

Licensing Committee

Monday 27 July 2020 at 2.00 pm

**To be held at To be held as an online
video conference**

The Press and Public are Welcome to Attend

Membership

**Councillors Andy Bainbridge (Chair), Karen McGowan (Chair), Dawn Dale,
Roger Davison, Adam Hurst, Douglas Johnson, Ruth Mersereau, Joe Otten,
Josie Paszek, Vickie Priestley, Bob Pullin, Sioned-Mair Richards, Mick Rooney,
Jim Steinke and Cliff Woodcraft**

PUBLIC ACCESS TO THE MEETING

The Licensing Committee carries out a statutory licensing role, including licensing for taxis and public entertainment.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday.

You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Recording is allowed at Licensing Committee meetings under the direction of the Chair of the meeting. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

If you require any further information please contact John Turner on 0114 273 4122 or email john.turner@sheffield.gov.uk

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**LICENSING COMMITTEE AGENDA
27 JULY 2020**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting.
- 5. Minutes of Previous Meetings**
To approve the minutes of the meetings of (a) this Committee held on 22nd June, 2020 and (b) the Sub-Committee held on 15th, 16th, 23rd, 29th and 30th June, 2020.
- 6. The Second Update and Review of Temporary Emergency Officer Delegations in Response to the situation with Coronavirus (Covid-19)**
Report of the Chief Licensing Officer.
- 7. Safety of Sports Grounds Act 1975 (As Amended) - Revised General Safety Certificates - Designated Sports Stadia**
Report of the Chief Licensing Officer.

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk.

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Licensing Committee

Meeting held 22 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Karen McGowan (Chair), Andy Bainbridge, Dawn Dale, Roger Davison, Adam Hurst, Douglas Johnson, Ruth Mersereau, Joe Otten, Josie Paszek, Vickie Priestley, Bob Pullin, Sioned-Mair Richards, Jim Steinke and Cliff Woodcraft

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1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Mick Rooney.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 No items were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETINGS

4.1 The minutes of meetings of (a) this Committee held on 9th March and 27th April, 2020 and (b) the Sub-Committee held on 16th and 17th March, 14th, 21st and 28th April and 1st June, 2020, be approved as correct records.

5. REVIEW OF EMERGENCY OFFICER DELEGATIONS IN RESPONSE TO THE CURRENT SITUATION WITH CORONAVIRUS (COVID-19)

5.1 The Chief Licensing Officer submitted a report containing a review of the additional temporary delegations granted to the Chief Licensing Officer at the meeting of the Committee held on 27th April 2020, to enable the continued management of the Licensing Service during the ongoing position with Coronavirus (Covid-19). The report was supported by a presentation by Craig Harper (Licensing Strategy and Policy Officer) on the progress made in connection with the delegations since the last meeting on 27th April 2020.

5.2 Mr Harper referred to statistics regarding vehicle test attendance, vehicle test results, hackney carriage and private hire vehicle renewals, driver renewals and vehicle extension requests.

5.3 Members of the Committee raised questions, and the following responses were provided:-

- Whilst there was no definitive answer as to why there was such a high number of drivers not renewing their licences, it was believed that it was due to drivers either shielding from Covid-19, caring for friends or relatives suffering from the virus, or simply not renewing their licences due to a lack of work. There was no indication that any drivers would be leaving the trade.
- Whilst the figures with regard to suspensions following vehicle tests were higher than normal, there were no clear reasons as to why this was the case. It was believed that it could be due to a number of garages not opening during the pandemic, resulting in drivers not being able to take their vehicles for routine maintenance. Officers would continue to monitor this position.
- It was believed that there were sufficient resources within the Licensing Service to deal with all the paperwork required as part of the applications process.
- A proportion of drivers were continuing to work. However, many areas of work were thought to have reduced, including school contract work. Only a small percentage of drivers had not renewed their licences.
- Whilst the Service had provided guidance in terms of the installation of temporary protective screens in private hire vehicles, it was directing drivers to the Department for Transport for more detailed, and up to date, advice on issues, including asking the public to wear face coverings and winding down windows when riding in private hire vehicles. Drivers were also being asked to use masks and sanitiser where possible. City Taxis and Uber were in the process of installing screens in their vehicles, and were providing masks and sanitiser for their drivers. There was no issue regarding hackney carriages.
- It was not clear as to how long the additional temporary delegations would remain in place as this was subject to Government changes in terms of social-distancing measures. Applications for premises licences continued to be considered by the Licensing Sub-Committee where, as part of the applications, premises would be inspected in the normal manner, with social-distancing. The Service was awaiting guidance in terms of officers visiting licensed premises.

5.4 RESOLVED: That the Committee:-

- (a) notes the contents of the report now submitted, together with the information reported as part of the presentation, and the responses to the questions raised;
- (b) agrees to continue with the additional temporary delegations; and
- (c) requests the Chief Licensing Officer to submit a report to the Committee in a

month's time containing details of any changes made by the Government which would have implications for the Licensing Service.

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SHEFFIELD CITY COUNCIL

Licensing Sub-Committee

Meeting held 15 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Karen McGowan (Chair) and Mick Rooney

1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors Roger Davison and Vickie Priestley.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 5 on the agenda (item 4 of these minutes) on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972, as amended.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING - INDIVIDUAL CASES

4.1 The Chief Licensing Officer submitted details in respect of two cases relating to hackney carriage and private hire licensing.

4.2 The licence-holder in Case No. 44/20 did not attend the hearing.

4.3 The applicant in Case No. 45/20 attended the hearing with a representative, and they both addressed the Sub-Committee.

4.4 RESOLVED: That, after consideration of the information contained in the case papers, and the information now reported, and where relevant, circulated at the meeting, the case now submitted be determined as follows:-

<u>Case No.</u>	<u>Licence Type</u>	<u>Decision</u>
44/20	Review of a Hackney Carriage and Private Hire Driver's Licence	In the circumstances now reported, the licence-holder be afforded a further opportunity to attend a hearing.

45/20

Application for a Private Hire
Vehicle Licence

In light of the information now reported, and the responses to the questions raised, the applicant be granted a licence for 12 months, as requested.

