

Martyn's Law Policy

1. Introduction

Crewkerne Town Council ('the council') recognises the importance of ensuring the safety and security of people using council-owned or council-managed premises, spaces, and events. Martyn's Law (the Terrorism (Protection of Premises) Act 2025) establishes a *Protect Duty* requiring organisations responsible for premises or events to consider the risk of terrorism and take *reasonably practicable* steps to prepare for and reduce the potential harm from such incidents. This policy sets out how the Council will comply with those duties, proportionate to the nature, use, and scale of the premises and activities involved.

2. Purpose

The purpose of this policy is to:

- Explain the Council's approach to Martyn's Law duties and related responsibilities;
- Ensure clarity about roles and procedures for managing risk and emergency preparedness;
- Support consistent documentation, training, and review of protective measures; and
- Demonstrate due diligence in reducing harm to visitors, staff, volunteers, and the public using council venues and events.

3. Scope

This policy applies to all council-owned or council-managed premises and public events, including but not limited to:

- Town Hall and Victoria Hall
- The George Reynolds Centre
- Henhayes Recreation Ground, Bincombe Beeches, Happy Valley and Barn Street Recreation Ground (where events occur)
- Markets and Fairs
- Festivals, Shows, and Community Celebrations
- Events organised by the Council or under its auspices

It applies regardless of whether an event is ticketed, free, static, or mobile, where the public attends.

4. Key Definitions

Qualifying Premises / Event

Premises/events where it is *reasonable to expect* that 200 or more people (including staff and volunteers) may be present at the same time.

Standard Tier

Locations/events with between 200 and 799 persons expected — requiring basic protective and preparedness procedures.

Enhanced Tier

Locations/events with 800 or more expected — requiring documented security procedures and additional measures, including reducing vulnerability to terrorism.

Responsible Person

The organisation or individual legally accountable for compliance under Martyn's Law. For council venues/events, this is the council, acting through designated staff.

5. Responsibilities

Council (Corporate Responsibility)

The council is responsible for:

- Assessing which premises and events fall under Martyn's Law;
- Notifying the Security Industry Authority (SIA) of responsibility where required;
- Undertaking risk assessment, planning, documentation and review of procedures.

Town Clerk / Deputy Clerk / Responsible Officer

The Town Clerk shall:

- Lead implementation of this policy;
- Liaise with the SIA and emergency services;
- Ensure risk assessments and protective plans are current and appropriately documented;
- Report annually to council on compliance, risk issues, and training.

Assigned Senior Individual (Enhanced Tier)

For enhanced tier premises or events, the council shall designate a senior individual responsible for overseeing documented protective measures and preparation.

6. Implementation Requirements

6.1 Where premises meet qualifying criteria, the Council will notify the SIA that it is the responsible organisation, using the appropriate mechanism once provided by the regulator.

6.2 Risk assessments for qualifying premises and events shall:

- Identify security vulnerabilities relevant to the location and use;
- Consider likely attendance numbers and activities;
- Include potential access control, emergency routes, communication plans, and other relevant factors;
- Be updated annually or whenever significant changes occur.

6.3 Depending on the tier:

- Standard Tier (200–799):
 - Basic, proportionate public protection procedures including guidance to staff/volunteers;
 - Awareness of environmental and behavioural indicators;

- Emergency contact and communication protocols.
- Enhanced Tier (800+):
 - As above, plus documented security measures to reduce vulnerability and additional planning with partners;
 - Formal communication and coordination with local emergency services.

6.4 The council will provide proportionate security awareness and emergency response training to appropriate staff, councillors, and volunteers.

7. Emergency Planning and Response

The council will maintain and review emergency and contingency plans in consultation with local emergency services. Plans will include:

- Evacuation and assembly procedures;
- Communication plans for incidents;
- Liaison with police and emergency responders.

8. Recording, Review, and Continuous Improvement

This policy and all related documentation (risk assessments, training records, incident plans) shall be reviewed:

- Annually;
- After any significant incident;
- Whenever venues or use patterns change.

9. Supporting Documentation

The Council shall maintain:

- Terrorism risk assessment templates;
- Venue and event attendance assessments;
- Training records;
- SIA notifications and correspondence;
- Emergency response plans.

Version Control:

Adopted by Policy and Resources Committee: 9 February 2026 Minute 036 25/26

This policy will be reviewed annually, or sooner if required by changes in legislation or council practice.

Review Date: **February 2030**