

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CONTROL POINTS	OPERATING			
INFORMATION CENTRE	CHECK READY			
CONTACT HELP AREAS:	OPERATING			
CHILDREN LOST/FOUND	CHECK READY			
PROPERTY LOST/FOUND	CHECK READY			
CLOAKROOMS/LUGGAGE	CHECK /STAFF			
SECURITY OFFICERS	CHECK STAFFED			
POLICE OFFICERS	CHECK CONTACT			
TICKET OFFICE	OPEN/READY			
CATERING/DINING	OPEN/READY			
FIRST AID/MEDICAL	CHECK READY			
STAFF WELFARE AREA	OPEN/READY			
EMERGENCY FACILITIES	CHECK READY			
BILINGUAL SIGNS	CHECK LOCATED			
SPECIAL NEEDS ALL AGES	ALL IN PLACE			
ACCESSIBLE TOILETS	REGULAR CHECK			
BABY CHANGING AREA	REGULAR CHECK			
WHEELCHAIRS	AVAILABLE			
RAMPS	CHECK SAFETY			
CARER FACILITIES	REGULAR CHECK			
COMMUNICATION CHANNELS SEE 6.2	OPERATING			
PA SYSTEMS	CHECK READY			
VOICE OVER SERVICE	CHECK READY			
INFORMATION/NOTICES	UPDATED			
MESSAGE BOARDS	UPDATED			
SCREENS	CHECK SAFETY			
SCOREBOARDS	CHECK			
MEDIA SEE 6.3	ALL IN PLACE			
PUBLICITY MATERIAL 6.7	AVAILABLE			
SITE MAPS	CIRCULATE			
ALARMS	CHECK READY			
LOUD HAILERS	CHECK READY			
PUBLIC TELEPHONES	REGULAR CHECK			
MOBILE PHONES	ALL STAFF			
CONTACT LISTS	CIRCULATE			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CROWD CONTROL	PROCEDURES			
STAGE/PLATFORMS	CHECK SAFETY			
SOUND/VIDEO TOWERS	CHECK SAFETY			
BARRIERS/PENS	CHECK SAFETY			
ENTRANCE/EXITS	CHECK CLEAR			
ESCAPE ROUTES	CHECK CLEAR			
ALARMS	CHECK READY			
FIRE EQUIPMENT	CHECK READY			
TURNSTILES/GATES	CHECK SAFETY			
SPACE / PUSHCHAIRS	CHECK READY			
DISABLED PROVISION	REGULAR CHECK			
CCTV	REGULAR CHECK			
TICKET CONTROL	CHECK/STAFFED			
ENTERTAINERS 6.3	CHECK READY			
STAFFING/TRAINING 6.4	CHECK BRIEFED			
STAFF CONTROL POINTS	CHECK ROTAS			
SAFETY PROCEDURES	MANAGED			
CONTINGENCIES 6.8	MANAGED			

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