**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 | LocationofSupporting 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
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| 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
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| 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 |  |