SHEFFIELD CITY COUNCIL

Licensing Sub-Committee

Meeting held 16 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Andy Bainbridge (Chair), Dawn Dale and Ruth Mersereau

1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Adam Hurst.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 5 on the agenda (item 4 on these minutes) on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972, as amended.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING - INDIVIDUAL CASES

4.1 The Chief Licensing Officer submitted details in respect of two cases relating to hackney carriage and private hire licensing.

4.2 The applicant in Case No. 46/20 attended the hearing and addressed the Sub-Committee.

4.3 The applicant in Case No. 47/20 attended the hearing and addressed the Sub-Committee.

4.4 RESOLVED: That, after consideration of the information contained in the case papers, and the information now reported, and where relevant, circulated at the meeting, the cases now submitted be determined as follows:-

<u>Case No.</u>	<u>Licence Type</u>	<u>Decision</u>
46/20	Application for a Hackney Carriage and Private Hire	(a) Grant a licence for 12 months on the grounds that the Sub-Committee now considers the applicant to be a fit and proper

	Driver's Licence	person to hold a licence and (b) the applicant be given a written warning as to his future conduct, to remain live for the term of the licence.
47/20	Application for the renewal of a Hackney Carriage and Private Hire Driver's Licence	(a) Grant a licence for 12 months, subject to the applicant completing the Level 2 course – 'Introduction to the Role of Professional Taxi and Private Hire Taxi Driver' and (b) the applicant be given a written warning as to his future conduct, to remain live for the term of the licence.

SHEFFIELD CITY COUNCIL

Licensing Sub-Committee

Meeting held 23 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Andy Bainbridge (Chair), Vickie Priestley and Cliff Woodcraft

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(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

1. APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 No items were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. LICENSING ACT 2003 – PITSMOOR HOTEL, 448 PITSMOOR ROAD, SHEFFIELD, S3 9AY AND STAFFORDSHIRE ARMS, 40 SORBY STREET, SHEFFIELD, S4 7LB

4.1 The Chief Licensing Officer submitted two reports to consider applications, made under Section 51 of the Licensing Act 2003, for the review of the premises licences in respect of premises known as Pitsmoor Hotel, 448 Pitsmoor Road, Sheffield S3 9AY and the Staffordshire Arms, 40 Sorby Street, Sheffield, S4 7LB (Case Nos.43/20 and 42/20, respectively).

4.2 Present at the meeting were James Holding (Barrister for South Yorkshire Police), Ian Armitage (Licensing Enforcement Officer, South Yorkshire Police), Catherine Jarvis (Licensing Officer, South Yorkshire Police), John O'Mally (Licensing Manager, South Yorkshire Police) (Applicant), Paul Greasby (Designated Premises Supervisor and Premises Licence Holder), Greg Fell (Director of Public Health), Sean Gibbons (Environmental Health Officer), Julie Hague (Sheffield Children Safeguarding Partnership), Bill Masini (Trading Standards), Emma Rhodes-Evans (Licensing Enforcement and Technical Officer), Jayne Gough (Licensing Strategy and Policy Officer), Marie-Claire Frankie (Solicitor to the Sub-Committee) and Jennie Skiba (Democratic Services).

- 4.3 Marie-Claire Frankie outlined the procedure which would be followed during the hearing.
- 4.4 Jayne Gough presented the reports to the Sub-Committee, and it was noted that representations had been received from the Sheffield Children's Safeguarding Partnership, the Health Protection Service, Trading Standards, the Department for Public Health and the Licensing Authority and were attached at Appendix "D" to the report. She stated that as Paul Greasby was Designated Premises Supervisor and Premises Licence Holder for both premises, both cases would be heard together.
- 4.5 James Holding presented the cases on behalf of South Yorkshire Police. He stated that there had been multiple reports received by South Yorkshire Police stating that both premises had remained open during the lock down period enforced by the Covid-19 pandemic. On 15th January, 2020, notification had been received from the Licensing Service that the licence for the premises known as Pitsmoor Hotel had been suspended due to non-payment of the licence fee, however the licence fee for the premises was paid on 28th May, 2020.
- 4.6 James Holding then outlined a chronology of events commencing on 23rd March, 2020 following a phone call stating that the Staffordshire Arms public house was still open for business although the new law stating that the premises should be closed on 21st March had come into effect. On this occasion, Mr. Greasby had been spoken to at great length about the new laws and the consequences to him if he continued to be in breach of those laws. Relating to the Staffordshire Arms, on 24th March, 1st and 2nd April, reports were received stating that customers were entering the rear of the premises, stood outside on the driveway, music could be heard from inside the premises and take-away food had been delivered. When Police Officers had attended the premises, there were several used beer glasses on a table inside the pub, but no persons were present. On 4th April, a Prohibition Notice was served on Mr. Greasby by Licensing Officers of Sheffield City Council.
- 4.7 At this stage in the proceedings, photographs taken by the CCTV cameras inside the premises, taken at different angles, of people stood drinking and glasses empty or nearly empty, were shown to the Sub-Committee. An audio clip, believed to have been recorded by Mr. Greasby's ex-partner was played. James Holding stated that Mr. Greasby could clearly be heard stating that he thought the law was a load of rubbish and that he was opening because he had to earn a living.
- 4.8 James Holding stated that letters had been sent to Mr. Greasby on 6th April, advising him of the law with regard to both premises and the consequences should he fail to comply with the law. On 19th April, the Police received a report that Mr. Greasby was still operating on-sales. The following day, a Police Officer attended the Staffordshire Arms and was told that only off-sales, which were permitted, were being sold.
- 4.9 With regard to the Pitsmoor Arms, which was managed by Mr. Greasby's son and his partner, reports were received that, on 19th and 23rd April, customers had been seen entering and leaving the premises via the rear door. Police Officers

attended the premises twice, the first time being unable to enter the premises and on the second attempt, gained access and searched the premises. Ashley Greasby, son of Paul Greasby, and his partner Louise Leggitt, were present on the premises. Ashley Greasby denied that anyone else was inside the premises and that they were no longer selling alcohol on or off the premises. Louise Leggitt later on said that they had been selling off-sales in the form of cans of beers, lagers, etc., and showed the Officers the fridge where they were kept. On hearing noises from the upstairs apartment, Ms. Leggitt initially stated that Police Officers weren't allowed upstairs as her daughter was shielding as she had a long term illness. After being asked to, she agreed to move her daughter to a place upstairs away from officers and only one officer agreed to go upstairs. The Police Officer then went upstairs.

