**Operations Manual Audit Template**

The following table outlines the contents recommended for a sports ground’s Operations Manual. The reference included within the list direct to the appropriate guidance which outlines what information should be included within the Operations Manual.

Local authorities should use this and the information contained within the guidance documents to assess the Operations Manual before issuing a risk-based safety certificate.

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| **Operations Manual Content**  (SGSA guidance section reference in bracket:  GG – Green Guide sixth edition  SG03 – Event Safety Management) | **Assessment of content**  Green – sufficient  Amber – reasonable, but some comments  Red – Needs work, comments attached | **Comments** |
| **Event Safety Policy**  (GG 3.5; SG03 8.5) |  |  |
|  |  |  |
| **Chain of Command**  (GG 3.6; SG03 4.2 |  |  |
|  |  |  |
| **Venue and event risk assessments**  (SG03 5.7 and 5.8) |  |  |
|  |  |  |
| **Statement of Intent**  (GG 3.24) |  |  |
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| **Capacity calculations**  (GG Chapter 2; SG03 2.9) |  |  |
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| **Site plans / drawings**  (SG03 Figure 19) |  |  |
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| **Stewarding Plan**  (GG 4.12; SG03 4.12) |  |  |
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| **Security Plan** (including counter-terrorism plan)  (GG 3.18; SG03 8.6) |  |  |
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| **Segregation Policy**  (GG 3.26) |  |  |
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| **Safeguarding Plan**  (GG 3.28; SG03 3.10) |  |  |
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| **Accessibility Plan**  (SG03 3.9) |  |  |
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| **Traffic Management Plan**  (SG03 8.9) |  |  |
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| **Communications Plan**  (SG03 8.11) |  |  |
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| **Medical Plan**  (GG 18.5) |  |  |
|  |  |  |
| **Zone Ex Co-ordination Plan**  (SG03 8.10) |  |  |
|  |  |  |
| **Athletes Management Plan**  (SG03 8.7) |  |  |
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| **Crowd Disorder and Anti-social behaviour Plan**  (GG 3.27) |  |  |
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| **Ticketing Plan**  (GG 3.30; SG03 8.8) |  |  |
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| **Fire Safety Plan**  (GG 15.6) |  |  |
|  |  |  |
| **Contingency Plans**  (GG 3.15-3.16; SG03 Chapter 7.0) |  |  |
|  |  |  |
| **Planned Preventative Maintenance Schedule**  (GG 17.2; SG03 8.12) |  |  |
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| **Details of testing and exercises**  (SG03 7.17 and SG03 Annex B) |  |  |