Action plan and outstanding tasks

Use this tracker alongside the other worksheets. A missing fact should remain clearly marked Requires venue review until a suitable person has confirmed it. Do not fill gaps with assumptions.

Use the tracker

Give each action a reference, explain what must be confirmed and identify the evidence needed.

Assign an owner who can actually carry it out, with a realistic target date.

Record status and completion evidence. If an action is overdue, decide what further action or advice is needed.

Review the tracker when premises, use, staffing or arrangements change. This is not a compliance score.

Action reference / date raised

Question or gap - Requires venue review

Required action and evidence

Owner / responsibility confirmed

Planning aid only. Venue review required. Not certification.

Priority and target date

Status / follow-up date

Completion evidence and reviewer

Use with current official guidance

Independent planning aid. Not legal advice, an official SIA template, certification or a guarantee of compliance. Review and adapt to the real premises. Keep completed security information restricted.

Home Office statutory guidance

https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025/terrorism-protection-of-premises-act-2025-statutory-guidance

SIA explanation and notification updates

https://www.gov.uk/guidance/understanding-martyns-law-and-the-sias-role-as-regulator

GOV.UK collection

https://www.gov.uk/government/collections/terrorism-protection-of-premises-act-2025

ProtectUK

https://www.protectuk.police.uk/