



STAFFORDSHIRE
moorlands
DISTRICT COUNCIL
ACHIEVING · EXCELLENCE

Staffordshire Moorlands District Council

Event Safety Advisory Group

Terms of Reference

1.0 Membership and Composition of the Safety Advisory Group

Staffordshire Moorlands District Council's Safety Advisory Group (SAG) provides guidance and advice for organisers of public events in the District. It provides a forum for the coordination of the efforts of relevant local authority services and other agencies interested in the safe management of events in Staffordshire Moorlands.

The SAG does not have the power to approve or authorise.

The Safety Advisory Group's core membership consists of representatives from the following agencies: -

- Chair (from the Local Authority Environmental Health and Licensing Team)
- District Council Licensing
- District Council Environmental Health
- Building Control
- District Council Assets Team
- Corporate Health and Safety
- Staffordshire Police
- Staffordshire Fire and Rescue Service
- West Midlands Ambulance Service -NHS Trust
- Staffordshire County Highways
- CCU -Emergency Planning
- Minute taker – undertaken by District Council staff

Representatives from other services or bodies may be invited to meetings where required.

2.0 General Roles of Members

The SAG is there:

- To ensure that each member of the group is aware of their individual and organisational role within the group's activity as well as in the planning and/or conduct of a safe public event and are suitably qualified and authorised to represent their organisation.
- To ensure, as far as possible that the risk to public safety is minimised for all those working at or attending the event.
- To provide advice to the event organiser in the development of arrangements to conduct a safe event which are documented in a written event plan setting out all the public safety plans relating to the event. A draft event plan must be made 14 working days in advance of the initial SAG meeting. A copy of the final version of the plan should be forwarded to the Council 12 weeks before the event takes place.
- To support the event organiser in keeping a written record of all SAG meetings. To clearly note recommendations agreed by the advisory group and note actions arising from those meetings. The Chair of the SAG is responsible for distributing the written record of the meetings to all of the members of the SAG.
- To ensure that there are in existence agreed contingency plans for dealing with emergency situations at events.
- To give advice, but not to approve or authorise.
- To ensure that the event organiser appoints an Event Safety Officer who can demonstrate competency throughout the planning of the event and who will be responsible for all safety aspects of the event.
- To ensure there is a thorough debrief and make recommendations as necessary.

If the group agrees that all the safety and management issues have been addressed by the event organiser and an acceptable written event plan has been circulated to the group, then the SAG can agree that the event organiser has addressed all necessary public safety requirements. Unless unforeseen circumstances arise, no further meetings need to take place.

If the SAG does not think that all the public safety issues have been fully addressed, the event organiser will be required to attend additional SAG meetings in order to resolve the outstanding issues. See also paragraph - 9.0 Disputes

3.0 Administration of the Safety Advisory Group

Safety Advisory Group (SAG) meetings are held at regular intervals, or as required to review events referred to the SAG for attention. The criteria for scrutiny by the SAG is not definitive but the following criteria are likely to prompt attention:

- 3,000 or more attendees
- Potential closures or obstruction to the highway
- Erection of temporary structures
- High risk activities such as fireworks or dangerous activities

New event / organiser or following the identification of improvements from a previous event debrief.

Some events may be dealt with on a less formal approach, this will be determined using a risk matrix.

The risk assessment based on the risk matrix will be carried out by Local Authority Environmental Health and Licensing Team.

Any member of the group is able to consult with the chairman of the SAG to propose referral to SAG of an event and to confirm whether a SAG meeting needs to be held or not.

The SAG is chaired by from the Local Authority Environmental Health and Licensing Team. The Group will not be chaired by any person employed by the council that is connected with events team or involved with use of council land.

The administrative roles are as follows:-

Chair: The Chair will be a senior representative from Staffordshire Moorlands District Council

Consultation: The SAG will consult all core members of the group, invited representation, other council services and other national bodies as considered appropriate

Frequency of Meetings: The SAG shall meet for a minimum of 4 times a year, unless any core member requests an additional special meeting or series of meetings.

Each meeting of the SAG will be prearranged to an agenda published on the Council's Website in advance of the meeting with minutes recorded in accordance with the Council's set procedures.

The minutes of the meetings will be circulated to all group members and to such other parties as may be deemed necessary by the Chair.

