

Event security

Prepare for arrivals, safe movement and clear coordination before guests enter your venue.

Before the event

- ☐ Review the venue's risk assessment, capacity and applicable permissions with the venue team and relevant authorities.
- ☐ Check entrances, accessible routes, emergency exits and emergency vehicle access. Keep these clear throughout.
- ☐ Agree admission arrangements, expected attendance and any restricted areas with the venue and security team.

Brief your team

- ☐ Confirm responsibilities for admissions, queues, welfare, safeguarding and incident escalation.
- ☐ Agree communications, a responsible decision-maker and a backup if normal communications fail.
- ☐ Walk through evacuation and emergency arrangements with the venue, including assistance for people who may need it.

On the day

- ☐ Check exits, lighting, signage and entry arrangements before opening. Resolve issues before admitting guests.
- ☐ Monitor crowd flow and capacity with the venue team. Keep queues away from escape routes and public obstructions.
- ☐ Confirm first-aid and emergency coordination arrangements, then review incidents and lessons after the event.

General preparation guidance only. Not a site-specific risk assessment, legal advice or a guarantee of safety. Follow venue procedures and supplier guidance. Never confront a suspected intruder. In an emergency, call 999.