



**GOSPORT**  
Borough Council

## **SAFETY ADVISORY GROUP**

# **PROTOCOLS**

## SAFETY ADVISORY GROUP (SAG)

### PROTOCOLS

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## **1 LOCAL AUTHORITY POLICY FOR THE SAFETY ADVISORY GROUP (SAG)**

- 1.1 It is the policy of Gosport Borough Council to uphold reasonable standards of public safety at all public events in Gosport Borough, to encourage the well being of the public at those public events, and ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised. To aid these objectives, Gosport Borough Council maintains a Safety Advisory Group for public events, and has established partnerships with selected agencies which offer specialist advice to the authority.
- 1.2 The role of the Group is to consider large scale 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 scale events of a similar nature.
- 1.3 In general, "large scale public event" will be treated as being an event where more than 500 people are expected to attend, although smaller events may require the involvement of the SAG depending on the event.
- 1.4 The 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, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.
- 1.5 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 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.

## **2 MEMBERSHIP AND ADMINISTRATION**

- 2.1 The SAG will consist of:-
- (a) A group of core members;
  - (b) Invited representatives
- 2.2 The core members will comprise senior officers (or their representatives) from the following agencies:-
- Gosport Council:-
    - Principal Environmental Health Officer
    - Licensing Officer
    - Head of Legal Services
    - Head of Streetscene
    - Head of Building Control
    - Senior Engineer, Traffic Management
    - GBC Emergency Planning
  - HCC Emergency Planning
  - HCC Highways
  - Hampshire Constabulary

- Hampshire Fire and Rescue Services
  - South Central Ambulance Service
  - Maritime Coastguard Agency
- 2.3 The SAG shall be chaired by a representative from the senior management of Gosport Borough Council.
- 2.4 The core members may invite (either from time to time or by a standing invitation) representatives to SAG meetings. Although not formally part of the SAG's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.
- 2.5 Invited representatives may be drawn from any body which the SAG considers appropriate. These may include:-
- The licence holder and/or event organiser (as appropriate)
  - First aid representation
  - Primary Care
- 2.6 Sub-Groups of the SAG will be convened to deal with specific operational issues or events as required. These Sub-Groups will only involve those representatives relevant to the issues in question. The Chairperson or any other core member may request the setting up of a sub-group, and the Chairperson shall invite such representatives as are considered appropriate to meetings of such a sub-group.
- 2.7 The SAG and Sub-Groups may also exchange information and communicate electronically, or by teleconference, if more suitable than holding a physical meeting.

### **3 TERMS OF REFERENCE**

- 3.1 To ensure as far as possible that risk to public safety is minimised for all large scale public events.
- 3.2 To maintain an overview of forthcoming events within the Gosport Borough.
- 3.3 To advise the Local Authority in the exercise of its powers under the Licensing Act 2003.
- 3.4 To advise the local authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions.
- 3.5 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 3.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
- 3.7 To review each large scale event through a formal de-brief (including any significant incidents or "near misses") and make recommendations where appropriate for improving safety.
- 3.8 To advise and develop generic risk assessments/best practice where appropriate.
- 3.9 To monitor compliance with the standards agreed.

- 3.10 The Safety Advisory Group as such cannot take any decisions on behalf of the Local Authority. The Local Authority's decision making power remains with the Licensing and Regulation Committee, or with relevant officers within the Council's approved Scheme of Delegation.
- 3.11 The Local Authority 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.

#### **4 MEETINGS OF THE SAG**

- 4.1 The SAG shall meet as appropriate and any core member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
- 4.2 Where matters arise which require consideration by the Core SAG a meeting may be called at short notice or electronic communication or teleconferencing may be necessary.
- 4.3 All relevant agencies should be represented at a meeting of the SAG or Sub-Group and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary.
- 4.4 The Safety Advisory Group may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chairperson of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. A formal record of the inspection will be circulated to all relevant parties.

