

Stroud District Council

SAFETY ADVISORY GROUP PROTOCOL

Environmental Health Service

SAFETY ADVISORY GROUP

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1.0 SCOPE

- 1.1 The Safety Advisory Group (SAG) enables Stroud District Council to consider large scale, outdoor public events and their safety requirements. The group's remit includes safety at music events which require a licence (excluding indoor events), unrestricted music events which do not require a licence, firework displays, carnivals, parades, sporting and other major events of a similar nature.

N.B. A large scale public event is defined as an event of more than 500 people. (A degree of flexibility will be needed, however, as some smaller events may require the involvement of the SAG).

2.0 MEMBERSHIP

- 2.1 The SAG will comprise senior officers from the following agencies:-

- Stroud District Council
- Gloucestershire County Council Highways
- Gloucestershire Constabulary
- Gloucestershire Fire and Rescue Service
- South Western Ambulance Service

Representatives of these agencies will form the "Core" SAG which has overall responsibility for advising on event safety.

- 2.2 Sub-groups of the SAG will be convened to deal with specific operational issues as required. These groups will only involve those representatives relevant to the issues in question and may include representatives of other organisations, such as:-

- Severn Area Rescue Association (SARA)
- Gloucestershire County Council Civil Protection Team
- Promoter/Organiser
- Specialist Contractors
- Security Company
- Local Hospitals (Gloucestershire Royal)
- St John Ambulance and/or Red Cross
- Other Stroud District Council services (e.g. Building Control; Community Safety; Civil Contingencies).

3.0 TERMS OF REFERENCE

- 3.1 To ensure, as far as possible, that risk to public safety is adequately managed for all large scale public events.

To consider the organiser's documented event management plans and health and safety risk assessments prior to the event and encourage the adoption of best practice.

To ensure that there are in existence agreed contingency plans for dealing with major incidents.

To ensure that events are planned in accordance with current guidance i.e. for music and similar events in accordance with the HSE publication "The Event Safety Guide".

To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.

To monitor compliance with the standards agreed.

To review all of the major events held during the year and, where appropriate, make recommendations for improving safety.

To ensure that each member of the Group is aware of their role and area of responsibility.

To ensure that all members of the Group and associated Sub-Groups maintain high standards of professionalism at all times and do not at any time accept any form of hospitality which may compromise the position of the Group or member of the Group.

4.0 ROLES AND RESPONSIBILITIES OF MEMBERS OF SAG

4.1 Environmental Health Service, Stroud District Council

- (a) Chair of SAG/SAG Sub/Lead Officer.
- (b) Ensuring cleansing issues in the highway are addressed and catered for by the event organiser.
- (c) Co-ordinate de-brief after event, as necessary.

4.2 Licensing Unit, Stroud District Council

- (a) Determine whether an event requires licensing.
- (b) Process applications for licenses in accordance with statutory requirements.
- (c) Co-ordinate consultations/meetings with relevant agencies/responsible authorities/event organisers for licensed events (N.B. Where an event does not require a licence this function will be the responsibility of the event organiser).
- (d) Propose with licence applicant appropriate conditions to be attached to a licence in conjunction with other relevant members of SAG. (If conditions cannot be agreed with the applicant to the satisfaction of the responsible authorities the responsible authority must submit a representation against the application within the representation period and a hearing will be held to consider the application)
- (e) Ensure compliance with licence conditions through inspections both before and during the event.
- (f) Ensure compliance with legislation relating to street trading during events in conjunction with Gloucestershire Constabulary.
- (g) Provide advice on street trading
- (h) Provide advice/guidance, as necessary, where event does not require a formal licence.
- (i) Determine applications for a licence having regard to the representations of statutory consultees'.

4.3 Commercial Services Unit, Stroud District Council

- (a) Lead officers in ensuring compliance with food safety/health and safety legislation
- (b) Provide advice and assistance as required in relation to food safety, health and safety

4.4 Environmental Protection Unit, Stroud District Council

- (a) Control noise levels at any event to prevent the occurrence of a statutory noise nuisance.

