

Sign Off to Open Standon Calling 2026

DOCUMENT CONTROL

VERSION	DATE	CREATED BY	APPROVED BY	SECTIONS AMENDED	DETAILS OF AMENDMENTS
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PURPOSE AND AIMS:

The purpose of this plan is to ensure there is a procedure for managing the safe operation of the site during construction phase, plus clear communication and procedure for the sign off of the festival site at opening time.

OVERVIEW

There are four levels of checklists which work to ensure all areas of the site are safe during the build, and that the site is complete before opening to the public.

GUIDANCE

Minor issues and safety breaches highlighted during the checklist completion are to be recorded to examine possible trends and instigate changes in policy and/or procedure.

Serious issues and safety breaches are to be reported to the Event Manager. Activities are to be stopped and will recommence once an appropriate and agreed solution is in place.

Where a serious issue or safety breach is repeated, or an agreed procedure is not followed, the activity will be stopped and the individual or company involved may be asked to leave site.

BUILD CHECKLIST

The following checks will be completed by the Safety Officer or the Site Manager (in the absence of the safety officer). It will be undertaken on a daily basis during the construction and dismantle phases.

Any outcome of "N" must be assessed by the Safety Officer immediately.

Date:

Completed by:

Area	Check	Acceptable (Y/N)	Comments / Actions
Fire Safety	Fire Exits Clear?		
	Waste is removed / controlled?		
	FSE in place?		
Signage	Site signage in place?		
Plant & Vehicles	Plant checks complete?		
	Licenses collected?		
Equipment	Equipment checks complete?		
	Are lifting aids and mechanical solutions being used properly?		
PPE	Is PPE being worn?		
	Is there PPE available?		
Housekeeping	Is site clean and tidy?		
	Are there sufficient bins?		
	Are routes unblocked?		
	Are materials stored correctly?		
	Is lighting adequate?		
	Are electrical supplies suitable?		
First Aid	Are First Aid on site, briefed and on radio?		
Welfare	Are toilet facilities in place?		
	Are hand wash facilities in place?		
	Is there drinking water available?		

READINESS CHECKLIST

The following checks will be completed by the Safety Officer, the Site Manager, and the Event Manager collaboratively, at least 24 hours before doors, in order to assess readiness for open.

Any outcome of "N" must be assessed by the Safety Officer immediately.

Area:

Completed by:

Area	Check	Complete (Y/N)	Comments / Actions
Signage	Directional signage in place and lit where necessary		
	Traffic management signage in place		
	Safety signage in place		
Structures	All complete & sign off certs collected?		
Groundworks	All groundworks complete?		
	Ground protection installed?		
Fencing	Perimeter fencing secured?		
	Front of stage barrier in place?		
	Queue lanes in place?		
Lighting	Lighting check completed?		
	Working lights in place?		
Sanitation	Toilets in place and working?		
	Hand wash facilities working?		
FSE	In place and signposted?		
Medical & Welfare	Loaded in and setup?		
Emergency exits	Clear, marked, lit as necessary?		
Power	Generators in place & compounded?		
Concessions	Load in complete?		
Bars	Load in complete?		
Water	Water points in place and tested?		

Tech Production	Loaded in PA and signed off?		
	Noise propagation complete?		
	Loaded in lights and signed off?		
Staffing	Key staff on site?		
	Key briefings completed?		
Event Control	ECR setup?		
	Council site walks complete?		
Main Gate	Accreditation setup complete?		

VENUE CHECKLIST

The following checks will be completed by the venue or stage manager prior to opening the venue. The results must be communicated with the Event Controller at least 60 minutes before doors. Any outcome of "N" must be rectified before opening.

Any outcome of "N" must be assessed by the Safety Officer immediately.

Date:

Completed by:

Area:

Check	Acceptable (Y/N)	Comments / Actions
Structure still good? Any signs of wear and tear, loose guys, sheets etc?		
Pit Barrier complete and secure?		
Backstage area secure?		
Anti-climb measures still in place and secure?		
Free from trip / slip hazards? This includes tent pegs covered and uneven ground rectified		
Technical installations, staging and treads secure?		
Exit lighting and signage working and visible?		
All exit (Emergency or otherwise) routes unobstructed and waste removed?		
All fire extinguishers and signage still in place and un-tampered with?		

Working lights backstage and loading bays working?		
Toilets clean?		
All PPE, Hearing Protection and Signage in place?		
All venue team familiar with Show Stop procedure?		
Have you called in to Event Control to confirm checks have been carried out or remedials completed, before opening?		

SIGN-OFF TO OPEN

Following the initial readiness checks, there will be a sign-off to open the event to the public. This will take place every show day before the arena opens at 09:00hrs daily.

The checklist is shown below. It is completed in order, over the radio by the Event Controller. The Event Controller will be the administrative arm for the checklist, and once the list is complete then it will be the Safety Officer or Event Manager who will give the final sign-off to open the event.

Only once the checklist is complete and agreement has been made to open, a full announcement will be made via event control to all channels giving opening clearance to open the Event.

In addition to this checklist, the Safety Officer will also ensure the build checklist is completed. See over for Sign Off to Open checklist.

The following checks will be completed by the Event Controller prior to opening the Event. The results must be communicated with the Safety Officer or Event Manager before clearance is given to open.

Any outcome of "N" must be assessed by the Safety Officer immediately.

Date:

Completed by:

Check	Check with	Complete (Y/N)	Comments / Actions
Security staff in position?	Security Manager		
Medical team in position?	Medical Manager		
Welfare team in position?	Medical Manager		
Clear of vehicles and any builds complete?	Site Manager		
Ready for open?	Main Stage Manager		
All Gate teams in position?	Main Gate Manager		

Bars ready?	Bars Manager		
Concessions ready and deliveries clear of arena?	Trader Manager		
Arena ready to open? Any concerns to raise?	Safety Officer		
Fire Officers ready and FSE checks complete?	Fire Safety Officer		
Control room staff in place and communications checked?	Event Controller		
Traffic team in position?	Traffic Manager		