**Anti-terror checklist**

This template was written by the Martyn's Law Steering Group and last updated on 26 November 2024.

This checklist outlines vital actions that parish and town councils of all sizes can take to enhance their local terrorism preparedness. While not exhaustive, these steps align with the anticipated requirements of the Terrorism (Protection of Premises) Bill, also known as Martyn’s Law. By implementing these measures, parish and town councils can proactively contribute to the safety and security of their communities.

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| **Action** | **Completed** | **Notes** |
| Check if your indoor event or meeting will have between 200 and 799 people. |  |  |
| Acknowledge that if your event has between 200 and 799 people, it will fall into the Martyn’s Law standard tier. |  |  |
| Does your parish or town council own the venue? |  |  |
| If you hire out or allow other groups to use the facilities that you own, you will also need to ensure that they prepare adequately for possible terrorist attacks. |  |  |
| Follow the enhanced tier requirements if your facilities hold more than 799 people. |  |  |
| Suppose your parish or town council is putting on an event in an area where the entrances can be manned to monitor entry into the event, such as where tickets are sold. In that case, it will also be affected by Martyn’s Law requirements – check to make sure. |  |  |
| If your parish or town council’s venue or event has a capacity/attendance of less than 200 people, has your council opted out of standard tier requirements by formal resolution at a full council meeting? |  |  |
| Does your parish or town council/venue have appropriate insurance coverage? |  |  |
| Has your parish or town council completed a venue-specific risk assessment to satisfy insurance requirements for dealing with a terrorist attack? |  |  |
| Has your venue/event-specific risk assessment considered the most likely type of terrorism risks and mitigation to reduce these (i.e. physical attack, injury using bladed or blunt weapons)? |  |  |
| Does your event/venue-specific terrorism plan consider mitigation activity (such as training staff, creating early awareness of threats, etc.)? |  |  |
| Ahead of Martyn’s Law coming into legal effect, has your parish or town council considered the following factors: | | |
| Develop awareness amongst all involved. |  |  |
| If your parish or town has a village hall or similar venue run by a local charity, have you ensured that the charity is aware of Martyn’s Law requirements? |  |  |
| Start to discuss the subject with councillors and staff at meetings. |  |  |
| Train relevant councillors and staff. |  |  |
| Start thinking about each premises where you hold events or meetings. |  |  |
| Consider the most likely forms of terrorism at each venue and what you might do to stop it. |  |  |
| If user groups use your premises, advise them of the upcoming legislation and explain that they will also have to have plans to deal with terrorism. |  |  |