4.5 Building Control Service, Stroud District Council

- (a) Lead officers in respect of safety at sports grounds legislation/issues.
- (b) For licensed events - to ensure compliance with relevant legislation/guidance in respect of temporary stands and stages and other temporary structures in conjunction with officers of the Licensing Service and health and safety.
- (c) For unlicensed events - to examine details of temporary stands and stages that will accommodate twenty or more persons.

4.6 Civil Contingencies Unit (CCU, Stroud District Council)

- (a) Responding to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment.
- (b) Alerting procedures (local authority and voluntary agencies, this will be carried out in conjunction with CPT for some services e.g. Accredited Volunteers).
- (c) As a member of the event management team and assisting in preparation of the Event Major Incident Plan.
- (d) Responsibility for ensuring that arrangements are co-ordinated with the local authority Major Incident Plan.

4.7 Civil Protection Team (CPT, Gloucestershire County Council)

- (a) Responsibility for identification of and equipping (with Health Authority and Police) temporary mortuary.
- (b) Cross boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority and the ability to provide mutual aid determined).

4.8 Highways (Gloucestershire County Council)

- (a) The roles and responsibilities of this department are to try to cater for all authorised events where the highway is affected. This will likely include liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:
 - i. All technical aspects in relation to events held on, or affecting, the public highway.
 - ii. The implications and provision of highway related legislation in connection to the holding of an event.
 - iii. The County Council or District Council may process road closure applications dependant on the type of event that is being planned.
 - iv. The County Council will advise and assist applicants to ensure the minimum impact on the public highway whilst the event takes place.

4.9 Gloucestershire Fire and Rescue Service

- (a) Site issues relating to site location; design; density factors (capacities); barrier configuration; amusements/attractions; concessionaires.

- (b) Access issues relating to means of entry and egress (flow rates); location of ingress/egress routes; migration on site/off site; emergency evacuation routes; holding areas; emergency vehicle access/egress.
- (c) Planning issues relating to major incident plan; emergency evacuation procedures; fire risk assessment.
- (d) Fire safety issues relating to lighting (normal/emergency); fire warning systems; signage (directional/information etc.); fire fighting equipment; fire stewards; water supplies; flammability of fabrics/textiles; pyrotechnics; camp Sites (location/design); marquees/tents; portable structures; field kitchens; LPG (usage/storage); generators (fuel storage etc).
- (e) Legal issues relating to the Regulatory Reform (Fire Safety) Order 2005 and application of the appropriate fire safety guidance (e.g. "Fire Safety Risk Assessment - Open Air Events and Venues").

4.10 Gloucestershire Constabulary

- (a) To advise and liaise on the prevention, detection of crime.
- (b) The prevention of/ or stopping of breaches of the peace.
- (c) Traffic regulations within the legal powers provided by statute, i.e. Traffic Management Act 2004, Road Traffic Regulation Act 1984, Town Police Clauses Act 1847 or any other prevailing legislation.
- (d) Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.
- (e) Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers. Any requests for specific or additional resource will be charged in accordance with ACPO Guidance. Policing costs should form part of the planning process for the organiser as part of their security plans and not fall on the tax payer of the county.

Additional responsibilities include:

- To advise and liaise on the protection of life and property.
- To advise and liaise on the prosecution of offenders.
- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and public safety.
- Where appropriate in liaison with the local authority, traffic management on the highway
- Highway - Co-ordinate and manage the effects of any emergency or major incident.
- Provide advice and support in relation to any other identified Policing issues.

4.11 Cultural Services (CS) and Public Spaces (PS), Stroud District Council

Cultural Services can, at various times, act in the capacity of event promoter; joint promoter working with an outside body or as site lessee. Their role and responsibilities will change depending on which capacity it acts i.e.:-

- a. Cultural Services as promoter: CS/PS will be responsible for complying with all requirements as laid down for the licence and will be responsible for all event organisation.

- b. Cultural Services as joint promoter: CS/PS will clarify roles and responsibilities with the promoter so that SAG is aware of situation and department will work with joint promoter to ensure compliance with requirements of any licence.
- c. As Site Lessee: CS/PS will ensure the promoter is given clear guidance on roles and responsibilities and will strive to ensure that contractually the promoter is responsible for stated provision and compliance. The department will also act in a liaison role, where deemed applicable and appropriate, with other bodies and will strive to ensure the promoter complies with all requirements of the licence. However, the department cannot accept responsibility for any breaks in compliance.