The guiding principle is that events presenting a significant public safety risk (whether in terms of numbers and profile of people attending, or the nature of the event activity and/or the challenge of the environment) should be subject to scrutiny by the SAG. However, lower risk events, like community village fetes and funfairs are unlikely to require a SAG meeting.

If a meeting is required the event organisers should submit their event proposal and/or draft event safety plan for discussion and advice to include the impact on the local transport network and civil contingencies in the event of an emergency if necessary. The advice provided by the SAG and any decisions taken should be proportionate to the risk profile of the event.

The Health & Safety Executive (HSE) inspectors can be asked by the SAG and/or event organiser to provide advice and guidance on occupational health and safety matters, particularly where HSE is the enforcing authority for the activity concerned e.g. fairgrounds, broadcasting and construction activities. In these circumstances HSE is normally able to provide such advice to regulators, duty holders and others without having to attend the SAG although a local decision may be made that attendance would be appropriate.

4.0 Events/Consideration of applications

Typical examples of events requiring consideration would include:

- Open air concerts and music festivals.
- Trade shows.
- Sporting events.
- Horse shows, agricultural shows, dog shows car, caravan shows and similar.
- Open air entertainment including theatre, opera and historic re-enactments.
- Firework displays.
- Large scale company parties.
- Processions, marches and carnivals.
- Street parties.
- Religious events.
- Incidents on / near boundary or passing through (e.g. races)

Consideration of applications will be dealt with by Environmental Health and Licensing. Each application will be considered on its own merits, having regard for risk matrix protocols.

This will be shared be in consultation with all partners.

5.0 Event Planning

To enable all relevant agencies to assist event organisers in ensuring compliance with legislation the SAG will need to receive the following documentation a minimum of **12 weeks** prior to the event taking place.

Referencing use of the Events Safety Guide HSG195 latest edition.

- Risk Assessment
- Event Management Plan
- Traffic Management Plan
- Security / Stewarding Plan
- Medical / Welfare Plan
- Adverse weather contingency
- Evacuation Plan
- Security Plan
- Safeguarding
- DBS checks for volunteers

6.0 Status of the Event Safety Advisory Group and any Conflict of Interest

The SAG cannot take any decisions on behalf of the Local Authority as its role is advisory only.

Any members of SAG must declare any material conflict of interest in relation to any item put before the group, prior to discussion on that matter. If the interest could be considered prejudicial then that person should consider withdrawing and be replaced by an appropriate party agreed with the group

7.0 Specific Roles and Responsibilities of the Core Members of the Safety Advisory Group

It is important that the core members' responsibilities are recorded, in order to clarify the level/limitations of accountability within the SAG that is offering recommendations to organisers on compliance with national legislation.

7.1 Role of the Chair of the SAG

To ensure that the Safety Advisory Group properly discharges its core responsibilities, and to act in a co-ordinating role to the SAG on all matters relating to the local authority.

7.2 Role of Environmental Health and Licensing

The service will be represented by a senior officer(s) or appointed deputy who will attend all meetings of the SAG.

To provide technical advice and appraisal of published documents relating to safety of public events and inform on any implications arising.

Such matters may include:

- The relevant provisions of the Health and Safety at Work etc. Act 1974, as they apply to a given event, and any relevant regulations made thereunder.
- In respect of licensable activities for the purposes of the Licensing Act 2003 and the Gambling Act 2005.
- Food safety and hygiene requirements and recommendations in respect of catering activities.
- Control of noise and prevention of nuisance to surrounding land users
- Protection of the environment, including air and water quality (where applicable)
- Guidance on the provision of suitable sanitary and welfare facilities.
- To conduct or arrange such additional inspections as may be necessary during an event.
- To identify and take appropriate action in respect of any breach of the general/special safety certificate/licence conditions.
- To contribute any local information and regional or national intelligence that may have a bearing on public safety, as required.

7.3 Role of the Building Control Service

As required the service will be represented by an officer or appointed deputy who will attend meetings of the SAG as required.

They will provide the SAG with advice on all technical/legal aspects of legislation within the remit of the service as they relate to public events. This may include advice in consultation with Staffordshire Fire and Rescue Service.

