



Stockton-on-Tees
BOROUGH COUNCIL

Stockton Borough Council

Safety Advisory Group

Protocol

March 2010

Protocol for Stockton Borough Council's Safety Advisory Group

INTRODUCTION

Stockton Borough Council has established an Independent Safety Advisory Group to ensure that public events can take place safely and successfully.

Through consultation and joint working between the Council and its partners, its aim is to standardise the approach to all organised events staged in a public place, on a public highway and on private land open to the public in the Borough of Stockton.

The expertise of each of the members of the group can be shared and co-ordinated with the focus on crowd/spectator and overall event safety. In addition, the Safety Advisory Group will provide advice and guidance to Event Planners and Event Organisers in staging their events and, help them understand their individual responsibilities and those of other agencies involved.

This focussed approach allows better planning and better understanding of roles/responsibilities, resulting in a process that facilitates the staging of public events in a safe environment.

Examples of Public Events considered by the Group include, open air concerts and music festivals; trade shows; sporting events; historical re-enactments; horse/dog/pet shows; car and caravan shows; firework displays; street parties; processions; marches; community carnivals; fairs/fetes; large scale religious events.

POLICY

It is the policy of Stockton Borough Council to uphold reasonable standards of public safety at all events in the Borough and to encourage the well being of all residents and visitors at those public events. To aid this, the Council working in partnership with selected agencies, has established an Independent Safety Advisory Group, which is designed to:

- Provide specialist advice to the Local Authority to help it discharge its functions under public event legislation
- Provide an overarching role in enhancing safety at public events by providing advice and assistance to event planners, organisers and licensees
- Provide a forum within which the Council and other agencies may develop a joint approach to crowd safety
- Promote high levels of safety and welfare at all public events

TERMS OF REFERENCE

- To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator/visitor safety.
- To ensure that each member of the group is aware of their individual role within the group and at the event
- To advise the Local Authority in the exercise of its powers under the Licensing Act 2003
- To advise the Local Authority in relation to its duty of care regarding public events that do not require to be certified/licensed.
- To receive and discuss all proposals for public events within the Borough of Stockton with the emphasis on minimising the risk to spectator/visitor safety

Protocol for Stockton Borough Council's Safety Advisory Group

- To receive any relevant reports in relations to matters found during inspections by Group members
- Monitor any matters raised by the Group that have been reported to the Local Authority, other relevant authorities, event licence holders and that these matters are reported back to the Group.
- To consider the advice published in all available guidance documents
- To ensure that there are in existence agreed contingency plans for dealing with major incidents
- To hold a thorough de-brief and make recommendations for improving safety arising from an event
- The Safety Advisory Group may not make any decisions on behalf of the Local Authority. The Local Authority's decision making power is delegated to the Chairperson of the Safety Advisory Group.
- The Core Members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then the person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

MEMBERSHIP OF THE SAFETY ADVISORY GROUP

Core Members:

The Core Members of the Group are the only services/bodies that can make formal recommendations to the Council, through the minutes of the Safety Advisory Group.

Membership:

- Chairperson - Dave Kitching, Stockton Borough Council
- Secretariat – Tara Connor, Stockton Borough Council
- Environmental Health - Rob Llewellyn, Stockton Borough Council
- Licensing - Mick Vaines, Stockton Borough Council
- Building Control – Ray Sullivan, Stockton Borough Council
- Highways - Simon Milner, Stockton Borough Council
- Police - Gary Gamesby, Paul Baker and Wayne Bailey, Cleveland Constabulary
- Fire - Steve Mulholland, Cleveland Fire Brigade
- Dennis Finn – North East Ambulance Service

Invited Representation

The following are considered as persons/bodies that may be invited to a Safety Advisory Group meeting to make a presentation or offer advice to the Group:

- Event Organiser – this may also include License Holder of Safety Officer
- Legal Services representative from the Council
- Democratic Services from the Council
- Other relevant Local Authority service representative, e.g. town centre manager, security managers
- First Aid Providers

Other

Other representatives will be invited/co-opted as appropriate for certain events

Protocol for Stockton Borough Council's Safety Advisory Group

Administration of the Safety Advisory Group

Chairperson: The Chairperson is appointed by Stockton Borough Council

Secretariat: Stockton Borough Council will provide business/administration support to the Safety Advisory Group.

