

CHELTENHAM BOROUGH COUNCIL

SAFETY ADVISORY GROUP

TERMS OF REFERENCE AND OPERATIONAL PROTOCOL

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1. Introduction

Cheltenham Borough Council has established a Safety Advisory Group to ensure public events can take place safely and successfully. Through consultation and joint working between the Council and its partners, the aim is to standardise the approach to all organised events.

An Events Consultative Group (ECG) has also been established to act as an initial consultative forum for events in the Borough. Advice and guidance can be given to event planners and organisers at this stage to help them understand their individual responsibilities and those of other agencies involved.

The formation of a SAG will be dependent upon the nature, size, location and perceived risks, primarily those relating to public safety.

2. Local Authority Policy

- It is the policy of Cheltenham Borough Council to uphold reasonable standards of public safety at all public events held in Cheltenham in order to encourage the wellbeing of the public at those events and to ensure as far as possible that any inconvenience to residents, businesses and the general public arising from the event is minimised.
- The role of the Safety Advisory Group is to aid these objectives for public events through established partnerships with selected agencies offering specialist advice to the authority and the event organisers.
- The role of the group is to consider large scale or specialist public events and their requirements. The group's remit includes outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other large events of a similar nature.

- In general a “large scale public event” will be treated as being an event where more than 500 people are expected to attend, although smaller events may still require the involvement of the SAG.
- Cheltenham Borough Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act taking into account the Council’s Statement of Licensing Policy. It will also take into account any enforcement and other protocols agreed between the council and responsible authorities.
- The Borough Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities where the main activity includes cultural, entertainment, or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of its employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.

3. Membership

- The SAG will consist of a group of core members and invited representatives
- The core members / agencies will be:

Cheltenham Borough Council - lead officers for licensing, public and environmental health, community safety and planning enforcement/building control

Gloucestershire Constabulary

Gloucestershire Fire and Rescue

South Western Ambulance Service NHS Foundation Trust

Gloucestershire Highways

Building Control

- Invited representatives may include:

Relevant officers at Cheltenham Borough Council including those from Legal Services, waste enforcement, property services

Gloucestershire County Council Trading Standards, Emergency Management and Highways

Voluntary First Aid Services

Ubico

Event Organisers

Corporate Health and Safety Advisor

Public Health England

4. Administration

- The Chair will be a representative from the host local authority,
- The relevant service lead will act as lead service to the SAG and sub-groups.
- The local authority will provide the administrative support to the SAG and sub-groups or as agreed,
- The SAG will consult all core members of the SAG, invited representation, other council services and national bodies as considered appropriate,

- The number of SAG meetings will be flexible, determined by particular local circumstances and will be event specific. Any core member may request an additional special meeting or series of meetings; such requests shall be considered by the Chair,
- It will be within the remit of the SAG to constitute smaller working parties to address specific issues relating to the event and venues. The outcomes of any such groups will be reported to the next available SAG.

5. SAG Meetings

- Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded,
- The minutes of the meetings will be circulated to all SAG members, and to such other parties as may be determined by the Chair,
- A summary of meetings of the SAG will be held by the local authority as a public record and be subject to the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 1998,
- The FOIA Inter-Agency protocol adopted by local authorities and other public authorities will operate where information is requested from the SAG records and the involvement of another public authority is necessary prior to the decision about the disclosure or non-disclosure of information.
 - Core members may invite representatives to SAG meetings.
 - Encouraged to take a full part and share their advice and expertise with core members. Their views are entitled to be presented, considered and recorded.
 - All relevant agencies should be represented at a meeting of the SAG or sub group.
 - Any representatives must be suitably briefed and equipped to enable decisions to be made and implemented as necessary.
 - The chair of the group may request an inspection of a site, before, during or after and event in consultation with the event management. Regulator members of the SAG will conduct any inspections/interventions as appropriate and necessary according to the legislation they are authorised under.

6. Terms of Reference

- To ensure as far as possible that risk to public safety is minimised for all large scale public events and that any such concerns raised by the Events Consultative Group are satisfactorily addressed prior to the event commencing,
- To advise on the event, venues and its immediate environs as required,
- 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 take on other safety and public protection functions as agreed,
- To receive reports in relation to matters found during inspections by group members,
- To receive notification of the issue of any Legal Notices and any prosecutions,
- To review each large scale event through a formal debrief and make recommendations as appropriate for improving safety,

- To advise and develop proforma risk assessments / best practice where appropriate,
- To ensure that there are agreed contingency plans in place for dealing with major incidents,
- To monitor compliance within the agreed standards,
- All core members must declare any material conflict of interest in relation to any item put before the group prior to any discussion. If the interest is considered prejudicial then that person should consider if they should withdraw,
- All members of the SAG and associated sub groups will operate within the areas identified as their roles and responsibilities in section 8 below,
- Where a member of the SAG objects to a proposed event the objection will be in line with their identified roles and responsibilities as detailed in section 8 below,
- All members of the group will retain a high degree of professionalism 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,
- The safety advisory group cannot take any decisions on behalf of the Local Authority. The Local Authority's decision making power in respect of licensing matters remains with the relevant committee such as Licensing Committee, or with relevant officers within the Council's approved Scheme of Delegation.
- To feedback to the chair of the events consultative group information relating to any post event reviews, advice and/or recommendations it has made to event organisers.

7. Status of SAG and conflicts of interest

- The 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 their 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 if they should withdraw and be replaced by an appropriate party agreed with the SAG.