4.12 South Western Ambulance Service NHS Trust

- d. To act as a communication link for all first aid, paramedics, doctors and other emergency services who are required to attend events and ensure adequate cover for the events.
- e. While on site to co-ordinate all ambulance service resources, doctors and first aid agency volunteers within the event.
- f. To ensure that the event first aid cover is all within the event safety guidelines and major incident site evacuation plan.
- g. Also to supply a communications system that links the ambulance service and all other first aid, emergency services and emergency liaison teams when it is necessary to do so.

4.13 General

If, at any time, a representative of one of the agencies referred to above observes (or receives intelligence on) a matter of concern which is the responsibility of one of the other agencies then they shall inform the responsible agency immediately.

5. MEETINGS OF THE SAG/SUB-GROUPS

- 5.1 Meetings of the SAG will take place at least once a year but additional meetings may be convened if necessary.
- 5.2 Meetings of any Sub-Group will be convened as necessary to deal with specific events.
- 5.3 Matters relating to specific events or issues will only be referred to the Core SAG where the sub-group considers involvement of the group necessary in relation to policy matters or where no consensus can be reached within the group in respect of any issue or event.
- 5.4 Where matters arise which require consideration by the Core SAG a meeting may be called at short notice.
- 5.5 All relevant agencies should be represented at a meeting of the SAG or Sub-Group and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary.

6. NOTIFICATION OF EVENTS

- 6.1 Where an event is notified to a member of the SAG, or SAG Sub Group, it is the responsibility of that member to notify, in writing, the other members of the Group using the agreed proforma which is included as Appendix (i) of the SAG Protocol.

- 6.2 Where an event involves musical entertainment and/or sale of alcohol, the Licensing unit of the Environmental Health Service must be informed immediately to allow a decision to be made regarding licensing requirements.

NB: When planning an event involving more than 10,000 people, a minimum of six months would normally be appropriate.

7. PROCEDURES FOR DEALING WITH EVENTS

The following procedure is a local agreement of all agencies involved and based on guidance.

- (a) Proforma or intelligence received by agency.
- (b) Other agencies notified by proforma by receiving agency.
- (c) Proposals acknowledged by Chair with standard letter (Appendix A).
- (d) At each meeting of the SAG Sub Group a diary of events for the forthcoming year is received. This diary to be co-ordinated by Cultural Services. The events diary will include all major events whether licensed or unlicensed.
- (e) Events considered in principle by SAG/SAG Sub.

SAG/SAG Sub decides to either receive presentation or instruct SAG sub-group to investigate further.

- (f) The first consideration is whether the event requires a licence.
- (g) If the event requires a licence, the Licensing Service will organise the appropriate meetings with organisers, emergency agencies, responsible authorities and other agencies as deemed necessary.
- (h) If the event does not require a licence and the SAG Sub-Group needs to consider the event then such a sub-group will be convened by the Chair. The organisers, emergency services and other agencies as deemed necessary will be invited to attend.
- (i) The purpose of the SAG Sub-Group will be to receive details of the event from the organisers and for the emergency services and other agencies to identify further information or action necessary to enable the event to proceed safely.
- (j) The Chair will be responsible for producing minutes of the meetings and communicating those decisions to all necessary parties (including non-attendees).
- (k) The responsibility for completion of any actions identified at (h) lies with the promoter/appropriate agency.
- (l) Any issues of policy or matters which cannot be resolved by the SAG sub-group can be referred to the main SAG.

8. EXISTING MAJOR EVENTS

8.1 A complete list of all existing major public events is to be produced.

8.2 Where possible venues used regularly for events will be the subject of standard risk assessments and a guide incorporating possible conditions if appropriate will be produced for each type of event (including variations for different crowd profiles).

- 8.3 The guide to be agreed by SAG/SAG Sub.
- 8.4 Each event must be considered on its merits .

9. GENERAL

- 9.1 All members of the SAG and associated sub-groups will operate within the areas identified as their roles and responsibilities in paragraph 4 above.
- 9.2 Where a member of the SAG/SAG Sub objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph 9.1 above.
- 9.3 Where an objection is received from a member of the sub-group in relation to an event which requires a licence, the objection will be reported to the Licensing Unit as part of the application.
- 9.4 All members of the group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the group or members of the group.