- 4.10 The Sub-Committee was then shown footage of the Police Officer's bodycam which showed three customers, two females found hidden in a wardrobe, and a male blocking a bedroom door, were found upstairs. The explanation given was that they were friends and a gas fitter, although no tools were present. Five notices were served on those persons for breaking the rules by leaving their homes during lock down. The following day, 24th April, a Prohibition Notice was served on the Pitsmoor Arms, by the City Council's Licensing Service. On 28th April, notices of a review of the licences for both premises were served.
- 4.11 Greg Fell referred to the letter he had submitted and which was contained in both reports and stated that its contents speak for itself. He outlined his concerns when informed of serious breaches of the Health Protection Coronavirus Regulations by two local licensees by allowing members of the public to congregate in and around the premises, contravening social distancing guidance. Greg Fell stated that when the breaches occurred, at the beginning of April, the virus was close to its peak and the risk of infection prevalent. Greg Fell said that he had spoken to doctors and nurses who had taken care of those who had subsequently died of the virus in the most horrendous way. He said that the law had been a pain, but it was there to save lives.
- 4.12 In response to the evidence already submitted, Mr. Greasby asked how many reports had been received from individual people. He was informed that there had been various reports made by six individuals.
- 4.13 Sean Gibbons referred to his comments contained within the reports which summarised his concerns at the blatant disregard for the emergency legislation which had been introduced to help reduce the spread of Covid 19 and fully supported the actions taken by his colleagues regarding the service of prohibition notices and applications to review the premises licences of both public houses.
- 4.14 Julie Hague stated that when she was in receipt of the application for review of the premises licence regarding the Pitsmoor Arms, on investigation she was informed that a new born baby was on the premises when members of the public were in breach of public health and licensing regulations. Ms. Hague was also aware that a vulnerable person was also put at risk by a blatant disregard for public safety and the lack of due diligence. She said that in 2007, agreement had been reached, to ensure a safe environment for all, whether those persons lived,

worked or visited a licensed premise, and the four core licensing objectives were promoted at all times.

- 4.15 Emma Rhodes-Evans reiterated the comments already made and stated that the licence holder, by continuing to open the premises, had shown a total disregard to the Government's guidance and failed to demonstrate a level of responsibility and due diligence that was required to operate premises responsibly and had clearly undermined public safety and the prevention of crime and disorder. She stated that Mr. Greasby may have exposed himself and others to increasing risk of harm posed by the virus and therefore she supported the applications to revoke the licences.
- 4.16 Bill Masini fully supported the evidence already presented to the Sub-Committee and referred to the blatant disregard shown by the licensee at putting public safety at risk. He said that he had no confidence that the management of these premises would ensure social distancing and any other rules to be announced by the Government as further lock down measures are relaxed, would be enforced.
- 4.17 Paul Greasby stated that with regard to the audio tape that had been played, it had been a private argument between himself and his ex-girlfriend. He said that she had been trying to wind him up into saying things that he would not say in public. Paul Greasby referred to the CCTV photographs and said that they could have been taken at any time, by his ex-girlfriend, as there was no time and date on them. Mr. Greasby referred to the Pitsmoor Arms and stated that his son had told him when the Police had arrived at the premises, he had told them they could look in the cellar if they so wished, and he felt that everything that had happened upstairs was private and that he could not tell his son how to run his private life.
- 4.18 In response to questions from Members of, and the Solicitor to, the Sub-Committee, Paul Greasby said that he had never sold alcohol in the Staffordshire Arms to members of the public during lock down and as far as he was aware, alcohol had not been sold at the Pitsmoor Arms during the same period. He said that his ex-girlfriend had access to CCTV and could have taken the photographs at any time and reiterated that the times and dates on the photographs did not match up to Police evidence. In response to this, James Holding said that the CCTV images had been obtained on 2nd April and shared with South Yorkshire Police on 3rd April. When asked about why he had not paid the licence fee for the Pitsmoor Arms, Mr. Greasby said that it had been an oversight and that he only became aware that it had not been paid in May. Mr Greasby confirmed to James Holding, after being asked if he had continued to sell alcohol in the time when the premises licence was under suspension, that he did do this as he was unaware of the situation with the fee.
- 4.19 Paul Greasby said he had never sold on sales during the lock down period and that each time the Police had received a report to say that he was serving, nothing was ever found and they went away satisfied. In response to questions regarding 10-15 people seen inside and outside the Staffordshire Arms and multiple pint glasses inside, Mr. Greasby said that close by there were two caravans occupied by "tarmac-ers" and they were the people seen in the vicinity probably drinking their own beer. He said that he pulled himself pints of beer to

empty the kegs and probably used a clean glass each time, this thereby being the reason for the number of used glasses inside the premises. Paul Greasby said that his premises had been raided nine times, that it had been reported on the front page of the Star newspaper and that he had received death threats. In response to further questions, Paul Greasby said that the day-to-day running of the Pitsmoor Arms was down to his son, that he was aware of the regulations and didn't know why he had people hiding upstairs. With regard to conflicting information from his son and partner about off-sales, he said his son had asked him for advice about off-sales and thought that he had adhered to it. He added that Louise Leggitt holds a Personal Licence so knows the rules. Paul Greasby said that he had only seen the evidence that had been presented at today's hearing the day before, and had had strong words with his son with regard to the photographs and bodycam evidence.

- 4.20 James Holding summed up on behalf of the applicants reiterating the points made in his submission.

At this stage in the proceedings, Mr. Greasby lost connection, so the meeting was adjourned until he could re-join the meeting.

- 4.21 Sean Gibbons stated that he had a complete lack of confidence in the premises being operated responsibly and safely.

- 4.22 Bill Masini summed up the case on behalf of Trading Standards and stated that he had little confidence that Mr. Greasby would adhere to Government guidance when restrictions are relaxed.

