SAFETY ADVISORY GROUP

PROTOCOLS

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1 LOCAL AUTHORITY POLICY FOR THE SAFETY ADVISORY GROUP

1.1 It is the policy of Fareham Borough Council to uphold reasonable standards of public safety at all public events in Fareham 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, Fareham 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:-

- Fareham Council:-
  - Principal Environmental Health Officer
  - Head of Legal Services
  - Head of Streetscene
  - Head of Building Control
  - Safety/Technical Officer
  - Senior Engineer, Traffic Management
  - Head of Parks
  - Emergency Planning Liaison Officer

- Hampshire Constabulary

- Hampshire Fire and Rescue Services
Safety Advisory Group – Protocols

2.3 The SAG shall be chaired by a representative from Fareham Borough Council.

2.4 The core members may invite (either from time or by a standing invitation) invited 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
- Emergency Planning Unit, Hampshire County Council
- Primary Care Trust
- Hampshire County Council Environment Department (Highways)

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 Chairman or any other core member may request the setting up of a sub-group, and the Chairman shall invite such representatives as are considered appropriate to meetings of such a sub-group.

2.7 The SAG and any sub-groups shall be administered by the Corporate Services Manager.

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 Fareham 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 ensure that there are in existence agreed contingency plans for dealing with major incidents.

3.10 To monitor compliance with the standards agreed.

3.11 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.

3.12 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 a minimum of 4 times per calendar year. 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.

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 Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

5 ROLES AND RESPONSIBILITIES OF MEMBERS OF SAG

5.1 Chair of Group:-

- To ensure that meetings of the Safety Advisory Group take place on a regular basis
- To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation
- To ensure Minutes are taken at each Meeting

5.2 Fareham Borough Council (Licensing Officer)

- To determine whether an event requires licensing.
- To ensure proper processes are in place where event requires licensing.
- 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, food safety and health and safety legislation (where responsibility does not lie with HSE) through, pre and during performance inspections of event.

(g) To co-ordinate de-brief after event.

(h) To provide advice/guidance, as necessary, where event does not require a formal licence.

5.3 Fareham Borough Council (Head of Legal Services)

(a) To provide legal advice to the SAG

5.4 Fareham Borough Council (Environmental Health – Residential and Pollution)

(f) To control noise levels at any event to prevent the occurrence of a statutory noise nuisance

(g) To ensure cleansing issues in the highway are addressed and catered for by the event organiser.

(h) To provide technical support to the SAG in relation to the above issues;

5.5 Fareham Borough Council (Environmental Health – Commercial)

(a) To lead officers in ensuring compliance with food safety/health and safety legislation where event does not require a licence;

(b) To provide advice and assistance as required in relation to food safety, health and safety and street trading where an event requires a licence.

(c) To provide technical support to the SAG in relation to the above issues

5.6 Fareham Borough Council (Building Control)

(a) For licensed events - to ensure compliance with relevant legislation/guidance in respect of temporary stands and stages and other temporary structures

(b) For unlicensed events - to examine details of temporary stands and stages.

5.7 Fareham Borough Council (Leisure Services)

(a) The Team can, at various times, act in the capacity of either:

   (i) The event promoter.
   (ii) As a joint promoter working with an outside body.
   (iii) As site lessee and acting as liaison with event promoter.

The Team’s role and responsibilities will alter depending in which capacity it acts in either (i), (ii) or (iii) above.
(b) as Promoter

The Team will be responsible for complying with all requirements as laid down for the licence and will be responsible for all event organisation.

(c) as Joint Promoter

The Team will clarify roles and responsibilities with the promoter so that SAG is aware of situation and department will work with the joint promoter to ensure compliance with requirements of any licence.

(d) as Site Lessee

The Team will ensure the promoter is given clear guidance on roles and responsibilities and will strive to ensure that contractually the promoter is responsible for stated provision and compliance. The Team will also act in a liaison role, where deemed applicable and appropriate, with other bodies and will strive to ensure the promoter complies with all requirements of the licence. However, the Team cannot accept responsibility for any breaks in compliance.

5.8 Fareham Borough Council (Licensing Board)

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

5.9 Hampshire County Council (Emergency Planning Unit)

(a) Responding 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) Alerting procedures (local authority and voluntary agencies).

(c) Responsibility for identification of and equipping (with Health Authority and Police) a temporary mortuary.

(i) As a member of the event management team and assisting in preparation of the Event Major Incident Plan.

(j) 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).

(k) Responsibility for ensuring that arrangements are co-ordinated with the local Authority Major Incident Plan.

5.10 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;

5.11 Hampshire Fire and Rescue Service

(a) Site Issues relating to:-

Site Location.
Site Design.
Density Factors (capacities).
Barrier Configuration.
Amusements/Attractions.
Concessionaires.

(b) Access Issues 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) Planning Issues relating to:-

Major Incident Plan.
Emergency Evacuation Procedures.
Fire Risk Assessment.

(d) Fire Safety Issues 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) Legislation Issues relating to:-


5.12 Hampshire Constabulary
(a) The prevention and detection of crime.

(b) The prevention of/or stopping of breaches of the peace.

(c) 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) 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.

5.13 South Central Ambulance Service

(a) To act as a communication link for all first aid, Paramedics, Doctors and other Emergency Services who are required to attend events and ensure adequate cover for the events.

