

Lisburn & Castlereagh City Council Events Safety Advisory Group

TERMS OF REFERENCE

1.0 INTRODUCTION

Lisburn & Castlereagh City Council (LCCC) Safety Advisory Group (SAG) was established in 2014; it is an advisory group with no legal status but is considered to be good practice.

Safety Advisory Groups (SAGs) have been in existence for many years, to some extent as a consequence of the recommendations of Lord Justice Taylor following his inquiry into the Hillsborough Tragedy of 1989. Whilst this encouraged the establishment of SAGs in relation to football it was also recognised that there are also potential advantages in terms of SAGs for a broad range of other events. LCCC SAG considers the many types of outdoor events hosted in the council area.

2.0 AIM

It is the aim of LCCC to uphold reasonable standards of public safety at all sports grounds/public outdoor events in the area. To achieve this the Council maintains: a Safety Advisory Group (the Group) for sports grounds/public events; and partnerships with selected agencies to offer specialist advice to the Council. This document has been developed to underpin best practice guidance from The Purple Guide and represent a system of governance for the Safety Advisory Group.

2.0 OBJECTIVES

- To advise the Council in the exercise of its powers under the Safety of Sports of Sports Grounds (NI) Order 2006 in respect of safety certification.
- To advise the Council in the exercise of its powers under the Health and Safety at Work (NI) Order 1978 regarding sport grounds/ public events that do not require to be Certified/Licensed.

- To advise the Council in the exercise of its powers under the Local Government (Miscellaneous Provisions) (NI) Order 1985.
- To provide advice and provide assistance to sports grounds certificate holders, event license holders and event planners on public safety related issues.
- To provide a forum within which the Council and other agencies may develop a coordinated approach to participant and spectator safety.
- Consider aspects of and possible changes to the terms and conditions in the General/Special Safety Certificate/ Licensed Conditions.
- To receive any relevant reports in relation to matters found during inspections by Group members.
- To discuss any significant incident with potential safety implications or “near miss” at a sports ground/public event.
- To receive notification of the issue of any prohibition notice and any prosecutions under sports grounds /events legislation.
- To consider the advice published in all available guidance documents e.g. The Purple Guide to Health, Safety and Welfare at music and other events, and the Northern Ireland Guide to Safety at Sports Grounds (the red guide).
- To ensure that as appropriate the Council gives relevant consideration to the Section 75 statutory duties and other related legislation for which the Councils would be responsible.

3.0 TERMS OF REFERENCE

The Safety Advisory Group as such cannot take any decisions on behalf of the Council. The Local Authority’s decision making powers to serve formal notices

are delegated by virtue of enforcement policies to the Head of Service of Environmental Health Service Unit.

The SAG will consider all events planned in the district and decide which event organizers to invite to a SAG meeting. The Group will invite organisers of all events held at a venue holding a Safety Certificate and events where an occasional Entertainment/Liquor licence/Firework licence is required.

In addition the Group will consider inviting organisers on the basis of event information received regarding: event history (if any); planned activities; predicted spectator numbers; likely risk to public safety.

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 that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

All members of the Group are bound by confidentiality. Event management plans, minutes of Group meetings and other documents are considered confidential, intended only for use of the Group and not for public viewing.

4.0 MEMBERSHIP

4.1 CORE MEMBERSHIP

The core members are those authorities whom the certifying/licensing authorities are required to consult under sports ground/licensing legislation and as recommended in the Paragraph 31 of the Final Report into the Hillsborough Stadium Disaster. In paragraph 31 Lord Taylor recommended that:

'To assist the Local Authority in exercising its functions, it should set up an Advisory Group (if this has not already been done) consisting of appropriate members of its own staff, representatives of the police, of the fire and ambulance services and of the building authority. The Advisory Group should consult representatives of the club and of a recognised supporters'

organisation on a regular basis. The Advisory Group's terms of reference should encompass all matters concerned with crowd safety and should require regular visits to the ground and attendance at matches. The Advisory Group should have a chairman from the local authority, and effective procedures. Its resolutions should be recorded and it should be required to produce regular reports for consideration by the local authority'.

- Chair – Director of Environmental Services
- Vice Chair- Head of Service - Environmental Health
- Environmental Health Officers
- Police Service Northern Ireland (PSNI)
- Northern Ireland Fire and Rescue Service (NIFRS)
- Northern Ireland Ambulance Service (NIAS)

All core members must be competent in the field being represented by them. Training requirements of the wider SAG forum will be considered annually.