#### **5 ROLES AND RESPONSIBILITIES OF MEMBERS OF SAG**

##### 5.1 Chairperson:-

- (a) To ensure that meetings of the Safety Advisory Group take place on a regular basis;
- (b) To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation;
- (c) To ensure Minutes, containing key action points, are taken at each meeting.

##### 5.2 Gosport Borough Council (Licensing Officer)

- (a) To determine whether an event requires licensing;
- (b) To ensure proper processes are in place where event requires licensing;
- (c) To process applications for licences in accordance with statutory requirements;
- (d) To co-ordinate consultations/meetings with relevant agencies/event organisers for licensed events (N.B. Where an event does not require a licence this function will be the responsibility of the event organiser);
- (e) To develop conditions to be attached to a licence in accordance with the Operating Schedule and any representations from responsible authorities;
- (f) To ensure compliance with licence conditions;
- (g) To co-ordinate de-brief after event;

- (h) To provide advice/guidance, as necessary, where event does not require a formal licence;
- (i) To provide technical support to the SAG in relation to the above issues.

5.3 Gosport Borough Council (Head of Legal Services)

- (a) To provide legal advice to the SAG.

5.4 Gosport Borough Council (Principal Environmental Health Officer)

- (a) To specify appropriate noise levels at any event to minimise public nuisance;
- (b) To lead in ensuring compliance with health and safety and food safety legislation;
- (c) To provide advice on environmental health issues relating to the event;
- (d) To provide technical support to the SAG in relation to the above issues

5.5 Gosport Borough Council (Building Control)

- (a) For licensed events - to ensure compliance with relevant legislation/guidance in respect of temporary structures;
- (b) For unlicensed events - to examine details of temporary structures.

5.6 Gosport Borough Council (StreetScene)

- (a) As site lessee and acting as liaison with event promoter, providing guidance on roles and responsibilities and contractual compliance.

5.7 Gosport Borough Council (Licensing Board)

- (a) To determine applications for a premises licence having regard to the Licensing Objectives and relevant representations.

5.8 Hampshire County Council (Emergency Planning Unit)

- (a) To respond to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- (b) To initiate alerting procedures (local authority and voluntary agencies);
- (c) To take responsibility for identification of and equipping (with Health Authority/Primary Care and Police) of a temporary mortuary;
- (d) To act as a member of the event management team and assist in preparation of the Event Major Incident Plan;
- (e) To undertake cross boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority and the ability to provide mutual aid determined).
- (f) To take responsibility for ensuring that arrangements are co-ordinated with the local Authority Major Incident Plan.

## 5.9 Hampshire County Council (Environment Department (Highways))

- (a) The roles and responsibilities of this department are to try to cater for all authorised events where the highway is affected. This will likely include liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:-
  - (i) the maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
  - (ii) any road closure or other temporary traffic management measures which may be necessary;
  - (iii) liaison with the statutory undertakers;

## 5.10 Hampshire Fire and Rescue Service

- (a) To provide advice relating to:-
  - Site Location.
  - Site Design.
  - Density Factors (capacities).
  - Barrier Configuration.
  - Amusements/Attractions.
  - Concessionaires;
- (b) To provide advice on access relating to:-
  - Means of Entry (flow rates).
  - Means of Egress (flow rates).
  - Siting of Ingress/Egress Routes.
  - Migration On Site/Off Site.
  - Emergency Evacuation Routes.
  - Holding Areas.
  - Emergency Vehicle Access/Egress;
- (c) To provide advice on planning relating to:-
  - Major Incident Plan.
  - Emergency Evacuation Procedures.
  - Fire Risk Assessment;
- (d) To provide advice on fire safety relating to:-
  - Lighting (normal/emergency).
  - Fire Warning Systems.
  - Signage (directional/information, etc.).
  - Fire Fighting Equipment.
  - Fire Stewards.
  - Water Supplies.
  - Flammability of Fabrics/Textiles.
  - Pyrotechnics (storage/use/siting).
  - Camp Sites (location/design).
  - Marquees/Tentage
  - Portable Structures
  - Field Kitchens.
  - L.P.G. (usage/storage).
  - Generators (fuel storage, etc.);
- (e) To provide advice on legislation relating to:-