8. Roles and Responsibilities of SAG members

Cheltenham Borough Council

Licensing officer

- To determine whether an event needs licensing,
- To ensure that the correct processes are in place where an event requires licensing,
- To process applications for licences in accordance with statutory requirements,
- To coordinate consultations/meetings with relevant agencies and organisers for licensed events. (NB for non-licensed events this is the responsibility of the organiser),
- To propose conditions to be attached to a licence in accordance with the operating schedule and any representations from responsible authorities,

- To ensure compliance with licence conditions both before events and during inspections of events,
- To coordinate debriefs post-event where appropriate,
- To provide advice / guidance as necessary where no formal licence requirement.

Public and Environmental Health

To advise on noise levels at events put before a SAG, to minimise the likelihood of statutory noise nuisance (or breach of land use agreement where the event is taking place on council land), so far as is reasonably practicable.

- To control noise levels at any event to prevent statutory noise nuisance,
- To advise officers in ensuring compliance with food safety / health & safety legislation where the event does not require a licence,
- To provide advice and assistance as required in relation to food safety, health and safety where an event requires a licence,
- To provide technical support to the SAG in relation to the above.

Environmental Health Issues

- To respond to a major incident by activation and mobilising of relevant officers to cater for the threat of death, serious injury or homelessness to a large no. of people. Services may include reception centres and emergency accommodation.

Building Control

- For events to ensure compliance with relevant legislation / guidance in respect of temporary stands, stages and structures.

County Council Highways

- To cater for all authorised events where the highway is affected,
- Provide advice on maintenance of clear and safe routes for emergency vehicles and traffic of all categories, including pedestrians,
- Advise on any traffic management plan including arrange as necessary any road closures or temporary traffic management.

Gloucestershire Fire and Rescue Service

- To deal with site issues relating to location, design, density factors (capacity), barrier configuration, amusements/attractions and concessionaries,
- To advise on access issues in relation to means of entry and egress, siting of ingress/egress routes, migration on and off site, emergency evacuation routes, holding areas and emergency vehicle access/egress,
- To advise on planning issues in relation to major incident plan, emergency evacuation procedures, and fire risk assessment,
- To provide advice on fire safety issues relating to: lighting (normal and emergency), fire warning systems, signage, fire fighting equipment, stewards, water supplies, flammability of fabrics/textiles, pyrotechnics, camp sites, marquees/tents, portable structures, field kitchens, L.P.G. usage and storage, generators (fuel storage etc.),

- To provide advice on legislation relating to: Fire precautions Act 1971, Fire Precaution Workplace Regulations 1997 and Safety at Sports Ground Act 1975.

Gloucestershire Constabulary

- To advise on the prevention and detection of crime,
- Prevention of/stopping breaches of the peace,
- To advise on traffic regulations within legal powers provided by statute i.e. road closure order or traffic regulation order,
- The activation of a contingency plan where there is an immediate threat to life and coordination of resultant emergency service activities,
- 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.

South Western Ambulance Service

- To act as communication link for all first aid, paramedics, doctors and other emergency medical services who are required to attend events and advise on adequate cover for the events,
- To advise on and provide on site coordination and cooperation with all medical ambulance service resources, doctors and first aid volunteer agencies within the event and if the event is large enough to warrant statutory NHS Ambulance Service presence, attend as required or, in the event of a major incident assume command and control of all medical resources on site,
- To ensure that / advise if the event cover is within the event safety guidelines and major incident site evacuation plan,
- To supply a communication system that links the ambulance service and other first aid, emergency services and emergency liaison teams when it is necessary to do so.

Green Space

- Provide guidance where an event takes place on green space owned by the Borough Council,
- To ensure land use agreements are in place with event organisers where activities take place on green space owned by the Borough Council.

Planning Enforcement

- To ensure that the correct procedures are in place and observed in relation to the display of all advertising material,
- To ensure compliance with all related relevant planning legislation.

9. Procedures for dealing with events (what about reviewing events and recommendations for future events?)

The SAG should follow the following procedure:

- The SAG sub group will receive details of the event from the organisers and members will identify further information or action required for the event to proceed safely. The SAG will take into account previous history of an event,
- Proforma or intelligence received by agency,

- Receiving agency notifies other agencies,
- Proposals acknowledged by chair through standard letter,
- At each meeting of the SAG group a diary of events is received,
- The first consideration is does the event require a licence?
- If a licence is required the Licensing team will organise the appropriate meeting with the organisers, emergency services and other agencies as necessary. If the event does not require a licence but the event needs consideration or already holds an appropriate licence the Chair will convene a sub group,
- The chair will be responsible for producing and communicating minutes which will be marked restricted,
- The responsibility for completion of actions lies with the promoter and or appropriate agency,
- Any issues of policy or matters which cannot be resolved by the sub group are to be referred to the SAG.

Existing Major Events

A complete list of all major public events is to be produced by the SAG.

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

SAG Membership and contact details

Name	Organisation	Email and contact number
Barbara Exley	Public Protection Dept: Cheltenham Borough Council	barbara.exley@cheltenham.gov.uk 01242 264220
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CI Steve Gillett	Gloucestershire Constabulary	Steve.gillett@gloucestershire.pnn.police.uk 01242 276127
Ron Curnock	Gloucestershire Constabulary	ron.curnock@gloucestershire.pnn.police.uk 01242 247012
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