

**Event Venue Assessment Checklist**

This checklist will be used when considering the suitability of a venue for British Council accommodation or events.

|  |  |
| --- | --- |
| Venue name: |  |
| Full address: |  |
| Name and Contact number of the Security Point of Contact: |  |
| Phone numbers to be used in emergency: |  |
| Assessment carried out by  |  |
| Date of Assessment |  |
| **Item / Area** | **Guidance for Reviewer** | **Assessment Rating****“Acceptable (Yes), Needs Improvement, Not Acceptable (No)”** |
| **Physical Security Criteria:** |
| Entry & Exit Points | Check controlled/monitored access points with viewing grill installed in gate/door, check guards |  |
| Delay Barriers | Check rising-arm steel barriers, metal gates, concrete restraining blocks/planters are strategically placed |  |
| **Walk through Gates & Scanners** | Check metal detecting arch/handheld scanners, at entry points | * Do you have Walkthrough Gate?
* How many Handheld Metal Detectors / Scanners do you have?

|  |  |
| --- | --- |
| **Name of Equipment** | **QTY** |
| Walk through  |  |
| Metal Detector  |  |
| X-Ray Baggage Scanner  |  |

 |
| Parking Arrangements (15 meters standoff from main venue) | Check incoming vehicles are physically scanned/searched prior to parking. Concrete blocks prevent unauthorised vehicle penetration; parking is at 15 meters standoff distance from the venue | * Do share customer journey / parking
* Standoff distance from Parking and street

|  |  |
| --- | --- |
| **No. OF Parking space** | **Capacity** |
| No. 1/ Location  |  |
| No. 2/ Location  |  |

 |
| CCTV cameras | Check CCTV footage is monitored and recorded on a DVR (Retention period of CCTV recordings?) |  |
| Security Alarms | Public announcement system connected with security alarm, check last drill scheduled (Response time?) |  |
| Standby Generators | Check generator supports air conditioning and lighting of venue (Backup Duration?) |  |
| Fire Safety Alarms, Extinguishers and First Aid Kits Is the venue of generally fire-resistant construction? Are there a suitable number Emergency Exits - number? Do they have the capacity to evacuate the building in the event of an emergency which may block one of the exits?.Are there an appropriate number of fire extinguishers within the venue? Does the venue have smoke and/or heat detectors? Are emergency routes clearly marked with clear signage, and are these routes clear from obstruction? | Check guards/staff received training in usage of fire alarms, extinguishes and first aid kits; check fire extinguishers replacement/expiry date; check Fire Drill schedule |  |
| Any threat received in the past? | What measures have been taken as a result?  |  |
| **Overall Assessment:**  |  |
|  |
| **Procedural Security Criteria:** |
| Management Support For Security | Is there a dedicated management support for security; if yes, ask for experience |  |
| Liaison with Authorities e.g., Police, Emergency Services, Interior/Home Ministry – Check if there is any - | Does the venue provider coordinate security arrangements with stated authorities; check evidence.  |  |
| Defined Responsibility for Security Of British Council Activity Site | Is there a dedicated management support for security of BC event, if possible, check CV for experience |  |
| Identification Policies and Procedures | Do the venue issue picture ID cards? What is the logging in/out procedure? |  |
| General Security Policies & Procedures – Check if there is any - Emergency & Incident Response Plans | Check emergency and crisis management documentation of venue; does the venue have an easy access to emergency services? Check written evidence and management understanding. |  |
| Pre-Appointment Checks & Security Clearance of Staff  | Documents reflecting ID, Reference Checks, Criminal Record Checks, Security Clearance etc. |  |
| Entry and exit procedures: (Provision of separate entry/exit for British Council Exam candidates & Venue Staff during Exams for crowd management – Preferable – Applies for long term vendor -) | Is there a dedicated entry/exit procedure? If yes, state brief details. Check procedures to restrict un-authorised entry |  |
| **Overall Assessment:**  |  |
| **Guards Criteria:** |
| Venue Provider’s Own Guards | Count the number of deputed guards – armed and unarmed; male and female; check understanding of duties by verbal conversation with a couple of guards/ guard supervisor. Check armed guards are strategically posted at venue entry/exit points |

|  |  |
| --- | --- |
| **Security Company Name**  |  |
| No. Of Supervisor  |  |
| Armed guard |  |
| Unarmed guard |  |
| Female guard |  |
| OP (Observant Post) |  |

 |
| British Council Provided Guards | Count the number of deputed guards - armed and unarmed; male and female; check understanding of duties by verbal conversation with a couple of guards (This is irrelevant for pre-screening of the venue) |  |
| Communication Equipment e.g., phone extensions (Including Wireless), Radio sets, whistle, loud speaker | Check availability of equipment and last drill scheduled |  |
| **Overall Assessment:**  |  |
| **Access and Venue Space:** |
| Is the access to venue free from serious slip trip or fall hazards?Main entrance* Level
* Ramped with handrails