- 4.23 Emma Rhodes-Evans summed up by supporting the representations made by the other Responsible Authorities.

- 4.24 Paul Greasby summed up by stating that the argument was between himself and a woman scorned, and that he was shocked at the evidence shown at the Pitsmoor Arms and now felt that he needed some professional advice. He apologised for the trouble he had caused by his actions.

- 4.25 Jayne Gough outlined the options open to the Sub-Committee.

- 4.26 RESOLVED: That the attendees involved in the application be excluded from the meeting before further discussion takes place on the grounds that, in view of the nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraph 5 of Schedule 12A to the Local Government Act 1972, as amended.

- 4.27 Marie-Claire Frankie reported orally, giving legal advice on various aspects of the application.

- 4.28 RESOLVED: That, in the light of the information contained in the reports now submitted, and the representations now made, the premises licences in respect of the premises known as Pitsmoor Hotel, 448 Pitsmoor Road, Sheffield S3 9AY and the Staffordshire Arms, 40 Sorby Street, Sheffield, S4 7LB (Case Nos.43/20 and

42/20, respectively) be revoked.

(The decisions will be relayed to all interested parties following the meeting and the full reasons for the Sub-Committee's decisions will be included in the written Notices of Determination.)

SHEFFIELD CITY COUNCIL

Licensing Sub-Committee

Meeting held 29 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Karen McGowan (Chair), Dawn Dale and Mick Rooney

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(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Douglas Johnson.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 4 on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraph 7 of Schedule 12A to the Local Government Act 1972, as amended.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES LICENCE

4.1 The Chief Licensing Officer submitted a report to consider an application for the grant of a premises licence made under Section 17 of the Licensing Act 2003 (Ref No. 39/20).

4.2 Present at the meeting were the applicant, Catherine Jarvis and James Ketteringham (South Yorkshire Police), Julie Hague (Sheffield Safeguarding Children Partnership), Marie-Claire Frankie (Solicitor to the Sub-Committee), Jayne Gough (Licensing Policy and Strategy Officer) and John Turner (Democratic Services).

4.3 Marie-Claire Frankie outlined the procedure which would be followed during the hearing.

4.4 Jayne Gough presented the report to the Sub-Committee, and it was noted that

representations in respect of the application had been received from South Yorkshire Police, Sheffield Children Safeguarding Partnership and the Health Protection Service, and were attached at Appendix 'B' to the report. Sean Gibbons (Health Protection Service) was not able to attend the meeting, and his representations, which had been omitted from the agenda pack, had been circulated to all parties prior to the meeting.

- 4.5 James Ketteringham reported on the objections of South Yorkshire Police to the application, referring to the information contained in the papers, and circulated prior to the meeting, which highlighted a number of issues with regard to the operation of the premises. Mr Ketteringham stated that, as well as all the incidents now referred to, the police did not consider the applicant to be a fit and proper person to be granted a licence.
- 4.6 Mr Ketteringham responded to a number of questions raised by Members of the Sub-Committee with regard to the representations now made.
- 4.7 The applicant put forward his case, providing an explanation as to the incidents now referred to, stressing that despite the issues, he was willing to work with the responsible authorities in connection with the operation of the premises.
- 4.8 The applicant responded to a number of questions raised by Members of, and the Solicitor to, the Sub-Committee, Jayne Gough, Julie Hague and James Ketteringham.
- 4.9 All the parties present summarised their cases.
- 4.10 Jayne Gough reported on the options available to the Sub-Committee.
- 4.11 RESOLVED: That the attendees involved in the application, apart from Julie Hague, be excluded from the meeting before further discussion takes place on the grounds that, in view of the nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraphs 2 and 5 of Schedule 12A to the Local Government Act 1972, as amended.
- 4.12 Julie Hague reported on a number of incidents relating to safeguarding, which she could not report in front of the other attendees on the basis that the people involved could be identified.
- 4.13 Julie Hague then left the meeting.
- 4.14 Marie-Claire Frankie reported orally, giving legal advice on various aspects of the application.
- 4.15 RESOLVED: That, in the light of the contents of the report now submitted, together with the additional information circulated and the representations now made, including the responses provided to the questions raised, the application for a premises licence in respect of the premises now mentioned be not granted (Ref No. 39/20).

(The decision will be relayed to all interested parties following the meeting and the full reasons for the Sub-Committee's decision will be included in the written Notice of Determination.)

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SHEFFIELD CITY COUNCIL

Licensing Sub-Committee

Meeting held 30 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020).

PRESENT: Councillors Andy Bainbridge (Chair), Joe Otten and Josie Paszek

.....

1. APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 RESOLVED: That the public and press be excluded from the meeting before discussion takes place on item 5 on the agenda (item 4 of these minutes) on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972, as amended.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING - INDIVIDUAL CASES

4.1 The Chief Licensing Officer submitted details in respect of three cases relating to hackney carriage and private hire licensing.

4.2 The licence holder in Case No. 48/20 attended the hearing with a representative, and they both addressed the Sub-Committee.

4.3 The licence holder in Case No. 49/20 attended the hearing and addressed the Sub-Committee.

4.4 The licence holder in Case No. 44/20 attended the hearing and addressed the Sub-Committee.

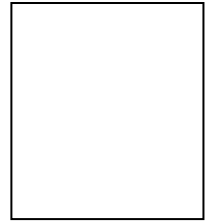
4.5 RESOLVED: That, after consideration of the information contained in the case papers, and the information now reported, and where relevant, circulated at the meeting, the cases now submitted be determined as follows:-

<u>Case No.</u>	<u>Licence Type</u>	<u>Decision</u>
-----------------	---------------------	-----------------

48/20	Review of a Hackney Carriage and Private Hire Driver's Licence	Lift the suspension.
49/20	Review of a Hackney Carriage and Private Hire Driver's Licence	The licence holder be issued with a final written warning with regard to his future conduct and he be required to take the Level 2 - Introduction to the Role of the Professional Taxi and Private Hire Driver course.
44/20	Review of a Hackney Carriage and Private Hire Driver's Licence	The licence holder be issued with a written warning with regard to his future conduct, with such warning to remain live for the term of his current licence