(b) While on site to co-ordinate all ambulance service resources, Doctors and First Aid agency volunteers within the event.

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

(d) Also to supply a communications system that links the ambulance service and all other First Aid, Emergency Services and Emergency Liaison Teams when it is necessary to do so.

5.14 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 using the agreed proforma which is included as Appendix (i) of the SAG Protocol.

6.2 Where an event involves regulated entertainment or the sale of alcohol or late night refreshment, the Licensing Team of the Environmental Health Unit must be informed immediately 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) Proforma or intelligence received by agency.
(b) Other agencies notified by proforma by receiving agency.
(c) Proposals acknowledged by Chair with standard letter (Appendix A).
(d) At each meeting of the SAG Group a diary of events for the forthcoming year is presented by the Corporate Services Manager. The events diary to include all major events whether licensed or unlicensed.
(e) Events considered in principle by SAG.

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 Sub-Group needs to consider the event then such a sub-group will be convened by the Chair. The organisers, emergency services and other agencies as deemed necessary will be invited to attend.
(i) The purpose of the SAG 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 Chair, will be responsible for producing minutes of the meetings and communicating those decisions 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 EXISTING MAJOR EVENTS

8.1 A complete list of all existing major public events is to be produced.
8.2 Where possible venues used regularly for events 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).

9 GENERAL

9.1 All members of the SAG and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 5 above.
9.2 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.
9.3 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.
SAFETY ADVISORY GROUP CONTACT LIST (to be completed)

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<th>SECTION</th>
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SAFETY ADVISORY GROUP
NOTIFICATION OF PROPOSED ENTERTAINMENT

SAG Event
application form.pdf
Dear Title, Surname

(DETAIL) – (WHEN)

I have received notification regarding your proposed event as indicated above.

This acknowledgement confirms that all the statutory agencies have been informed about your proposals.

If there are any concerns or if the event is considered to be an event with implications for any of the agencies you will be invited to a Safety Advisory Group meeting where details of your event can be discussed in detail.

Alternatively for small events which have taken place before or where there is no undue concern, individual agencies may contact you separately.

If there is a need for you to attend to discuss the event, I will contact you again. Please comply with any requirements that any of the agencies may request of you and if there is no need to meet, may I wish you well with your event.

Please note that as an organiser you should ensure that you have an adequate risk assessment, employee and public liability insurance as appropriate.

Yours sincerely

Kevin Wright
Chair of Safety Advisory Group
# CONTACT LIST

## Members of SAG

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
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<td>Director Regulatory Services</td>
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<tr>
<td>Kevin Wright</td>
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<tr>
<td></td>
<td>Senior Engineer/Traffic Management GBC</td>
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<tr>
<td></td>
<td>Head of Parks and Services Facilities FBC</td>
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<tr>
<td>John Shaw</td>
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<td></td>
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<tr>
<td></td>
<td>Hampshire Highways</td>
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<tr>
<td>John Dyer</td>
<td>South Central Ambulance Service NHS Trust</td>
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<td>Gary Roe</td>
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<td>Paul Browne</td>
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<td>Ian Ackerman</td>
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</table>
TO: EVENTS ORGANISERS

FROM: [Police]

DATE:

Division Police at [ ] are always keen to assist events organisers in whatever way we can especially community based or charity events. However the number of events within the area has increased dramatically over the last few years and we must consider in each case an option of charging the organisers especially where there is a revenue source created in favour of the organisers.

Each case will be considered on its merits and I would stress that we have no wish to cause the cancellation of events planned for the vicinity. Police Officers are our most valuable commodity and we must consider the effect of their deployment away from the community to police particular events.

We must also consider the efforts that each organiser has made to minimise the effect of the event on the Community and on the local Policing Deployments.

I would ask you as a prospective organiser to consider the following points if required to attend a Safety Advisory Group Meeting.

- Have you drawn up a full risk assessment or allocated a person to do so on your behalf.
- Have you consulted with the Community and considered the implications of the event on that Community.
- If consultation has taken place what has been your feedback and especially consider the possible effect on residence and local businesses.
- As an organiser you are responsible for the safety of the event. Have you sought Insurance cover for the event and are you aware of your responsibilities and liabilities as outlined in the widely available safety guides.
- Is your event properly stewarded or marshalled by responsible persons wearing appropriate clothing and supplied with equipment to enable them to carry out their function.
- Does your event require any road closures or does it have a knock on effect on vehicular or pedestrian traffic.
- Road closures must be notified to the Local Authority well in advance of the event and you must ensure that your plans give all the emergency services proper access to the side throughout the course of the event.
- What communication system have you considered for those who are staffing your event and have you appointed a safety officer who will be in overall charge on the day.
- Does your event have any discernible effect on Community relations in the area especially the more vulnerable groups who live and work locally.
- The Safety Advisory Group must be consulted where an event is likely to attract more than 500 persons and this is a multi agency group that will assist you to plan your event safely and includes all the emergency services as well as Local Authority. It is important that all these services are given as much notice as possible to enable them to assist you.

[ ] Police will continue to assist in the Policing of events within the Winchester District and if you have any queries in respect of the matters outlined in this letter I would be grateful if you would contact the Planning department at [ ] Police Station on [ ].