

SOUTH HOLLAND DISTRICT

# South Holland Safety Advisory Group

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Terms of Reference

February 2018

### Introduction

Safety Advisory Groups (SAG) were recommended as a result of the Hillsborough Stadium Disaster and are now recognised as a fundamental core planning forum for safety planning at public events.

The role of the SAG is separate from the operational management of the event. It is the event organiser/management team/land owner that will be ultimately responsible for the health and safety planning and who retain the legal responsibility for ensuring a safe event.

The Safety Advisory Group does not have legal powers or responsibilities and is not empowered to approve or prohibit events from taking place. It provides independent advice. However, Individual representatives of organisations forming the SAG may have powers to require the event organisers to comply with their legal obligations.

Attending SAG is (usually) voluntary for the event organiser, although the venue landlord or others involved in the event may be required. If the event is being held on South Holland District Council land and fits the Councils criteria the event organiser will be requested to submit an Event Management Plan etc.

SAG will advise the event organiser a view on their Event Management Plan and Risk Assessments. If any relevant subject has not been considered e.g. Fire or Health & Safety, it will be made clear to the organiser. When SAG advises on plans where Local Authorities (LAs) have responsibilities, e.g. as an organiser/co-organiser or landowner, the SAG will make the relevant LA department aware of any concerns so that they can act accordingly.

If the LA is the event organiser or co-organiser, or has legal responsibilities by virtue of its control of premises / land, it can not rely on the SAG process to discharge its legal responsibilities, those must be discharged separately.

One of the important roles SAG can perform is to bring all relevant partners together to plan and prepare for the event in a co-ordinated way. This could include emergency services, emergency planning and other key local authority officers such as environmental health (health and safety), highways, building control, licensing and waste management.

Safety Advice Groups can also:-

- Advise on minimising any inconvenience to local residents, businesses and the general public.
- Encourage wellbeing.
- Focus resources using risk assessment and facilitating proportionate advice and regulation.
- Enable effective planning to facilitate less intensive monitoring and inspection.
- Promote safer events as contributing to safer and stronger communities.
- Support businesses and organisers through having a single point of contact for the event and consistent professional advice and support.
- Increase good publicity and encourage more business and visitor engagement through safer events.
- Share good practice.

It can be difficult to strike the right balance in deciding which events should be considered by SAG. The guiding principle is the events presenting a significant public safety risk whether in terms of numbers of people attending, or the nature of the event and/or challenge of the environment. To help the SAG assess and decide which events need to attend a meeting, event organisers are asked to complete and submit the South Holland Event Notification Form; this in turn will be emailed to all members who will then make a collective decision if a form of SAG should be involved. This decision will be feedback to the Event Organiser.

It is the Groups main objective that all events held in the district uphold the highest standards of public safety and wellbeing of the public, operatives', participants etc.

All members of SAG are committed to sustaining the Group to support event organisers to stage safe, sustainable and successful events.

## **Policy Statement**

It is the policy of South Holland District Council, in relation to any Event and related venues to uphold reasonable standards public of safety and to encourage the well being of the public, organisers and stewards/volunteers.

South Holland District Council will maintain the Safety Advisory Group.

## **Main role of Safety Advisory Group**

The main role of the SAG is to provide specialist advice to the event organiser to aid them in complying with their public safety and wellbeing functions.

The SAG will operate in accordance with agreed terms of reference, and keep and make available as appropriate, minutes of its meetings in order that it effectively carries out its function and to ensure transparency of advice given. The terms of reference will be reviewed on a yearly basis to ensure all information is correct.

## **Terms of Reference**

- To advise on the event, venues as required.
- To advise on the exercise of the powers under the Health and Safety Legislation and the Licensing Act 2003 for the event and venues and on any other relevant legislation relating to events and venues.
- To advise on the enforcing actions and duty of care of the local authority and other partners as defined in related legislation.
- To provide a forum within which the local authority and other partners can develop a co-ordinated approach to crowd and spectator safety and wellbeing.
- To receive reports in relation to matters found during inspections by group members.
- To receive notification of the issue of any prohibition notice and any prosecutions.
- SAG cannot take any decisions on behalf of the local authority, its role is advisory.
- The ultimate responsibility for the event safety lies with the event organiser and management team.
- Core members of the SAG must declare any material conflict of interest in relation to any item put before the SAG, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider it they should withdraw and be replaced by an appropriate party agreed with the SAG.
- Decisions will be by consensus hence it will be the responsibility of all SAG members to ensure they or their representative will be present at the meetings.
- Communication in respect of the events and between group members is vital to the process. The sharing of information is essential in order to identify any event or specific aspect of an event where safety may be an issue.
- Group members retain command and control of their own powers.

## **Composition of the SAG**

The SAG shall consist of persons with sufficient experience / competency / knowledge / seniority and qualifications on their services strategic / policy / practical issues to be able to take operational decisions on behalf of their services / body.

