comments / observations:

Actions to be taken:

Signed: _____

Date: _____



Event day inspection

Venue: _____

Event: _____

Date of event: _____

Inspection undertaken by: *[name]* _____

on: *[date]* _____

at: *[time]* _____

Inspection / test	Confirm (✓)	Comments
Stand (<i>insert name</i>)		
Stand (<i>insert name</i>)		
Stand (<i>insert name</i>)		
Stand (<i>insert name</i>)		
Car park areas		
Catering facilities		
Circulation areas		
Detention area		
Disabled areas and facilities		
Exit routes		
Exit gates		
External areas		
First aid room(s)		
Outside broadcast units		
Panic bolts		
Padlocks removed		
Refuse cleared		
Segregation netting		
Segregation shutters		
Seating		
Seating area		
Terracing		
Toilets		
Turnstile operation		



Equipment tests	Confirm (✓)	Comments
Carbon monoxide detector		
CCTV system		
Emergency lighting		
Emergency telephone		
Fire alarm		
Fire fighting equipment		
First aid room(s)		
Floodlights		
Generator		
Ground store		
Loud hailers		
Methane detectors		
Passenger lift(s)		
Public address system		
Public area lights		
Radios		
Steward jackets		
Turnstile monitoring		

Unresolved defects:

Signed: _____

Date: _____