

**CHELTENHAM BOROUGH COUNCIL**  
**SAFETY ADVISORY GROUP**

**TERMS OF REFERENCE**

**1. INTRODUCTION**

- 1.1. Cheltenham Borough Council has established an independent Safety Advisory Group to ensure that large scale 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 Cheltenham.
- 1.2. 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. The focussed approach allows a better planning and better understanding of roles/responsibilities, resulting in a process that facilitates the staging of public events in a safe environment.
- 1.3. Examples of Public Events considered by the Group include, open air concerts and music festivals; trade shows; sporting events; horse/dog/pet shows; car and caravan shows; firework displays; street parties; processions; marches; community carnivals; fairs/fetes; large scale religious festivals.
- 1.4. It is the role of Cheltenham 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 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.

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 smaller events may require the involvement of the SAG depending on the event).

**2. Membership of The Safety Advisory Group.**

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

- Cheltenham Borough Council
- Gloucestershire Highways
- Gloucestershire Constabulary
- Gloucestershire Fire and Rescue Service
- Great Western Ambulance Service

This will form the “Core” SAG which has overall responsibility for events.

Ward councillors will be invited to attend as observers.

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 comprise the following in addition to the representatives from the agencies referred to in paragraph 2.1 above. (where necessary):

- Emergency Planning
- Promoter/Organiser
- Specialist Contractors
- Security Company
- Town Centre Manager
- Hospitals
- St John Ambulance
- Red Cross
- Building Control (Structures)
- Food and Safety
- Pollution Control (Noise)

### **3. Terms of Reference**

- 3.1. To receive and discuss all proposals referred to them by the Events Consultative Group, for public events within Cheltenham Borough with the emphasis on minimising the risk to spectator/visitor safety.
- 3.2. To ensure, as far as possible, that risk to public safety is minimised for all large scale public events.
- 3.3. To develop generic risk assessments/best practice where appropriate.
- 3.4. To ensure that there are in existence agreed contingency plans for dealing with major incidents.
- 3.5. To ensure that events are planned in accordance with current guidance from the Health and Safety Executive
- 3.6. To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 3.7. To ensure that where appropriate, all relevant legal authorities, insurance cover and licenses are obtained.
- 3.8. To monitor compliance with the standards agreed.
- 3.9. To receive any relevant reports in relation to matters found during inspections by group members.

- 3.10. To consider the advice published in all available guidance documents.
- 3.11. To review each event through a formal de-brief and make recommendations where appropriate for improving safety.
- 3.12. To ensure that each member of the Group is aware of their role and area of responsibility within the Group.

The Core Members of the Safety Advisory Group must declare and material conflict of interest in relation to any item put before the Group, prior to any discussion on the matter. If 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.

DRAFT