



Home Office

DRAFT Standard Terrorism Evaluation

The Terrorism (Protection of Premises) Bill

June 2023

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This publication is available at [Terrorism \(Protection of premises\) draft bill: overarching documents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/terrorism-protection-of-premises-draft-bill-overarching-documents).

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Introduction

If a terrorist attack happens, acting fast will save lives. The Terrorism (Protection of Premises) Bill requires that persons responsible for standard duty premises¹ ensure that a Standard Terrorism Evaluation is prepared.² The resulting plan and actions will enable them to recognise and respond to a terrorist attack.

The following page of this document gives an overview of the Standard Terrorism Evaluation. The plan will be completed by using this template, with reference to the accompanying guidance notes which will lead you through the process. Please open both documents and refer to the guidance for each task as you complete. It is important to understand the meaning of 'relevant worker'³ and how this relates to your premises.

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¹ See clauses 2, 3 and 5 of the Bill.

² See clause 11 of the Bill.

³ See clause 13 of the Bill.

Standard Terrorism Evaluation Overview

<p>THINK</p> <p>Understand the threat from terrorism</p>	<p>The UK faces a persistent threat from terrorism. Although attacks are rare, the impact of such attacks is very high. It is therefore important to take sensible and proportionate steps to prepare for such an incident.</p> <p>Terrorists in the UK have used a range of attack types, including;</p> <ul style="list-style-type: none"> - The use of knives, fire, guns, or other weapons - Deliberately driving a vehicle at an individual or into a crowd - Using explosive devices which can be carried by a vehicle, person or in the post to a location <p>You will need to consider how your premises could become targeted as part of a terrorist incident and the types of terrorist attack which may be relevant.</p>
<p>PLAN</p> <p>Complete the 6-task plan</p>	<p>An evaluation must be completed to ensure that your premises is prepared for an attack. Providing the details set out for each of the six tasks will result in your 6-task plan. The tasks do not reflect the order in which they should be triggered in the event of an attack, and it may not be appropriate to complete all tasks. Each attack will generate a different response and completing a plan will enable a more effective response to be launched.</p> <p>Task 1 - Plan to warn people on the premises that an attack is taking place Task 2 - Plan to lockdown your premises Task 3 - Plan to evacuate your premises Task 4 - Plan to call the emergency services and relay the necessary information Task 5 - Use available first aid and fire safety equipment Task 6 - Consider how you can make your neighbours or local network aware of your plan and alert them of an attack</p> <p>Record all the relevant actions on the template.</p>
<p>ACTIVATE</p> <p>Put the plan into action</p>	<p>Once the evaluation is complete, you must make sure that it is kept up-to-date and reviewed, and that a copy is made available to each individual working at your premises. It is recommended that you incorporate its content into inductions for new workers and as part of the terrorism protection training that you must ensure is provided to relevant workers under the Bill.</p> <p>It is also recommended that you rehearse the 6-task plan appropriately – including checks of relevant equipment - and record this rehearsal as well as any training and briefings given.</p>

Think – Understand the threat from Terrorism

1. Describe the premises and their operating environment

Provide details of the type of premises concerned, including the types of activities that take place on them and relevant uses to which they are put.⁴

Your summary should include an overview of the number of people utilising the premises (including their public capacity), their location and area, and their physical features (including the number of entry and exit points).

2. Which types of terrorist attack are most likely to occur at the premises?

In light of your summary above, detail the types of attack which seem most relevant to the premises – i.e. most likely to occur at or in the immediate vicinity of the premises, if an act of terrorism were to occur - and explain why you consider them to be the most relevant.

⁴ See Schedule 1 of the Bill.

3. Have you identified relevant workers who must receive terrorism protection training and ensured it is provided to them?

There is a requirement to ensure that terrorism protection training is provided to each relevant worker in connection with the premises.⁵ As part of terrorism protection training, relevant workers should receive training on the terrorist attacks that they might face at the premises and how to spot suspicious behaviour (and what to do if they do spot it). If workers on the premises are aware of what suspicious behaviours look like and are empowered to report them, it may enable an intervention to take place. This could keep people safe, prevent an attack, or reduce the harm caused by an attack. Record relevant actions, including the type and content of training delivered, who to, when and whether it was to all relevant workers.

4. Who will put the plan into action in the event of an incident? How is the plan and relevant information being communicated to workers at the premises?

In the event of a suspected terrorist attack, some elements of the plan may require a decision to be made and communicated to others working at the premises, so they know which procedure to follow. Identifying who takes the lead in such decisions is important to avoid confusion or conflicting approaches. For example, following a lockdown procedure and not evacuating. Accordingly different workers may need to be aware of different levels of information. For example, supervisors should be able to decide which protocols within your plans to follow should an attack take place. General staff are more likely to need to be aware of the protocols to follow and who should be making the decision. You should record these considerations and decisions below.

