

Unit Title:	Prepare For Spectator Events
Unit Level:	Level 2
Unit Credit Value:	5
GLH:	12
LASER Unit Code:	WJH962
Ofqual Unit Code:	J/651/3709

This unit has 4 learning outcomes.

Learning Outcome (The Learner will):		Assessment Criteria (The Learner can):	
1.	Understand how to prepare for stewarding activities.	1.1	State the legal, organisational and venue requirements covering the type of event they are involved in.
		1.2	Give examples of relevant guidance documents on safety at events.
		1.3	Explain the importance of the event and venue registration procedures.
		1.4	Explain the importance of attending the pre-event briefing.
		1.5	Explain the importance of receiving, looking after and returning their identification and other resources.
		1.6	Explain the importance of pre-event routines and timings.
		1.7	Describe the pre-event routines and timings
		1.8	State the information to be noted at the pre-event briefing.
		1.9	Describe emergency procedures, assembly points and messaging.
2.	Understand how to identify and respond to hazards.	2.1	Describe the process and the legal and organisational procedures for checking equipment: <ul style="list-style-type: none"> • safety equipment. • security equipment. • emergency equipment. • signs and notices.
		2.2	Explain the importance of not disrupting stakeholders when carrying out the checks.
		2.3	Describe what to look for when checking for threats and hazards.

		2.4	Describe the legal and organisational procedures for identifying and assessing the seriousness of threats and hazards: <ul style="list-style-type: none"> • safety hazards. • security hazards. • fire hazards. • hygiene hazards. • faulty emergency equipment.
		2.5	Describe the correct action to take for each of the types of threats and hazards listed.
		2.6	Explain why it's important to communicate with people and colleagues clearly.
		2.7	Describe the sort of action which could endanger themselves and others.
		2.8	State the correct reporting procedures for the types of physical hazards listed above.
		2.9	Explain the criteria used to assess threats and hazards .
		2.10	Describe the current levels and types of terrorist threats relevant to crowded places using guidelines issued by the National Counter Terrorism Police.
3.	Be able to prepare for stewarding activities.	3.1	Follow legal and organisational requirements to carry out their role.
		3.2	Follow the registration procedures correctly and on time.
		3.3	Collect their identification and other required resources, making sure they return these after the event.
		3.4	Attend the pre-event briefing.
		3.5	Note all the information given at the pre-event briefing to carry out their role.
		3.6	Follow the pre-event routines as required.
4.	Be able to identify and respond to hazards.	4.1	Follow venue procedures to check equipment and facilities.
		4.2	Familiarise themselves with their designated area.
		4.3	Check for any potential threats and hazards.
		4.4	Respond promptly to the threats and hazards following agreed procedures.
		4.5	Make sure that any action is not dangerous to themselves and others.
		4.6	Clearly and accurately report the situation and what they have done to their supervisor.

Assessment Guidance:

This unit is about the learner preparing themselves as stewards and checking the venue and location before an event.

Assessment guidance notes to specific criteria within learning outcomes**Threats and hazards**

Numbers one and two to be covered as a minimum as part of assessing competence, all to be covered when assessing knowledge.

- safety
- security
- hygiene
- environmental
- faulty equipment
- structural

Resources

A minimum of three must be covered when assessing competence, all to be covered when assessing knowledge.

- briefing notes
- safety equipment
- security equipment
- stationery

Information

All must be covered when assessing competence, all to be covered when assessing knowledge.

- potential threats and hazards
- stewarding procedures
- venue rules
- location and event information
- equipment
- signs and notices
- pre-event timings
- incident management procedures, relevant code words and assembly points
- the pre-event routines

Additional Information:

During delivery and assessment of this unit, it is expected that the below criteria are considered where possible.

Equality, diversity and inclusion (Equality Act 2010)

It is anticipated that organisations will have procedures and guidelines for their staff to follow that will satisfy the following requirements as a minimum:

- different physical needs
- different cultural needs
- language needs
- beliefs

Safeguarding

Current relevant legislation and guidance (to be maintained and updated as necessary) regarding the safeguarding of children and vulnerable adults is as follows:

- The Children Act 1989 (as amended).
- The Children and Social Work Act 2017.
- The Safeguarding Vulnerable Groups Act 2006.
- Working Together to Safeguard Children 2018.

A 'child' is defined as anyone under the age of 18. An 'adult at risk' is defined as someone over the age of 18 who is in receipt or need of community care service. In a sporting venue a significant proportion of the crowd will be made up of a combination of both groups. However, you should be aware that there may well be children or adults at risk involved in a matchday capacity themselves, such as catering and hospitality staff, mascots, ball girls and boys, flag bearers, and even players. Safety staff should be able to identify individuals who do, or appear to, fit into these categories and recognise they may require additional assistance and/or protection.

Safety, security and service

It is expected that all services carried out at spectator events and crowded places are done so in line with the below measures:

- **Safety measures:** any measure designed and implemented with the primary aim of protecting the health and well-being of all client groups who attend, or participate in events
- **Security measures:** any measure designed and implemented with the primary aim of preventing, reducing the risk and/or responding to any criminal or unlawful activity or disorder committed in connection with events
- **Service measures:** any measure designed and implemented with the primary aim of making all client groups feel comfortable, appreciated and welcome when attending events