SITE SURVEY REPORT

Martyn's Law Public Protection Procedures

Prepared for	Old Exchange Hall Events Ltd
Date	1 Oct 2026
Site	The Old Exchange Hall
Prepared by	H. Wade

FORM

Martyn's Law Public Protection Procedures

1. Premises

Project	The Old Exchange Hall: public protection procedures (completed example)
Client	Old Exchange Hall Events Ltd
Site	The Old Exchange Hall
Site address	Market Square, Newark
Date	1 Oct 2026
Responsible person	H. Wade, venue manager
Main use of the premises	Another use listed in Schedule 1 (for example shops, food and drink, leisure, halls, hotels, health care, higher education)
Most people reasonably expected at the same time (including staff)	650
How the figure was worked out	Main hall licensed for 600 standing. Busiest nights in the last 12 months (ticket sales): 588 guests plus 46 staff, door team and performers, so 650 used as the planning figure.
Tier from the figures entered	Standard tier

The Act covers premises wholly or mainly used for a use in its Schedule 1, such as shops, food and drink, entertainment and leisure, halls, hotels, places of worship, health care and education.

Standard tier: 200 to 799 people, including staff. The responsible person must notify the Security Industry Authority and make sure appropriate public protection procedures are in place, so far as reasonably practicable, and that staff know them.

The Act received Royal Assent on 3 April 2025. Its duties on premises are not yet in force: the government intends an implementation period of at least 24 months, and regulations will bring them into force. The statutory guidance (section 27, in force since 10 April 2026) was published on 15 April 2026. This record helps you get ready; it does not show that the premises comply.

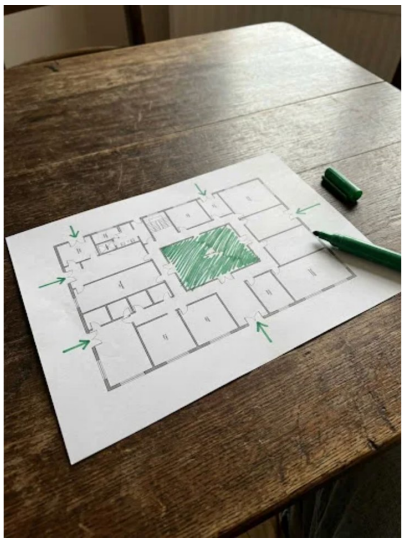
Has the SIA been told who the responsible person is?	Not yet: the duty is not in force

2. Procedures

Evacuation: routes, exits and where people go	Main hall: front doors and fire exits 1 to 4 to Market Square and Castle Gate. Stewards direct away from the threat. Assembly away from the building, not the usual fire assembly point.

Evacuation assembly or rendezvous points	53.076412, -0.808951; 53.077184, -0.810322
Invacuation: safe places inside and how people are moved there	Bar and kitchen corridor and the basement store: solid walls, no glazing. Duty manager decides; stewards move people in and close the corridor doors.
Lockdown: how doors and shutters are secured, and who does it	Duty manager calls lockdown on the radio. Front doors and roller shutter closed by the two door staff; side doors are kept locked and alarmed.
Communication: how staff and the public are alerted and told what to do	PA announcement codes, radio call to all staff, messaging group for bar staff. Call 999 first.
Means of communication	PA system, Radios, Phones or messaging group

Plans or photos of routes and safe places







Procedures written down (of 4)	4

3. Briefing and exercises

Staff last briefed	24 Sep 2026
Staff briefed	22
Staff working at the premises	26
Staff briefed (%)	84.6
Days since staff were briefed	7

> Not every member of staff has been briefed. The statutory guidance says staff with a role in the procedures must be made aware of them and their role.

Last exercise or walk-through	24 Sep 2026
Days since the last exercise	7

What the exercise showed	Bar staff did not hear the PA code. Add a radio to the bar. Invacuation into the bar corridor took 4 minutes for a seated audience.
Next review	31 Mar 2027
Days until the next review	181

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Add a radio to the bar and repeat the walk-through.

What needs doing?	Add a radio to the bar and repeat the walk-through.
Who will do it?	H. Wade
Due date	31 Oct 2026
Status	Open
Completed by	H. Wade
Position or company	Venue manager
Signature	

Signing records the procedures as they stand on this date. It does not confirm that the premises comply with the Act.