⁵ See clauses 13 and 14 of the Bill.

Plan – Complete the 6-task plan

Task 1 - Plan to warn people on the premises that an attack is taking place

Warning people of an attack can save lives by alerting them to the danger and directing them towards safety

1. In the event of an attack, what actions will be taken to rapidly communicate with people on your premises? Include information about any communications systems that are available, how they will be used and who will use them. Consider what messages will be used.

Your actions:

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Task 2 – Plan to lockdown your premises

Lockdown means locking doors, or other barriers, to prevent access to part or all of a site or building. The aims of lockdown are to reduce the immediate threat of harm by delaying attackers and preventing people inadvertently putting themselves into the path of danger. As part of lockdown, you may wish to consider bringing customers, visitors, workers, and nearby members of the public into the building, prior to securing doors, when you assess it is safe and appropriate to do so. Lockdown will not always be appropriate, careful consideration must be given as to the circumstance in which lockdown should be used. Lockdown actions should not be taken if people will be put at risk.

2.1 Explain how you will lockdown your premises in an emergency and in what circumstance this is likely to be possible. Check that existing doors and shutters can be locked quickly and safely from the inside.

Your actions:

2.2 What action will you take to ensure relevant workers know how to lockdown the premises? Your actions should include details of the role that relevant workers play in locking down the premises, and how and when they have practised locking down the premises.

Your actions:

2.3 How will people on your premises be informed that it has been locked down and that they should not attempt to leave because of the threat outside?

Your actions:

Task 3 – Plan to evacuate the premises

Getting people safely and quickly away from danger could save lives. Identify potential evacuation routes to take people away from the threat. Careful consideration must be given to the circumstances in which evacuation takes place.

3.1 Describe your evacuation plan, including details of the roles that relevant workers will play in evacuating the premises.

Your actions:

3.2 What action will you take to ensure your relevant workers know how to evacuate the premises? Your actions should include how and when relevant workers have practised evacuating the premises.

Your actions:

3.3 How will you communicate with people at the premises in the event of an evacuation? It is important to clearly communicate where the threat is, so they evacuate away from it.

Your actions:

3.4 Have you taken action to ensure your evacuation plan supports, and does not conflict with, those for neighbouring premises?

Your actions:

Task 4 - Plan to call the emergency services and relay the necessary information

Getting the emergency services to the scene of an attack quickly with the right resources is key to saving lives and preventing further harm. Passing key information to the police will enable an effective and appropriate response. The police will pass information to the other emergency services.

4.1 How will you ensure all relevant workers understand how to contact the police? include how and when you will brief relevant workers on what to say to the police. The safety of the caller is a priority.

Your actions:

4.2 Could you display posters or other appropriate material that summarises the information the police need to know in the event of a terrorist incident? If so, where will you do so?

Your actions:

Task 5 - Use available first aid and fire safety equipment

Research into serious injuries shows that the quicker people are treated, the greater their likelihood of survival. Using simple techniques with readily available equipment can save lives. Health and Safety and Fire Safety risk assessments already in place for your premises will be relevant. Consider if additional first aid and fire safety equipment may be needed in the response to a terrorist incident.

5.1 Have you completed a First Aid Needs Assessment? If so, what were its findings and when was it completed?

Your actions:

5.2 Is your First Aid or Fire Safety equipment 'in date', fit for purpose (this may include consideration of whether to obtain Public Access Trauma (PACT) First Aid Kits) and readily available?

Maintain records of checks made.

5.3 Have relevant workers been trained to use that equipment as part of their terrorism protection training or otherwise? Have you recorded this and planned refresher training?

Your actions:

Task 6 - Consider how you can make your neighbours or local network aware of your plan and alert them of an attack

Getting early warning of an attack nearby can vastly improve responses and maximise the effect of life saving actions.

6.1 Have you communicated with the persons responsible for neighbouring premises during your planning? If not, what action will you take to identify and contact such persons?

Your actions:

6.2 How will you communicate with them in the event of a terrorist incident?

Your actions:

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Activate – Put the plan into action

Once the evaluation is completed, you must ensure:

- It is available for inspection if required by the Regulator;
- It is made available to people working at your premises; and
- Relevant workers are given terrorism protection training (which should include briefing on relevant parts of this evaluation and, in particular, the plan).

It is recommended that:

- The plan is appropriately rehearsed and tested so that it can be readily implemented in the event of an attack;
- You keep the plan 'alive' by incorporating it into existing refresher training and briefing cycles;
- You ensure all relevant equipment is regularly tested, maintained in working order, and kept in the correct place; and
- You record these actions, particularly training, briefings and checks made on equipment.

The plan must be reviewed annually or whenever there is a material change to your premises.

When is your next scheduled review of the plan?

Review Date:

Evaluation completed by

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Approved by:

Name.....Signature.....Date.....

Signature

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Date

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