STROUD SAFETY ADVISORY GROUP CONTACT LIST

<u>STROUD DISTRICT COUNCIL, EBLEY MILL, EBLEY WHARF, STROUD, GL5 4UB</u>				
SECTION	CONTACT	TEL (01453)	FAX (01453)	E-MAIL
LICENSING	Rachel Andrew	754401	754963	Rachel.andrew@stroud.gov.uk
HEALTH & SAFETY	Phil Park	754471	754963	Phil.park@stroud.gov.uk
POLLUTION CONTROL	David Jackson	754487	754963	dave.jackson@stroud.gov.uk
FOOD SAFETY	Phil Park	754471	754963	Phil.park@stroud.gov.uk
EMERGENCY PLANNING	Mike Hammond	754447		Mike.hammond@stroud.gov.uk
BUILDING CONTROL	Paul Bowley	754520		Paul.bowley@stroud.gov.uk
<u>GLOUCESTERSHIRE COUNTY COUNCIL, SHIRE HALL, WESTGATE STREET, GLOUCESTER, GL1 2TH</u>				
SECTION	CONTACT	TEL (01452)	FAX (01452)	E-MAIL
HIGHWAYS	Phil Cameron	328964		gcchighways@amey.co.uk
	Caroline Cogram	328797		
	Daniel Tiffney	08000 514514		
<u>GLOUCESTERSHIRE FIRE & RESCUE SERVICE.</u>				
SECTION	CONTACT	TEL (01452)	FAX (01452)	E-MAIL
	Graham Parker	888774		graham.parker@glosfire.gov.uk
<u>GLOUCESTERSHIRE CONSTABULARY.</u>				
SECTION	CONTACT	TEL (01242)	FAX (01242)	E-MAIL
	Mark Smith	247012		Mark.a.smith@gloucestershire.pnn.police.uk
	General number	247015		events@gloucestershire.police.uk
<u>GREAT WESTERN AMBULANCE SERVICE</u>				
SECTION	CONTACT	TEL	FAX	E-MAIL
	Jamie Robinson	07342081650		Jamie.robinson@swast.nhs.uk
	Bill Parkin	0117 317 2875		bill.parkin@swast.nhs.uk

**STROUD SAFETY ADVISORY GROUP
NOTIFICATION OF PROPOSED EVENT**

DATE AND TIME OF ENQUIRY: _____

NAME AND LOCATION OF EVENT	
NAME, ADDRESS OF ENQUIRER	
NAME AND ADDRESS OF ORGANISER (if different from above)	
YOUR CONTACT DETAILS	Tele No: Mobile Phone No: Email:
PRIMARY CONTACT DURING THE EVENT (if different from above)	Name: Mobile Phone No:
TIME, DATE & DURATION OF EVENT	
TYPE OF EVENT (e.g. outdoor; musical concert; parade; carnival; sale of alcohol; road race etc).	
HAS THIS EVENT BEEN HELD PREVIOUSLY, IF SO WHERE, WHEN, ETC?	
PROPOSED NUMBERS TO ATTEND EVENT?	
WILL THERE BE ANY SPECIAL EFFECTS AT EVENT E.G. FIREWORKS, LASERS?	
DO YOU HAVE A WRITTEN EVENT MANAGEMENT PLAN?	

WHAT RISK ASSESSMENTS HAVE YOU CARRIED OUT FOR THE EVENT?	
WHAT ARRANGEMENTS WILL BE MADE FOR FIRST AID AND MEDICAL TREATMENT?	
HAVE YOU OR DO YOU INTEND TO APPLY FOR ANY LICENCES FOR THE EVENT?	
ARE YOU/IS YOUR ORGANISATION COVERED BY INSURANCE? IF SO, WHAT TYPE (EMPLOYERS/PUBLIC LIABILITY ETC.)? WHAT IS THE FINANCIAL LIMITATION ON THE INSURANCE (£5 MILLION/£10 MILLION ETC.) IN THE EVENT OF A CLAIM AGAINST YOU/YOUR ORGANISATION?	
ANY OTHER DETAILS THAT YOU THINK THAT THE SAFETY ADVISORY GROUP SHOULD BE AWARE OF	

Please email this form to environmental.health@stroud.gov.uk (type "SAG" in the subject field). Provide any relevant supporting documentation, such as risk assessments, event management plan and site plan (these may submitted at a later date if they have yet to be prepared).

