

Martyn's Law Public Protection Procedures

A Martyn's Law (Terrorism (Protection of Premises) Act 2025) record: premises and capacity tier, SIA notification, evacuation, invacuation, lockdown and communication procedures, staff briefing, exercises and review.

1. Premises

Project

Client

Site *

Site address

Date *

Time

Responsible person *

Main use of the premises (choose one)

☐ Childcare, primary, secondary or further education

☐ Place of worship

☐ Another use listed in Schedule 1 (for example shops, food and drink, leisure, halls, hotels, health care, higher education)

☐ Not a use listed in the Act

Most people reasonably expected at the same time (including staff) *

How the figure was worked out

The statutory guidance says the figure must include staff, the busiest trading or visiting times should be considered, and the method must be evidenced.

Tier from the figures entered (if applicable; worked out automatically in the app)

A guide from the figure and use you entered. The Act and the statutory guidance decide the tier, including excluded premises.

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.

If applicable: 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.

If applicable: 800 or more people: enhanced tier, except premises used for childcare, primary, secondary or further education, or as a place of worship, which stay in the standard tier. Enhanced tier adds public protection measures, documenting compliance and, for an organisation, a designated senior individual. Use this record for the procedures part.

If applicable: Under 200 people: not qualifying premises under the Act, but these procedures are still good practice.

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? (choose one)

☐ Yes ☐ No ☐ Not yet: the duty is not in force

2. Procedures

Evacuation: routes, exits and where people go *

Evacuation assembly or rendezvous points

Stand at each one and tap Mark current location. Useful where it differs from the usual fire assembly point.

Invacuation: safe places inside and how people are moved there *

Lockdown: how doors and shutters are secured, and who does it *

Communication: how staff and the public are alerted and told what to do *

Means of communication (tick all that apply)

- ☐ PA system
- ☐ Radios
- ☐ Phones or messaging group
- ☐ Fire alarm with a different tone
- ☐ Staff runners
- ☐ Other: _____

Plans or photos of routes and safe places (photos: attach, or note the file names)

Walk Cam: routes and safe places

Walk Cam video walk-through: available in the SiteSurvey app only.

Procedures written down (of 4) (worked out automatically in the app)

If applicable: Fewer than four procedures written down. The statutory guidance says it is good practice for even the simplest procedures to be documented, and where a procedure is not appropriate or reasonably practicable it could be helpful to record why.

3. Briefing and exercises

Staff last briefed

Staff briefed

Staff working at the premises

Staff briefed (%) (if applicable; worked out automatically in the app)

Days since staff were briefed (if applicable; worked out automatically in the app)

If applicable: 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

Days since the last exercise (if applicable; worked out automatically in the app)

What the exercise showed

Next review

Days until the next review (if applicable; worked out automatically in the app)

If applicable: The review date has passed. Review the procedures now and set a new date.

If applicable: The next review is more than a year away. The statutory guidance says procedures should be kept under review and that a review could be carried out annually, depending on the circumstances.

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.