4.2 INVITED REPRESENTATION

The following will be invited to all Safety Advisory Group meetings:

- Sports ground representation – this may be The Safety Certificate Holder or Safety Officer.
- Event organizer- this may be the License Holder/event organiser or Safety Officer.

The following may be invited to attend the Safety Advisory Group meetings as required:

- First aid service representation.
- South Eastern Health and Social Care Trust
- Transport NI

- Emergency Planning Coordination Officer
- Traffic Management provider
- Crowd Management Company
- Public Transport provider

The above list is not exhaustive. The Chair may invite such other specialist as the Chair feels appropriate to assist the Group fully consider any issue which include local and sub-regional Emergency Planning needs.

5.0 ADMINISTRATION

- **Chair:** The Chair is appointed by the Local Authority.
- **Lead Service:** Environmental Health will act as Lead Service to the Group.
- **Secretariat:** within Environmental Health Service Unit.
- **Consultation:** The Group will consult all core members of the Group, invited representation, other Council Services and national bodies as considered appropriate.

6.0 NOTIFICATION OF EVENTS

Group members will be proactive in identifying planned events in the area. Links with grant funding sections within the Council will provide a means of notification. The Council website will be used to promote the need to notify the Group of an upcoming event.

7.0 MEETINGS

The number of Safety Advisory Group meetings in any year will be flexible and responsive to particular circumstances. The group will plan to meet on a monthly basis with a minimum of quarterly meetings to meet the needs of the Events Planning Cycle.

The Group may request an inspection/s of a sports ground/ public event for a sporting event/ public event as determined by the Chair of the Group in consultation with the sports ground/ event management. Such members as the Group considers appropriate can attend the inspection. A record of the inspection will be circulated to all relevant parties.

8.0 MINUTES

Each meeting of the Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with minutes recorded and circulated to all Group members and to such parties as may be determined by the Chair.

9.0 ROLES AND RESPONSIBILITIES OF THE CORE MEMBERS

9.1 The Chair

- To ensure that the Group properly discharges the responsibilities delegated to it by the Local Authority.
- To ensure that the conditions of the safety certificate/ licence issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis.
- To ensure that the membership of the Group reflects the recommendations in the FINAL REPORT on THE HILLSBOROUGH STADIUM DISASTER.
- To ensure that all meetings of the Group are reported to the Environmental Services Committee.
- To ensure that decisions made by the Safety Advisory Group reflect the policies of the Lisburn and Castlereagh City Council.
- To ensure that due account is taken of the views of all members of the Group, including those attending by invitation.

9.2 The Environmental Health Service Unit

- The Service will be represented by the Head of Environmental Health and appointed deputy. Environmental Health Managers will attend all meetings of the Safety Advisory Group.
- To act in a coordinating role to the 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.
- To provide technical advice and appraisal of published documents relating to Safety of Sports Grounds/ public events and inform on any implications arising.
- To provide technical support to the Group in relation to all matters concerning sports grounds/ licensing legislation and allied legislation.
- To prepare, monitor enforce, review and amend as necessary the General/Special Safety Certificates/ Licence Conditions on a regular basis following consultation with members of the Group.
- To conduct or arrange such additional inspections as may be necessary during a sporting event/ public event to monitor compliance with the conditions of any General/Special Safety Certificate/ Licensing Conditions.
- To identify and take appropriate action in respect of any breach of the General/Special Safety Certificate/ Licensing Conditions.
- To issue, suspend or withdraw Prohibition Notices.
- To contribute any local information that may have a bearing on public safety.

9.3 The Emergency Services

- The service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -
 - All technical/legal aspects of legislation within the remit of the Service as they relate to sports grounds/ public events.
 - Public safety and crowd management matters referred to in the Guide to Safety at Sports Grounds/ The Event Safety Guide, A Guide to Health Safety and Welfare at Music or Similar Events and other relevant publications.
 - Matters relating to the issue, monitoring, enforcement, review or amendment of a General/Special Safety Certificate/ Licence Conditions.
 - Any breaches of the General/Special Safety Certificate/ License Conditions.
 - To contribute any local information that may have a bearing on public safety.