

Issue	Action/Solution	Target Date	Owner	RAG Status	Comments
Inadequate signage	Smoking area visual CCTV in operation Ask for Angela respecting our neighbour Warning potential theft		Imran	In progress	
Lack of recording systems	Waste collection	29/10/24	Sonia	Completed	
	CCTV daily log	30/10/24	Sonia	Completed	
	Refusal entrance log	30/10/24	Sonia	Completed	
	Fire inspection log before event	30/10/24	Sonia	Completed	
	Staff register log	30/10/24	Sonia	Completed	
	Emergency Evacuation list	30/10/24	Sonia	Completed	
	Toilet check	30/10/24	Sonia	Completed	
	Weapon and drugs seizure	30/10/24	Sonia	Off truck	
	Local authority visit	30/10/24	Sonia	Completed	
	Training records	30/10/24	Sonia	Completed	
	Review Personal details	30/10/24	Sonia	Completed	
	Lost property	30/10/24	Sonia	Completed	
	Radio- body cam log	30/10/24			
	Fire test log	11/11/24	Sonia	In progress	
Security	A minimum of 2 clinkers needed Earpieces- all walkie talkies to have ear peace secure staff unsure where to position, how to use body cams. Daily brief and de-brief to Colour copy of SIA badges and contact details on site	31/10/24	Jose	Off truck	14/11/ 25 completed
Body cams inadequate	SD cards to be replaced or formatted and date stored in the PC. Create a folder organised by date	30/10/24	Jose	Off truck	14/11 25 completed
Completing log	Toilet check every 30 min from 11 pm	30/10/24	Hassan	Completed	
Risk Assessment	Risk assessment to cover building and activities	02/11/24	Sonia	Completed	
Fire evacuation Plan		31/10/24	Sonia	Completed	
Contact details	Near fire brigade contact details needed Nearest defibrillator	04/11/24	Inram	Completed	
Equipment to be ordered	Clicker	31/10/24	Imran	Completed	
	2 more Bobby cams	31/10/24	Imran	Completed	
	Adequate SD cards	31/10/24	Imran	Completed	
H&S	Find out and inform all staff where the nearest defibrillator machine and add to the contact list	04/11/2024	Sonia	Completed	
Training to be delivered	Fire evacuation	05/11/2024	Jose	Completed	
	Refusal entrance log	05/11/2024	Jose	Completed	
	Waste collection	05/11/2024	Jose	Completed	
	CCTV Log	05/11/2024	Jose	Completed	
	Refusal entrance log	05/11/2024	Jose	Completed	
	Weapon and drugs seizure log	05/11/2024	Jose	Completed	
	Fire inspection check list	05/11/2024	Jose	Completed	
	Safety check log for manager	31/10/2024	Jose	Completed	
	Fire Log for manager	31/10/2024	Jose/Imran	Completed	
	Completing incident report	31/10/2024	Jose	Completed	
	Completing refusal entrance log	31/10/2024	Jose	Completed	
	Fire test log for manager	31/10/2024	Jose/Imran	Completed	
	Dispersal policy	31/10/2024	Jose	Completed	
Oversee that Security enforce	Completing incident report	31/10/2024	Jose	Completed	
	Completing refusal entrance log	31/10/2024	Jose	Completed	
	Dispersal policy	31/10/2024	Jose	Completed	
	No entre after 1 PM	31/10/2024	Jose	Completed	
	Record non patrons entrances after 1 PM	31/10/2024	Jose	Completed	
	Emergency evacuation	31/10/2024	Jose	Completed	
	Refuse entrance to intoxicating patron	31/10/2024	Jose	Completed	
Promoters communication <i>Implementing these measures minimises miscommunication, improve the customer experience during the event, and boost the likelihood of rebooking.</i>	Include our no glass policy - specially for dry hire events Highlight that security does NOT do ticket scanning or wrist bands Only a maximum of 2 mics can be used through our receiver, if they want more it can be arranged as a add-on highlight our derspersal policy- half hour before the end of each event lighting increases, music volume reduced. Stress the 1 am entrance policy	16/12/2024	Sales team	In progress	