



Test and Review Log

Terrorism (Protection of Premises) Act 2025

The Riverside Tavern (example)

Document	Test and Review Log
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Record every walk-through, tabletop discussion or drill at The Riverside Tavern (example), and what you changed as a result. A simple, honest record shows that your procedures are real and working.

Suggested schedule

What	How often
Brief new staff	Before their first shift
Refresh briefing for all staff	Every 6 months
Walk-through or tabletop of one procedure	Every 6 months, at a busy time if possible
Full review of procedures	Every 12 months, or after any change

Log

Date	Procedure	What happened	What we changed
12 September 2026	Lockdown	Tabletop with 6 staff, then walked the lockdown route at 9pm	Moved terrace gate padlock key to the bar till

3 October 2026	Evacuation	Walk-through of routes away from the main entrance	Added signage reminder to staff briefing

Review triggers

- Changes to layout, exits or entrances
- A change in how the premises is used, or its busiest numbers
- New responsible person or decision makers
- After any incident or near miss
- When official guidance changes