You must obtain the consent of the owner of any privately owned site that you intend to use for the event before submitting this form.

Where an event is taking place on or using Council property you shall obtain the written permission of the manager of the site and the event organiser shall indemnify the Authority against all actions, proceedings, claims and liability howsoever arising and will require public liability insurance of at least £5 million. A copy of the current insurance certificate must be submitted with this form.

SIGNEDDATE.....

NAME (please print)

For office use only

Contact details of the person and organisation/department receiving the information:-

.....

SAFETY ADVISORY GROUP RECIPIENT - PLEASE SEND THIS FORM TO ALL AGENCIES

Title, First Name, Surname
Address
Address
City
Post Code

Date

Dear Title, Surname

(DETAIL) – (WHEN)

I have received notification regarding your proposed event as indicated above.

This acknowledgement confirms that all the statutory agencies have been informed about your proposals.

If there are any concerns or if the event is considered to be an event with implications for any of the agencies, you will be invited to a Safety Advisory Group meeting where details of your event can be discussed in detail.

Alternatively for small events which have taken place before or where there is no undue concern, individual agencies may contact you separately.

If there is a need for you to attend to discuss the event, I will contact you again. Please comply with any requirements that any of the agencies may request of you and, if there is no need to meet, may I wish you well with your event.

Please note that as an organiser you should ensure that you have an adequate risk assessment, employee and public liability insurance as appropriate.

Please also note that the Safety Advisory Group is not a permission granting organisation. The SAG merely facilitates co-ordination of all the information about an event for the awareness of the statutory agencies and helps you to ensure that your event is held safely. As such responsibility for the event rests with you as organisers.

Yours sincerely,

Chair of Safety Advisory Group

GUIDANCE FOR ORGANISERS OF EVENTS THAT IMPACT ON THE HIGHWAY

- This is intended to be guidance from Gloucestershire Constabulary to any event organiser who intends staging an event which either is wholly or partly on the highway, the very nature of which will affect others 'capacity to freely use that Highway.
- Stroud District Council Safety Advisory Group must be informed at an early stage of an organiser's intention to stage such an event. The secretary to the SAG will forward a pro forma to the organiser which will include that individual's proposals for traffic management at that event. The completed proforma will then be forwarded to all the emergency services together with the County Highways section.
- Under section 106 of the Traffic Management Act 2004, it is the responsibility of the event organiser to devise a suitable plan for the management of the traffic at any event, including the stewarding and marshalling of road closures. The Association of Chief Police Officers Safety Guide states that Police Staff should not be utilised for road closures for pre-planned events unless it is wholly unavoidable. This is national guidance.
- The local Police can and will offer support and guidance to events organisers. However, the Police service cannot and must not become the de facto organisers for any event and it is unrealistic for any organiser to expect this to happen. The Police only have limited powers to stop and direct traffic at a pre-planned event.
- After consultation with the Police and the Highways section, an event organiser should consider applying for a formal road closure covering that event. The main types of road closure are under the Town Police Clauses Act and the Road Traffic Regulation Order. In some cases, the local authority may charge for a road closure.
- Town Police Clauses Road Closures are suitable for Parades and Processions, Christmas lights switch on's and celebrations of Bonfire night, May Day and Christmas.
- A temporary traffic regulation order is suitable for the closure of a major A Road, sporting events, street markets, commercial events, private events and Remembrance Day parades.
- When a closure is approved, barriers and signage should be requested. Any signage placed on the highway should be placed by accredited personnel, who are "Chapter 8" trained.
- The SAG can defer the approval of any application if the applicant has not given satisfactory evidence of signing and stewarding. Anyone applying for a road closure should not assume that the Police will be available to Police any aspect of their road closure.
- It should be remembered that traffic management is the responsibility of the event organiser and that organisers should employ the services of a traffic management company, wherever possible.