**Evidence Log**

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| Unit Title:  **Know How To Prepare For Spectator Events** | | Unit Code(s): T/618/5743 WJG936 | | |
| Unit Level: **Level 2** | | Unit Credit: **Value: 2 (6 GLHs)** | | |
| Course Name: **Level 2 Award in Understanding Stewarding at Spectator Events** | | | | |
| Course Start Date: | | Course End Date: | | |
| Learner Name: | | | | |
| Tutor Name: | | Centre/Venue: | | |
|  | | Date Assessment Criteria  Met | Location  of  Supporting  Evidence | TUTOR SIGNATURE |
| **LO 1** | **Understand how to prepare for stewarding activities** | | | |
| AC 1.1 | State the legal, organisational and venue requirements covering the type of event they are involved in. |  |  |  |
| AC 1.2 | Give examples of relevant guidance documents on safety at events. |  |  |  |
| AC 1.3 | Explain the importance of the event and venue registration procedures. |  |  |  |
| AC 1.4 | Explain the importance of attending the pre-event briefing. |  |  |  |
| AC 1.5 | Explain the importance of receiving, looking after and returning their identification and other **resources**. |  |  |  |
| AC 1.6 | Explain the importance of pre-event routines and timings. |  |  |  |
| AC 1.7 | Describe the pre-event routines and timings. |  |  |  |
| AC 1.8 | State the **information** to be noted at the pre-event briefing. |  |  |  |
| AC 1.9 | Describe emergency procedures, assembly points and messaging. |  |  |  |
| **LO 2** | **Understand how to identify and respond to hazards** | | | |
| AC 2.1 | Describe the process and the legal and organisational procedures for checking equipment:   * Safety equipment * Security equipment * Emergency equipment * Signs and notices |  |  |  |
| AC 2.2 | Explain the importance of not disrupting stakeholders when carrying out the checks. |  |  |  |
| AC 2.3 | Describe what to look for when checking for threats and hazards. |  |  |  |
| AC 2.4 | Describe the legal and organisational procedures for identifying and assessing the seriousness of **threats and hazards**:   * Safety hazards * Security hazards * Fire hazards * Hygiene hazards * Faulty emergency equipment |  |  |  |
| AC 2.5 | Describe the correct action to take for each of the types of **threats and hazards** listed. |  |  |  |
| AC 2.6 | Explain why it’s important to communicate with people and colleagues clearly. |  |  |  |
| AC 2.7 | Describe the sort of action which could endanger themselves and others. |  |  |  |
| AC 2.8 | State the correct reporting procedures for the types of physical hazards listed above. |  |  |  |
| AC 2.9 | Explain the criteria used to assess **threats and hazards**. |  |  |  |
| AC 2.10 | Describe the current levels and types of terrorist threats relevant to crowded places using guidelines issued by the National Counter Terrorism Police. |  |  |  |
| **Assessment guidance**  **Threats and hazards**  All to be covered when assessing knowledge:   1. safety 2. security 3. hygiene 4. environmental 5. faulty equipment 6. structural   **Resources**  All to be covered when assessing knowledge:   1. briefing notes 2. safety equipment 3. security equipment 4. stationery   **Information**  All to be covered when assessing knowledge:   1. potential threats and hazards 2. stewarding procedures 3. venue rules 4. location and event information 5. equipment 6. signs and notices 7. pre-event timings 8. incident management procedures, relevant code words and assembly points 9. the pre-event routines | | | | |

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| Tutor Feedback |  | Tutor Name, Signature  and Date |
| Learner Comment |  | |