Fire Precautions Act 1971  
Fire Precaution Workplace Regulations 1997  
Regulatory Reform (Fire Safety) Order 2005  
Safety at Sports Ground Act (1975)

#### 5.11 Hampshire Constabulary

- (a) To provide advice on the prevention and detection of crime;
- (b) To provide advice on the prevention of/or stopping of breaches of the peace;
- (c) To provide advice on traffic regulations within the legal powers provided by statute, i.e. a road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984);
- (d) To implement the activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;
- (e) 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.

#### 5.12 South Central Ambulance Service

- (a) To provide advice on medical and first aid provision;
- (b) To provide input where required relating to the Emergency Plan / Major Incident contingencies (which is where SCAS would be deployed to the site and take command of medical providers / facilities);
- (c) To ensure that the event has minimal / no impact on SCAS normal operations;
- (d) To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

#### 5.13 Maritime Coastguard Agency

- (a) To consider the implications of any event on maritime and coastal activity;
- (b) To ensure that all necessary safety requirements are met by event organisers

## 6 NOTIFICATION OF EVENTS

- 6.1 Where an event is notified to a member of the SAG, it is the responsibility of that member to notify, in writing (including e-mail), the other members of the Group.
- 6.2 On receipt of the event notification, the event will be acknowledged and emailed to SAG members.
- 6.3 Where an event involves regulated entertainment or the sale of alcohol or late night refreshment, the Licensing Team of the Environmental Health Section is informed, as a SAG Member, to allow a decision to be made regarding licensing requirements.

### **NB**

When planning an event involving > 10,000 people a minimum of 6 months notice should be sought. For an event involving between 500 – 10,000 people a minimum of 3 months notice should be sought.



## **7 PROCEDURES FOR DEALING WITH EVENTS**

7.1 The following procedure has been approved for use by the Safety Advisory Group:-

- (a) Information received by the Council through completion of on-line SAG notification
- (b) Other agencies notified by email containing SAG notification.
- (c) Proposals acknowledged by Chairperson.
- (d) At each meeting of the SAG Group a diary of events for the forthcoming year is presented. The events diary includes all major events whether licensed or unlicensed.
- (e) Events considered in principle by SAG through email.

SAG decides to either receive presentation or instruct SAG Sub-Group to investigate further.

- (f) The first consideration is whether the event requires a licence.
- (g) If the event requires a licence the Licensing Team will organise the appropriate meetings with organisers, emergency agencies and other agencies as deemed necessary.
- (h) If the event does not require a licence and the SAG or Sub-Group needs to formally consider the event then a meeting will be convened. The organisers, emergency services and other agencies as deemed necessary will be invited to attend.
- (i) The purpose of the SAG or Sub-Group will be to receive details of the event from the organisers and for the emergency services and other agencies to identify further information or action necessary to enable the event to proceed safely.
- (j) The Chairperson will be responsible for ensuring minutes are produced and decisions or recommendations are communicated to all necessary parties (including non-attendees).
- (k) The responsibility for completion of any actions identified at (h) lies with the promoter/appropriate agency.
- (l) Any issues of policy or matters which cannot be resolved by the SAG Sub-Group can be referred to the main SAG.

## **8 GENERAL**

- 8.1 All members of the SAG and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 5 above.
- 8.2 Where a member of the SAG objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 5 above.
- 8.3 All members of the Group will retain a high degree of professionalism and probity 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.
- 8.4 All members of the SAG shall treat information received about a planned event in the course of their roles and responsibilities as confidential and not disclose any such information to a

third party unless necessary by law or the data subject consents.