SHEFFIELD CITY COUNCIL Committee Report



Report of: Chief Licensing Officer & Head of Licensing

Date: 27th July 2020

Subject: The Second Update & Review of Temporary Emergency Officer Delegations in response to the current situation with Coronavirus (Covid-19)

Author of Report: Stephen Lonnia

Summary: To review the additional delegations given to the Chief Licensing Officer and Head of Licensing to enable the ongoing management of the Licensing Service during the ongoing situation with Coronavirus (Covid-19)

Background Papers: Not applicable

Category of Report: OPEN

Report of the Chief Licensing Officer & Head of Licensing to the Licensing Committee

Ref 61/20

The Second Update & Review of Temporary Emergency Officer Delegations given to the Chief Licensing Officer & Head of Licensing

1.0 Purpose of the report:

1.1 To review the additional temporary emergency delegations to the Chief Licensing Officer & Head of Licensing to enable the continued management of the Licensing Service during the ongoing position with Coronavirus (Covid-19)

2.0 Background:

2.1 Members will be aware that on the 27th April 2020 a report was placed before the licensing committee as the Licensing Service were facing very different and difficult challenges as they responded to the outbreak of Covid-19 and the associated lockdown.

2.3 At the meeting of the 27th April 2020, in brief, the committee resolved that it:-

- (b) approves the proposal to deal with Covid-19-related issues by decision makers, departing from policy where appropriate rather than seeking a wholesale change of existing policies;
- (c) agrees that temporary, additional delegated powers be granted to the Chief Licensing Officer with regard to the determination of all applications for the grant, renewal, transfer and variation of licences, permits and consents in relation to the licensing systems referred to in the report now submitted

2.4 It was also resolved the Chief Licensing Officer & Head of Licensing submit a bi-monthly report to the Licensing Committee to enable a review and more detailed discussion of individual cases where delegated powers had been used.

3.0 Temporary Emergency Officer Delegated Powers

3.1 The temporary delegated powers have been in place for twelve weeks, since the meeting on the 27th April 2020.

3.2 Although they have only been used sparingly in several different licensing systems, and mostly for minor administrative decisions, they have been extremely useful and we believe this is an example of best practice.

3.3 The Licensing Service has used the delegated powers to make decisions on the following systems:

a. Taxis

- Renew vehicle licences beyond existing age limits
- Stop undertaking intermediate vehicle tests

- Stop undertaking compliance part of vehicle test (restarted 1st July)
 - Licence deferral scheme
 - Licence plate surrender / retention scheme
 -
- b. Animal Health Licensing
- Short term extension of licences
- c. Street Trading
- Issue of short term consents
- d. Civil Marriage Registration
- Renewal of licence without inspection of premises
- e. Pavement Cafes
- New temporary pavement café scheme

4.0 Financial Implications

- 4.1 There are no financial implications arising from the Temporary Emergency Officer Delegation itself.
- 4.2 However, the Licensing Service is facing a projected financial deficit at the end of the 20/21 financial year. Currently this is projected to be around £200K at this moment in time, this may increase depending on the future situation with the current Covid-19 pandemic.

5.0 Legal Implications

- 5.1 The Temporary Emergency Officer Delegations have no legal implications.
- 5.2 Following the declaration of the Covid-19 Pandemic and the country being placed in lockdown in March, the service has adjusted its method / style of operation and has endeavoured to provide critical service(s) at all times.
- 5.3 The service has had to respond to the release of new legislation, regulations and guidance that has been constantly revised as the pandemic / lockdown has lifted. This includes:-
- The Coronavirus Act 2020
 - The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020
 - Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services – updated 10th July 2020
 - Closing certain businesses and venues in England – guidance updated 9th July
 - Local Transport COVID-19 Response, Department for Transport

5.4 There are now only a handful of premises and activities that remain closed / significantly restricted; these include:

- Large Scale Events (Concerts / Festivals etc.)
- Casinos
- Nightclubs
- Sexual Entertainment Venues
- Sporting Events (Played behind closed doors)

6.0 Recommendations

6.1 To note the contents of this report and the verbal presentation given by the Chief Licensing Officer & Head of Licensing and leave the delegations in place.

7.0 Options

7.1 To amend the delegations and review in two months

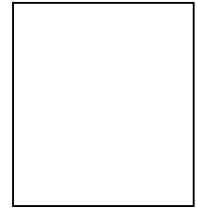
7.2 To leave the delegations in place and review in two months

7.3 To remove the delegation

Stephen Lonnia
Chief Licensing Officer & Head of Licensing
27th July 2020



SHEFFIELD CITY COUNCIL Committee Report



Report of: Chief Licensing Officer & Head of Licensing

Date: 27th July 2020

Subject: **Revised General Safety Certificates –
Designated Sports Stadia**

Author of Report: Stephen Lonnia

Summary: To notify members of the issue of revised general safety certificates to Bramall Lane and Hillsborough stadiums in response to the Covid pandemic

Background Papers: Attached Documents

Category of Report: OPEN

**REPORT OF THE CHIEF LICENSING OFFICER (HEAD OF LICENSING)
TO THE LICENSING COMMITTEE**

62 / 20

Safety of Sports Grounds Act, 1975 (As Amended)

**Sheffield Wednesday FC – Hillsborough Stadium
Sheffield United FC – Bramall Lane Stadium
Designated Stadium General Safety Certificates**

1.0 PURPOSE

- 1.1 To inform members of the decision of the Chief Licensing Officer (Head of Licensing) to grant a General Safety Certificate in respect of Hillsborough Stadium, Sheffield Wednesday FC and Bramall Lane Stadium, Sheffield United FC.

2.0 INTRODUCTION

- 2.1 The Secretary of State has designated both the Hillsborough Stadium and Bramall Lane Stadium as stadiums requiring a General Safety Certificate under the Safety of Sports Grounds Act 1975 (as amended) (the 1975 Act).
- 2.2 Both stadiums have had a General Safety Certificate in place since the introduction of the legislation in 1975.
- 2.3 The Local Authority are the Certifying Authority under the 1975 Act and may issue a General Safety Certificate for stadia situated in the area.