Stepped |  |  |
| Are there suitable Disabled facilities to access the venue? |  |  |
| Are there good transport links to the venue? (Consider parking incl. disabled, metro, bus and general walking distance) Are public transport links well signposted? |  |  |
| Entrance door* Automatic
* Manual
 |  |  |
| Are the event/conferencing rooms near to each other |  |  |
| Is the electrical supply suitable, maintained and safe? |  |  |
| Is the venue space suitable for the planned activity and is the venue large enough to accommodate the expected number of visitors? |  |  |
| **Overall Assessment:**  |  |
| **Emergency & Evacuation:** |
| Does the venue have good lighting throughout, including exit routes? |  |  |
| Is there a disabled person evacuation plan? |  |  |
| Is there a rapid means to call for emergency help (Police, Fire, Ambulance) |  |  |
| Is it possible for emergency vehicles to gain access the venue in the event of an incident? |  |  |
| Is there a designated emergency assembly point explained to BC staff? |  |  |
| **Overall Assessment:**  |  |
| **Welfare and Medical:**  |
| Are there sufficient toilets in both number and split male / female? Are all toilets accessible? (Stairs/Lifts)Is there access to disabled toilet facilities? |  |  |
| **Overall Assessment:**  |  |
| **Catering and Food Safety – SHOULD BE COMPLETED IF FOOD CATERING IS INVOLVED:** |
| Is the kitchen / premises in a clean and tidy condition? Are there hand washing facilities with soap, hot and cold water with hand drying equipment or materials (disposal towels etc.)? |  |  |
| Do the caterers have enough workspace and sufficient storage for all their equipment? |  |  |
| Is the lighting level sufficient for the work and area? |  |  |
| Are there sufficient bins for waste food and rubbish?Is the food kept in a hygienic area? |  |  |
| Is there a supervisor and is he or she aware of health and safety requirement? |  |  |
| **Overall Assessment:**  |
| **Child Safe Actions - SHOULD BE COMPLETED IF PARTICIPATION OF CHILDREN EXPECTED!** |
| Conduct [**Risk Assessment**](http://intranet.britishcouncil.org/Risk/ERM/HealthandSafety/Generalriskassessmentprocedure/Documents/Children_on_external_visits_incl_CP.doc) and regularly update it. Share the risk assessment with all staff involved in the activity. |  |
| [**Parental Consent Form**](http://intranet.britishcouncil.org/Site/ChildProtection/RM/Documents/Parental%20and%20Medical%20Consent%20Form.doc) requesting special medical and diet information and permission to take appropriate emergency measures, plus home contact numbers |  |
| [Audio Visual & Text Consent Form](http://intranet.britishcouncil.org/Site/ChildProtection/RM/Documents/Audio%20Visual%20Text%20Form.doc)  |  |
| Select accompanying adults and work out **safe staff/child ratio**[[1]](#footnote-1) for adequate supervision.  |  |
| Ensure all staff chaperoning children have an understanding of their responsibility to safeguard children by issuing a copy of the **Accompanying Adult’s guidelines** and requesting a returned signed copy.  |  |
| Appoint **Child Protection Focal Point** to handle any child protection allegations or concerns that arise during the event. [[2]](#footnote-2) |  |
| Inform all children and staff who the Child Protection Focal Point is and how to contact them.  |  |
| Ensure that all accompanying adults are aware of the British Council child protection policy and procedure and know what to do if a child protection incident happens.  |  |
| Arrange a pre meeting with staff to brief them on the project activity including roles and responsibilities and code of conduct. |  |
| Develop a code of conduct with the children participating in the event (using the British Council code of conduct template) and discuss the consequences for breaking it and appropriate sanctions.  |  |
| Insurance arrangements (check that child protection is covered) |  |
|

|  |  |
| --- | --- |
| **Overall Assessment:**  |  |
| **External Stakeholders Criteria:** |
| Neighbouring premises | Check whether there are other sensitive buildings e.g. police station, hospitals near venue. What is the approximate time to reach these sensitive buildings? Any other security concerns?(Any security incident happened in the past in neighbouring premises)  |  |

 |
| **Summary Findings** |
| **Physical Security Measures** |  |
| **Procedural Security Measures** |  |
| **Guards**  |  |
| **Access and Venue Space:** |  |
| **Emergency & Evacuation:** |  |
| **Welfare and Medical** |  |
| **Catering and Food Safety** |  |
| **Child Safe Actions** |  |
| **External Stakeholders**  |  |
| **Overall Ratings** |  |
| **Key Recommendations** |  |

Name:

Date:

Signature:

**\*Assessment Key in terms of Risk Review:**

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Protection Measures** | **Response Measures** |
| **Acceptable** | There are effective security measures in place that would defeat all but the most determined aggressor, or one with inside information  | Effective response measures are in place that would significantly reduce damage in the event of a security incident (Only venues with Acceptable assessment rating are to be booked for British Council activity) |
| **Needs Improvement** | Protective measures are in place but still have weaknesses that would allow a determined adversary to exploit the asset  | Some response measures are in place but weaknesses exist that will result in significant damage following a security incident. (Appropriate measures/actions to be taken to buildup to acceptable level before using the venue for any activity by British Council)  |
| **Not Acceptable** | Some protective measures are in place but are not a complete and effective solution and an adversary would have little difficulty in exploiting the asset  | Some response measures are in place but are not a complete and effective solution (Venue not suitable for British Council activity)  |

1. Consider ratios in respect of the age of the children, whether any of the children have special needs, the nature of the trip and activities, the experience of those accompanying pupils, duration of the trip and if there are overnight stays. [↑](#footnote-ref-1)
2. Child Protection Focal Point to be briefed and must have completed the British Council Child Protection Focal Point e-learning module. [↑](#footnote-ref-2)