Consultation: The Safety Advisory Group will consult all Core Members, invited representation, other Council services and national bodies as considered appropriate.

Meetings

The Safety Advisory Group shall meet a minimum of 4 times a year, unless any Core Member requests an additional special meeting or series of meetings and these requests will be considered by the chairperson.

The Safety Advisory Group may request an inspection of a public event as determined by the Chair of the Group in consultation with the event management and formal minutes of any inspections will be recorded and circulated to the Core Members of the Group.

Form of Minutes

Each meeting of the Safety Advisory Group will be prearranged to an agenda published in advance of the meeting, with minutes recorded and sent to the Council's Events Board.

The minutes of the meetings will be circulated to the Core Members and other representatives attending.

ROLES AND RESPONSIBILITIES OF CORE MEMBERS

Chairperson

To ensure that the Safety Advisory Group properly discharges the responsibilities delegated to it by the Local Authority

Environmental Health

The service will be represented by the Manager or his/her appointed deputy who will attend all meetings of the Safety Advisory Group.

To act in a coordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for the meetings.

Provide advice and assistance as required and ensure compliance with food safety legislation.

Where the Council is the enforcement authority for health and safety provide advice and assistance as required and ensure compliance.

Provide advice to minimise risk of nuisance from an event. Control noise levels at any event to prevent the occurrence of a statutory noise nuisance.

Protocol for Stockton Borough Council's Safety Advisory Group

Licensing

The service will be represented by the Manager or his/her appointed deputy.

Provide advice and assistance as required on licensing legislation and on the production of the operating schedule to address the concerns of responsible authorities.

Determine whether an event requires licensing and process applications for licences in accordance with statutory requirements.

Coordinate consultations/meetings with relevant agencies/event organisers for licensed events.

Ensure compliance with licence conditions, through, pre and during performance inspections of events.

Ensure compliance with legislation relating to street trading during events in conjunction with the Police.

Building Control

The service will be represented by the Manager or his/her deputy who will attend all meetings of the Safety Advisory Group and advise on:

All technical and legal aspects of legislation within the remit of the Service as they relate to public events, in particular examine details of any proposed temporary stands and stages and other temporary structures and comment upon compliance with the relevant legislation/guidance.

Highways

The service will be represented by the Manager or his/her appointed deputy who will attend all meetings of the Safety Advisory Group.

Liaison with statutory authorities and other organisations, giving advice on and, where necessary, arranging for:

- The maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
- Any road closure or other temporary traffic management measures which may be necessary;
- Liaison with statutory undertakers

Deliver a coordinated, planned and effective response to the network management duty across the Council and to ensure the agreed actions of the group are implemented.

Emergency Services

Each Service will be represented by a person/s of sufficient seniority or his/her appointed deputy who will attend all meetings of the Safety Advisory Group and advise on:

All technical /legal aspects of legislation within the remit of the Service as they relate to public events.

Public safety and crowd management matters referred to in the 'The Event Safety Guide' and other relevant publications.

Protocol for Stockton Borough Council's Safety Advisory Group

Cleveland Constabulary

Providing advice and taking action relating to the prevention and detection of crime

Providing advice and taking action relating to the prevention of/or stopping of breaches of the peace

Enforcement of Traffic regulations within the legal powers provided by statute i.e. road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984)

Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

Special note: 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.

Ambulance Services

While on site to co-ordinate all ambulance services resources, doctors and First Aid agency volunteers within the event.

To ensure that the event cover is all within the event safety guidelines and major incident site evacuation plan.

Cleveland Fire and Rescue Authority

Advise on site issues relating to location, design and access.

Advise of Fire Risk Assessment Fire Safety Precautions and Emergency Evacuation Procedures.

Ensure compliance with licence conditions, through, pre and during performance inspections of events.

General

If, at any time, a representative of any members of the Group witnesses/observes a matter that is the responsibility of another member then they shall inform the responsible member immediately.