3.0 BACKGROUND

- 3.1 The ongoing Covid 19 pandemic caused the postponement of football fixtures in March 2020.
- 3.2 Following the advice of HM Government, fixtures resumed in June 2017. Spectators were specifically excluded from attending the fixtures, more commonly known as playing behind closed doors.
- 3.3 The nature of the conditions upon which fixtures were allowed to resume meant that the safety certificates for the respective football stadia in the city required some amendment.
- 3.4 Officers have taken advice from both HM Government and the SGSA (Sports Grounds Safety Authority) in producing the revised documents.
- 3.5 The General Safety Certificate in respect of the Hillsborough Stadium was issued on 19th June and the Bramall Lane Stadium on 26th June 2020 by the Chief Licensing Officer (Head of Licensing) Mr Lonnia. Copies of the Certificates are appended to this report.
- 3.6 Copies of the General Safety Certificate have been served on South Yorkshire Police and the Sports Grounds Safety Authority.

4.0 TERMS AND CONDITIONS

4.1 The General Safety Certificate sets out a range of terms and condition that must be complied with at all times the certificate is in force.

4.2 The terms and conditions include such issues as:-

- Safety Management
- Medical Services
- Policing
- Stewarding
- Capacity
- Alcohol
- Inspections and Tests
- Emergency Procedures

5.0 ADVERTISEMENT

5.1 In accordance with the legislation, the issue of the revised General Safety Certificates was advertised in the Sheffield Telegraph on the 2nd July.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications for the Council arising from this report.

7.0 RECOMMENDATION

7.1 To note the decision of the Chief Licensing Officer (Head of Licensing) to grant revised general safety certificates in respect of the Hillsborough Stadium, Penistone Road, Sheffield, S6 1SW and Bramall Lane Stadium, Bramall Lane, Sheffield, S2 4SU

Steve Lonnia
Chief Licensing Officer
(Head of Licensing)

27th July 2020

SHEFFIELD UNITED F.C.

Bramall Lane Stadium



GENERAL SAFETY CERTIFICATE

June 2020 (Covid Measures)

SHEFFIELD CITY COUNCIL

SHEFFIELD CITY COUNCIL

SAFETY OF SPORTS GROUNDS ACT 1975
(AS AMENDED)

GENERAL SAFETY CERTIFICATE

SHEFFIELD UNITED FOOTBALL CLUB
BRAMALL LANE STADIUM
SHEFFIELD
S2 4SU

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LICENSING SERVICE
PLACE PORTFOLIO
Block C, Staniforth Road Depot,
Staniforth Road, Attercliffe
SHEFFIELD
S9 3HD

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GENERAL SAFETY CERTIFICATE
SHEFFIELD UNITED FOOTBALL CLUB

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PREFACE TO THE SAFETY CERTIFICATE

1.0 GENERAL

- 1.1 The standards of safety to be achieved as laid down in this certificate are based on recommendations contained in the Guide to Safety at Sports Grounds published by The Stationery Office applicable to designated sports grounds and the final recommendations of Lord Justice Taylor in his final report on the Hillsborough Stadium Disaster.
- 1.2 The owner, the holder (Chief Operating Officer / Operations Director) of a safety certificate and any directors with ground management control has primary responsibility for the safety of people within the stadium. They should take legal advice on the consequences of failing to ensure reasonable safety at the sports ground.

2 OFFENCES AND PENALTIES

- 2.1 It is an offence for the holder (Chief Operations Officer / Operations Director) or any responsible person to:
- (a) Contravene any term or condition of this certificate;
 - (b) Admit spectators to the sports ground at any time when a safety certificate is not in force;
 - (c) Admit spectators to the sports ground in contravention of a court order.

The penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction and indictment, a fine or imprisonment not exceeding 2 years or both.

- 2.2 It is an offence to:

Fail to give notice of an alteration or extension to the sports ground or obstruct an authorised officer carrying out his duties under the act.

The penalty is, on summary conviction, a fine not exceeding the statutory maximum.

3 POWERS OF ENTRY AND INSPECTION

In accordance with Section 11 of the Safety of Sports Grounds Act 1975 (as amended) a person authorised by:

- (a) the Local Authority;
- (b) the Chief Officer of Police;
- (c) The Secretary of State

may, on production if so required of his authority, enter a sports ground at any reasonable time, and make such inspection of it and such enquiries relating to it as he considers necessary for the purposes of this act, and in particular may examine records of attendance at the ground and records relating to the maintenance of safety at the ground, and take copies of such records.

4 ALTERATIONS AND EXTENSIONS

- 4.1 In accordance with Section 8 of the 1975 Act, if while a general safety certificate is in operation with respect to a sports ground, it is proposed to alter or extend that sports ground or any of its installations and the alteration or extension is likely to affect the safety of persons at the sports ground, the holder of the certificate shall, before the carrying out of the proposals is begun, give notice of the proposals to the certifying authority / council
- 4.2 Sub-Section 4.1 above in particular requires notice when it is proposed to alter the entrances to or exits from a sports ground or any part of it including any means of escape in case of fire or other emergency or the means of access to any such entrances or exits.

5 RIGHT OF APPEAL

The act makes provision for appeal against decisions of the local authority or against the inclusion of any terms and conditions imposed by the certificate. The time limit within which appeals must be lodged and the procedures to be followed are set out in the Safety of Sports Grounds Regulations 1987 (SI. 1987 No. 1947).

SUFC GSC (COVID) 2020 FINAL

SHEFFIELD CITY COUNCIL

SAFETY OF SPORTS GROUNDS ACT 1975 (AS AMENDED)

GENERAL SAFETY CERTIFICATE

Address of premises for which this certificate is issued

Sheffield United Football Club
Bramall Lane
Sheffield
S2 4SU

Occupier of the premises and holder of the certificate

Sheffield United Football Club
(Chief Operating Officer/ Operations Director)

Use of the premises in respect of which this certificate is issued.

Football matches, rugby matches (union and league), hockey, marching band displays, religious conventions where spectators are restricted to the seated stands; to view a star screen, television or cinema screen sited on the infield area where spectators are restricted to the seated stands; and entertainment ancillary to any of the above.

