

SGSA Action Plan

Recommended actions from audit		Responsible person	Review date	Comment	Completed date
1	General review of internal documents	Sara Quinn	March 2023	Half completed to be fully complete by end financial year	
2	Populate the Agenda folder on the Sharepoint area with the agenda sent out for SAG meetings.	Trevor McIntosh	December 2022		Dec2023
3	Incorporate the role of the SAG into the Safety Certification Policy and Procedures	Sara Quinn	March 2023		
4	Improved resilience for enforcement is necessary with personnel changes	Chris Nash/Sara Quinn	January 2023	Visits completed with Commercial Services Mgr and Food leads, further shadow training planned	Jan 2023
5	Work with the Club to carry out some emergency exercising	Sara Quinn	January 2023	Desktop completed in Jan 23 and further exercises in planning stages	Jan 2023
6	Develop a list of authorised staff and any training under Sports Grounds legislation.	Sara Quinn	March 2023		
6	Fully develop and embed a separate action log that RAG rates actions coming out of the SAG meetings and records that that they are completed (or not). This will be sent with the agenda/minutes going forward.	Sara Quinn	March 2023		
7	Introduce secretarial support for the SAG	Sara Quinn	January 2023		
8	Ensure all relevant staff are authorised under Sports Grounds and a record kept on SharePoint.	Chris Nash	March 2023		

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