SAG should be formed in the following manner; however the composition of SAG should be appropriate to the event being planned for:-

Core members will include:

- Chair (from SHDC)
- Administration (from SHDC)
- SHDC Public Protection Service (Health & Safety, Environmental Protection and Licensing)
- SHDC Community Services
- Lincolnshire Highways
- Lincolnshire Police
- Lincolnshire Fire and Rescue
- East Midlands Ambulance Service

## **Invited Representation**

Those persons / partners who are invited to the SAG meetings to make a presentation or offer advice to the SAG but who may not be party to the formal processes of the SAG, will be allowed to freely contribute to any meetings, to which they are invited and will have their view considered, reported / recorded.

The following may be invited either to all SAG meetings, or to a particular meeting as considered appropriate:

- NHS / Public Health services
- Lincolnshire Emergency Planning Service
- SHDC Legal Service Representation
- SHDC Building Control
- Voluntary First Aid Services
- Event Organiser
- Land Owner where the Event is taking place.

Any Core member may invite such other specialist as they deem appropriate to assist SAG fully consider any issue.

## **Roles and responsibilities of the Core members of the SAG**

### **Role of the Chair of the SAG**

- To ensure that the SAG properly discharges the responsibilities.
- To ensure that the membership of the SAG reflect the need to address the relevant risks associated with public safety and wellbeing issues.

- To ensure that due account is taken of the views of all members of the SAG, including those attending by invitation.
- To keep an overview of all plans to facilitate a consistent and coordinated approach.
- To act as the conduit between the SAG and the event organiser and/or management team.
- To coordinate an audit of events selected by SAG members to ensure compliance with the plans submitted and draw attention to any deficiencies which may require action or improvement.
- The Chair must be provided by South Holland District Council. The authority must allow time to commit to the role.

#### **Role of Public Protection**

- The service will be represented by officer/officers who will attend all meetings of the SAG.
- To provide technical support to the SAG in relation to all relevant matters concerning the event.
- To provide technical advice and appraisal of published documents relating to public safety and wellbeing at public events and inform on any implications arising.
- To prepare, monitor, enforce, and review guidance and any relevant licensing conditions and advice and guidance on ensuring compliance with food safety, health and safety, street trading, advice on water supply, taking samples (when appropriate), environmental controls and minimising the risk of statutory nuisance occurring, carrying out related monitoring (when appropriate).

#### **Role of Lincolnshire Highways**

- The service will be represented by an officer or his/her appointed deputy who will attend all meetings of SAG.
- To act in a co-ordinating role to the SAG on all matters relating to local authority highways.
- To provide technical advice and appraisal of published documents relating to Highways Management, control and public safety at public events and inform on any implications arising.
- To provide technical support to the SAG in relation to all relevant matters concerning the event.
- To monitor, advise, and review guidance in consultation with members of the SAG. This may include: advice and guidance on ensuring robust traffic management and compliance with the Road Traffic Act and any further associated regulations. Minimising the risk of traffic congestion and nuisance occurring, carrying out related monitoring.

#### **Role of Emergency Services on the SAG**

- Each service will be represented by a person of appropriate experience / competency and qualification (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 on:-
- All technical / legal aspects of legislation within the remit of the service as they relate to public events.

- Public safety and crowd management.

#### **South Holland SAG Officers**

Chair / Health and Safety	Nikky Ruskin
Administration of Meetings	Public Protection Business Support

#### **Members**

SHDC Licensing	Heather Lawson
SHDC Environmental Protection	Steve Branson
SHDC Community Services	Rachel Rowett
Lincolnshire Highways	Sue Cooper
Lincolnshire Police	Andy Ham
Lincolnshire Fire and Rescue	Mark Richardson
EMAS	Richard Hunter

#### **South Holland SAG Operational schedule**

As of the 1<sup>st</sup> March 2018 the South Holland SAG will adopt these Terms of Reference which will be made widely available to event organisers and other interested parties.

The guiding principle for inviting events to SAG meeting should always be those that present a significant public safety risk (whether in terms of numbers of people attending or the nature of the event and / or challenge of the environment). The SAG may decide to invite certain events to attend a formal meeting, these decisions will be made based upon the type of event criteria set out underneath.

#### **Criteria of Events to be considered for invitation to a SAG meeting**

- New event organiser.
- Any event that causes concerns to any of the SAG members and who have statutory responsibilities.
- Any high profile event that takes place in the district.
- Event organisers who make requests to be seen by SAG.

#### **Debriefs**

All events who have engaged in formal meetings with the SAG maybe invited back to attend a formal or informal debrief which will be organised and administered by SAG (if deemed necessary).

### **Frequency of SAG meetings**

The number of SAG meetings will be flexible, determined by particular circumstances and can be event specific. Any core member may request an additional special meeting or series of meetings.

### **Minutes**

- Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded.
- The minutes of the meeting will be circulated to all SAG members, and to such other parties as may be determined by the members.
- A summary of meetings of the SAG will be held by South Holland District Council as a public record and be subject to the Freedom of Information Act 2000 and the Data Protection Act.

**END**