Any events which the holder considers to fall outside of the above will be considered by the certifying authority and Safety Advisory Group (if appropriate) upon receipt of written application and reasoning.

(N.B. All music concerts; religious conventions and any other event where spectators are permitted onto the pitch area are specifically excluded. A special safety certificate is required for these events.)

1. This certificate is issued by Sheffield City Council in respect of the premises described above, being a sports ground designated by order under section 1 of the Safety of Sports Grounds Act 1975 (as amended) as a ground requiring a safety certificate.
2. The terms and conditions set out in the schedules attached hereto are hereby imposed.
3. The terms and conditions hereby imposed are those which the Sheffield City Council consider necessary or expedient to secure reasonable safety at the

sports ground when it is in use for an activity in respect of which this certificate is issued.

4. The words used in the certificate and the schedules attached hereto have the meaning assigned to them by Schedule 1 to this certificate and Section 17 of the Act.
5. The schedules and plan attached hereto all form part of the certificate. (see schedule 8 condition 5, plans regulations)
6. The certificate commences on **26th June 2020** and will remain in force until amended, replaced, transferred, surrendered or revoked by the Sheffield City Council (The Certification Authority).

Date 26th June 2020

Signed

Steve Lamin

The Chief Licensing Officer and Head of Licensing
on behalf of and duly authorised by
The Sheffield City Council.

Block C, Staniforth Road Depot,
Staniforth Road, Attercliffe
SHEFFIELD
S9 3HD

SUFC GSC (COVID) 2020

SCHEDULE 1

SHEFFIELD CITY COUNCIL

Interpretation of General Safety Certificates issued by the Council

<u>Word/Phrase</u>	<u>Meaning</u>
The Act	The Safety of Sports Grounds Act 1975 including any modification or re-enactment thereof and any subordinate legislation made thereunder.
Authorised Officer	Any Police Officer, any Officer of the South Yorkshire Fire and Rescue Authority, any Officer of the Sheffield City Council who is authorised in writing by the Chief Licensing & Head of Licensing.
The Certificate	The written general safety certificate issued by the council under the act to the holder of which this interpretation document forms part.
The Council	The Sheffield City Council [Certifying Authority].
The Guide	The current edition of the "Guide to Safety at Sports Grounds" published by HM Government or any succeeding code or guidance produced by HM Government.
The Holder	The (Chief Operating Officer / Operations Director) to whom the General Safety Certificate has been issued.
Person(s) Present At or Persons Attending The Event (or similar)	Any person, including (but not limited to) spectators, employees, visitors. In certain circumstances, this may also extend to passers by etc.
Specified Activity	Football matches; rugby matches (union and league); hockey; marching band displays; religious conventions where spectators are restricted to the seated stands; to view a star screen, television or cinema screen sited on the infield area where spectators are restricted to the seated or terrace areas; and entertainment ancillary to any of the above.

Any events which the holder considers to fall outside of the above will be considered by the certifying authority and Safety Advisory Group (if appropriate) upon receipt of written application and reasoning.

(NB All music concerts; religious conventions and any other event where spectators are permitted onto the pitch area are specifically excluded. A special safety certificate is required for these events.)

Spectator	Has the meaning assigned to it by the act
The Sports Ground	The Bramall Lane Stadium, Sheffield United Football Club, Bramall Lane, Sheffield.
Safety Stewards	A safety steward is a steward who has the responsibilities specified in condition 6 of schedule 2 to the safety certificate.
Void	A space beneath a stand, an access or an egress route not open to the general public where combustible materials could accumulate.
Safety Officer	A person who has the responsibilities specified in 1.1 and 1.2 of Schedule 2 of the safety certificate and set out in chapter 3 of the Guide to Safety at Sports Grounds.
Chief Safety Steward	A person appointed by the holder or safety officer and is responsible to the safety officer whose duties specifically include the management and supervision of all appointed safety stewards.

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SCHEDULE 2

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

1 GENERAL SAFETY

1.1 The holder shall appoint, in writing, at least one safety officer who has full authority to:

- (a) take responsibility for safety at the ground;
- (b) implement and supervise safety measures; and
- (c) shall comply with the prescribed responsibilities / duties detailed in Schedule 13 of this certificate as a minimum.

A safety officer or his approved nominee shall;

- (a) be in charge of the sports ground and the holder's employees; and
- (b) be in attendance at the sports ground and in direct personal communication with a central control point during a specified activity;
- (b) inform the police commander or his deputy (if present) of his name and contact point prior to members of the public being allowed into the premises for a specified activity.

1.2 The holder shall ensure that, whilst provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the link below and / or in Appendix A of this general safety certificate are followed. The holder will also ensure that the same provisions are included within the Operations Manual and are followed.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>

1.3 The holder (and the safety officer) shall take all necessary precautions to ensure the reasonable safety of spectators admitted to the sports ground and shall ensure that all responsible persons (as defined in Section 12(2) of the Act) are completely familiar with their duties under that act and this certificate.

1.4 The holder shall provide and maintain such signs or notices of such type, size and design as the council may from time to time reasonably require for reasons of public safety.

1.5 The holder shall ensure that the signs or notices so required are clearly legible so that they can easily be read at all times.

- 1.6 The holder shall take all possible steps to ensure that no materials that are capable of being used as missiles are accessible to spectators.
- 1.7 The holder shall identify and periodically inspect (periodically shall mean a minimum of twice a year) any void beneath a stand or an access or egress route. The holder shall ensure that there is no accumulation of debris, rubbish etc. in these "void" areas. The holder shall keep a written record detailing all "void" areas within the sports ground and the date, time, result and any action taken in respect of each inspection.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

