# Matchday during performance inspection template for local authorities

## Overview of match

|  |  |
| --- | --- |
| **Teams** |  |
| **Name of ground** |  |
| **Date** |  |
| **Final score** |  |
| **Total actual attendance** |  |
| **Home attendance** |  |
| **Away attendance** |  |
| **Weather conditions** |  |

## In attendance

|  |  |
| --- | --- |
| **Safety Officer:** |  |
| **Deputy Safety Officer:** |  |
| **Police Match Commander** |  |
| **Fire & Rescue Service Officer** |  |
| **Ambulance Service Officer** |  |
| **Other (such as FA, SGSA representative)** |  |
| **Does there appear to be a clear understanding of responsibilities/ accountability?** |  |

## Communications

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Is the PA system consistent with recognised standards of best practice? | Yes | No |  |
| E.g. Is the PA clearly audible in all parts of the stands/ground/spectator area? | Yes | No |  |
| Can the safety officer communicate directly with spectators? | Yes | No |  |
| Is the CCTV consistent with recognised standards of best practice? | Yes | No |  |
| E.g., does the CCTV cover all parts of the ground and is it capable of operating in all lighting conditions? | Yes | No |  |
| Is the CCTV being operated by trained personnel? | Yes | No |  |
| Are the stewards, supervisors, medical staff, and police radios working correctly? | Yes | No |  |

## Fire

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Is there a fire detection system? | Yes | No |  |
| Has the fire alarm/system been checked? | Yes | No |  |
| If so, by whom and when? | Yes | No |  |
| Is the fire alarm panel in the control room? | Yes | No |  |
| Do all designated fire doors/closing devices appear to be in good order? | Yes | No |  |
| Are all means of escape routes throughout the venue/stadium clear? | Yes | No |  |
| Are all exit doors/gates able to open without difficulty, are they wedged open? | Yes | No |  |
| Are emergency exits and exit route signage consistent with recognised standards of best practice? | Yes | No |  |
| Has there been a check on the condition of stairways – slip resistance, trip hazard, adequacy of lighting? | Yes | No |  |
| Are all areas clear of accumulated litter? | Yes | No |  |
| Does provision for waste storage/disposal appear adequate? | Yes | No |  |
| Are there any observations on location/availability of fire safety equipment and are they fit for purpose? | Yes | No |  |
| Were any pyrotechnic incident observed inside or outside the ground? | Yes | No |  |

## Ground conditions

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Are the exit doors and gates clearly marked on both sides? If a plan is available, do they conform to the plan? | Yes | No |  |
| Do barriers and separating elements appear sound and risk free? | Yes | No |  |
| Is the ground free of any potential missiles? If no, what action is being taken? | Yes | No |  |
| Do any structural elements appear defective? | Yes | No |  |
| Are there adequate lighting levels in all areas accessible to spectators? | Yes | No |  |
| Is the lighting adequate where searching is carried out? | Yes | No |  |
| Are directional/advice signs in place and visible? | Yes | No |  |
| Are pitch perimeter barriers in place? | Yes | No |  |
| If so, what provision is there to allow evacuation onto pitch? | Yes | No |  |
| Are there any access issues? (Wheelchair spaces, facilities, refuges and evac-chairs, viewing restrictions) | Yes | No |  |

## Medical provisions

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Is there a Medical Plan? | Yes | No |  |
| Are the facilities consistent with recognised standards of best practice? | Yes | No |  |
| Have medical staff been briefed? | Yes | No |  |
| Have medical staff been issued with designated roles? | Yes | No |  |
| What is the number of first aiders? | Insert number: |  |  |
| Is there a crowd doctor? | Yes | No |  |
| Are First Aid rooms clearly identified? | Yes | No |  |
| Is there a system to record accident/injuries? | Yes | No |  |

## Attendance

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Were observations / assessments made of the crowd on ingress? | Yes | No |  |
| Are the numbers of spectators admitted being recorded: | | |  |
| a. To the Ground | Yes | No |  |
| b. By each section of the ground | Yes | No |  |
| Is the attendance within the permitted capacity: | | |  |
| a. Each stand / section | Yes | No |  |
| b. Ground | Yes | No |  |
| Are turnstiles or method of recording entry working satisfactorily? | Yes | No |  |

## Stewards

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Is there a Stewarding Plan? | Yes | No |  |
| Are external agencies used to supply stewards? | Yes | No |  |
| Details of steward companies used at this event: | | |  |
| Number of supervisors: | Insert number: |  |  |
| Number of stewards: In-house | Insert number: |  |  |
| Number of stewards: Agency | Insert number: |  |  |
| Number of stewards: SIA | Insert number: |  |  |
| Are stewards easily identified? | Yes | No |  |
| Is a register of stewards kept for reference? | Yes | No |  |
| If stewarding plan provides details, are stewards observed in critical positions? | Yes | No |  |
| Do steward positions appear to be consistent with recognised standards of best practice? | Yes | No |  |
| Are stewards: | | |  |
| Trained and qualified | Yes | No |  |
| DBS checked as required | Yes | No |  |
| Instructed and briefed | Yes | No |  |
| Award of emergency procedures | Yes | No |  |
| Debriefed | Yes | No |  |
| Are there additional observations on the effectiveness of stewarding operation? | Yes | No |  |

## Event log

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Has the Safety Officer carried out pre-event safety checks and are they recorded? | Yes | No |  |
| Where any action(s) identified? | Yes | No |  |
| Have the action(s) been carried out? | Yes | No |  |
| Emergency power check carried out? | Yes | No |  |
| Has a risk assessment been carried out for the event? | Yes | No |  |
| Any observations on the risk assessment? | Yes | No |  |

## Event monitoring

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Do entry flow rates appear satisfactory? | Yes | No |  |
| Are all aisles and exit routes kept clear? | Yes | No |  |
| Are there any pinch points evident from crowd observations? | Yes | No |  |
| Is there crowd segregation? | Yes | No |  |
| Are there any signs of overcrowding, crowd discomfort or ASB? | Yes | No |  |
| Persistent standing: Are all persons seated in seated areas? | Yes | No |  |
| Numbers of home fans persistently standing | Insert number: |  |  |
| Numbers of away fans persistently standing | Insert number: |  |  |
| If there is persistent standing is any action being taken? | Yes | No |  |
| Are there restricted viewing or quality issues? | Yes | No |  |
| Were any pitch incursions/protests observed? | Yes | No |  |
| Were any issues observed in Zone Ex? | Yes | No |  |
| Were any issues observed with Traffic Management arrangements and/or fans coach parking? | Yes | No |  |

## Policies and documentation

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Comments** |
| Is there an Event Safety Policy? | Yes | No |  |
| Is there an Event Management Plan (Segregation, ticketing, traffic ,etc) | Yes | No |  |
| Is there any Match Specific Risk Assessments for additional risks? | Yes | No |  |
| Is there crowd segregation? | Yes | No |  |
| Were any Contingency Plans tested on the day? E.g. Turnstile failure. | Yes | No |  |
| Were any near misses observed? | Yes | No |  |

## Any other comments or observations:

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| --- |
|  |