7.4 Role of County Highways

As required the service will be represented by an officer or appointed deputy who will attend all meetings of the SAG and advise on all technical/legal aspects of legislation within the remit of the service as they relate to public events. This may include advice on the following matters:

- Traffic Regulation Orders
- Transport Infrastructure considerations
- Any other relevant highway matters
- Consult with the emergency services on traffic management and signage and also consulting other organisations regarding highways responsibilities

7.5 Role of Corporate Health and Safety

As required the service will be represented by an appropriately qualified officer who will attend meetings of the SAG as required.

To comment on the suitability or otherwise of the submitted event risk assessments in association with others.

It should be noted that the SAG will not authorise, agree or approve the content of risk assessments but may offer advice on the suitability of them.

7.6 Role of the Emergency Services

Each Emergency Service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has the full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advice.

Specific areas of concern in respect of each Emergency Service are outlined below:

Role of Staffordshire Fire and Rescue Service

To advise on:

- Determination of the provision of fire-fighting resources and water supplies
- To advise on the suitability of fire risk assessments
- Control of flammable materials and storage areas at events

- Control of heating installations at events
- Control and location of catering and merchandising outlets and other temporary structures, installations and provisions
- Control and siting of all fire and emergency signage
- To provide advice on public safety issues in connection with any provision of licensable activity as defined by the Licensing Act 2003.

Role of Staffordshire Police

- To provide advice on appropriate measures required in relation to security and crowd safety
- To provide advice and where appropriate, take action relating to the prevention and detection of crime
- To provide advice and where appropriate, take action relating to the prevention of disorder or breaches of the peace.
- To provide advice and where appropriate, enforcement of Traffic regulations within legal powers provided by statute, suitability of stewarding etc.,
- To provide advice regarding the activation and implementation of contingency plans for foreseeable incidents. Where appropriate, coordinate emergency service activity

Role of West Midlands Ambulance Service – Trust

- Advice on the provision of First Aid/Ambulance and medical facilities
- Advising on the standards required in respect of First Aid facilities and equipment
- Advising on the standards expected to ensure that proper equipment and properly trained staff are available with any ambulance provision at an event
- Advising on the requirements in respect of attendance of medical practitioners at events
- Agreeing arrangements for access and egress of emergency ambulances, before, during and after events
- To ensure that wherever arrangements are made in respect of ambulance and first aid provision, that these arrangements link in with the West Midlands Ambulance Service to ensure that no problem exists between the provisions of services and to be satisfied there is appropriate co-ordination. Organiser and anyone providing first aid cover at events should aim to provide minimum disruption to the West Midlands Ambulance Service's normal service delivery

Role of Civil Contingencies representative

As required, an emergency planning representative will seek to attend the SAG to provide advice on contingency planning issues including:

- The development of plans that complement the existing emergency arrangements maintained by emergency responders
- Arrangements to be made on the evacuation & shelter and care & welfare of people in the event of an incident occurring

- How event organisers may develop arrangements that complement existing emergency / incident notification, activation, response and recovery practices.

NB in discharging their roles within the SAG, each core member service are mindful that the operation of the event and its installations on the day are under the control of the Event Organiser.

The Event Organiser is the person in control and is most familiar with the activities connected with that event until conclusion. It is accepted that on occasions unforeseen hazards may present themselves close to or at the time of the event, however it remains the responsibility of the event organiser to continue to assess the risks created by the event in the light of such occurrences and to seek to eliminate hazards before resorting to managing them if avoidance is not practicable. Such occurrences, if brought to their attention, may be subject to scrutiny by members of the SAG and/or other agencies both during and after the event.

8.0 Major Incidents – Civil Contingency Arrangements

The SAG recognises that the Emergency Services (Police, Fire, and Ambulance) together with the Local Authority and Health Sector are responsible for putting in place Emergency Response Arrangements in relation to Major Incidents under the Civil Contingencies Act, 2004.

The SAG will seek to provide advice to event organisers to ensure that event plans recognise and account for the existing arrangements for dealing with emergencies and major incidents, in order to prevent confusion and duplication of resources.

Generic and specific arrangements already exist in relation to local hazards and threats. Further advice can be sought from the Civil Contingency Unit as necessary.

9.0 Disputes

On the rare occasion where there is disagreement between a SAG and the event organiser, and there remains a genuine risk to the public, individual organisations on the SAG such as Staffordshire Police, remain free to exercise their powers and responsibilities under relevant legislation in order to protect the public and prevent harm.

Decisions on the use of these powers are matters for the relevant authorities to consider, not the SAG, and should be discharged separately.