2 MEDICAL SERVICES

- 2.1 (a) The holder shall provide and maintain at the sports ground to the satisfaction of the council a suitably equipped first aid room and shall arrange for the attendance of such number of qualified first aid attendants as the council may require, but in any event there shall be in attendance at least one first aid attendant for every 1,000 (or part thereof) spectators and no event shall have fewer than 2 first aid attendants. The attendants duties shall only relate to the administering of first aid.
- (b) The first aid room shall be capable of being lit by both the general lighting and the emergency lighting and shall be easily identified by means of signs.
- (c) The first aid room shall be designated a 'No Smoking Area' and at all times be kept clean and tidy.
- (d) The first aid room shall be clearly identified as such and its location publicised and made known to staff and safety stewards.
- (e) The holder shall ensure that the equipment and medical supplies specified in schedule 6 are available for use at all times during a specified activity.
- (f) The holder shall produce a written medical plan defining the levels of medical and first aid provision for spectators at the stadium.
- (g) The holder shall employ at least one medical practitioner (in addition to any medical practitioner employed to treat players) to be present at each specified activity and available to deal with any medical emergency at the sports ground. He/she shall be trained and competent in advanced first aid and must hold Pre-Hospital Emergency Care (PHEC) and Major Incident Medical Management and Support (MIMMS) qualifications or be able to evidence relevant experience. He/she shall be present at the sports ground at least one and a half hours before kick-off and must remain until half-an-hour after the end of the specified activity. The medical practitioner must be immediately contactable and his/her whereabouts known to the stadium control room.
- (h) (i) The holder shall arrange with Yorkshire Ambulance Service for the attendance of at least one fully equipped paramedic crewed ambulance at a specified activity where between 5,000 and 25,000 persons are expected to attend. Where intelligence increases the match risk assessment, the holder shall arrange with Yorkshire Ambulance Service for two fully equipped paramedic crewed ambulances regardless of spectator number.

- (ii) Where more than 25,000 persons are expected to attend the specified activity, the holder shall arrange with the Yorkshire Ambulance Service for a second fully equipped paramedic crewed ambulance and where appropriate at the instigation of the Yorkshire Ambulance Service the provision of a major incident equipment vehicle. This vehicle will be remotely located at Magna and can be requested by the ambulance match commander through the dedicated on call resilience support team.
 - (iii) Where more than 25,000 persons are expected to attend the specific activity, the holder shall arrange with Yorkshire Ambulance Service for a designated communications person to staff the alternative response desk at the Yorkshire Ambulance Service Emergency Operations Centre. Where intelligence increases the match risk assessment, the holder shall arrange with Yorkshire Ambulance Service for a designated communications person to staff the alternative response desk at the Yorkshire Ambulance Service Emergency Operations Centre, regardless of spectator numbers.
 - (iv) The holder shall after consulting with the Yorkshire Ambulance Service; South Yorkshire Police and South Yorkshire Fire Service designate a specific parking place for Ambulance(s) at the ground during a specified activity. This area shall be marked out and signposted accordingly and the area and access to it shall at all times remain unobstructed.
- 2.2. In the event of a fatality or spectator being injured within the curtilage of the sports ground resulting in that person being taken to hospital the holder shall immediately report the occurrence to the Incident Contact Centre (Tel: 0345300992) or reported online at www.hse.gov.uk/riddor/report to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 The above type of incidents should also be notified to the councils Licensing Service as soon possible. The holder shall supply such additional information as the council may require.
- 2.3 The holder shall keep a written record of injuries or accidents to any persons (in conjunction with the medical service providers) and will present to the Safety Advisory Group (via the Medical Advisory Group (MAG)) a report summarising for each match the number of spectators injured, the nature of the injury, the cause of the injury and where it occurred within the stadium. This report is to be sent to the Chief Licensing Officer, Chair of the Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD. The reports are to be submitted in time to be included in the quarterly safety advisory group meetings.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

3 ALTERATIONS

- 3.1 Without prejudice to the provisions of Section 8 of the act, the holder shall not cause or permit the sports ground or any of its installations to be altered (which term shall exclude minor remedial works which do not in any way affect the safety of the sports ground) in any manner whatsoever without the prior written consent of the council.
- 3.2 The holder shall supply the council with copies of such plans, specifications and calculations as the council may reasonably require to enable any application for such consent to be considered and shall comply with any conditions attached to that consent.
- 3.3 Any application for consent to alter the sports ground as detailed in paragraph 3.1 above shall always be made in writing with the appropriate fee to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.
- 3.4 Where an application to alter any part of the sports ground may result in the amendment of the certificate the holder shall submit, with such an application, a formal application for certificate amendment, in accordance with the provisions of the 1975 Act (as amended) and any regulations made thereunder.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

4 TEMPORARY STRUCTURES

- 4.1 Except with the consent of the council, in writing, and subject to any further conditions which may be attached to such consent, no temporary structure (e.g. scaffolding tower, temporary accommodation, TV gantries, temporary stands etc.) shall be brought onto or constructed within the curtilage area of the sports ground.
- 4.2 Any application for consent for a temporary structure as detailed in paragraph 4.1 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

5 PLANS

- 5.1 The holder shall provide to the council when so requested, such plans and technical details as the council may require, as detailed by the council and drawn up in accordance with the plans regulations detailed in schedule 8 of this certificate.
- 5.2 Where the holder is required to submit a plan(s) to the council under the terms of the certificate, those plans must be drawn up and submitted in accordance with the plans regulations detailed in schedule 8 attached.
- 5.3 Where approved alterations have been made to the stadium the holder shall arrange to supply a new set of plans of the stadium (in accordance with the plans regulations) incorporating the details of the alterations. Such plans must be submitted to the council in line with the requirements specified in the plans regulations detailed in schedule 8 attached and be accompanied with an application to amend the certificate (unless an application for certificate amendment was submitted with the original application for alteration
- 5.4 In any circumstances a full set of revised plans / up to date plans will be submitted to the Council every 3 years (base 2016). Such plans must be submitted to the council in line with the requirements in schedule 8.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

6 SAFETY STEWARDS

- 6.1 The holder shall arrange for the attendance at every specified activity of a chief safety steward; such other number of safety stewards as are specified in the matchday operations plan and schedule 3 of this certificate.
- 6.1.1 All stewards shall be trained and assessed to the following level stewarding qualification within the National Qualification Framework or undergoing training.
- Stewards - Level 2
 - Steward Supervisors - Level 3
 - Safety Officer - Level 4
- 6.2 No steward shall be deployed at the ground until they have undertaken all aspects of the familiarisation and induction training covered by the induction module of the football authorities' Training Package for Stewarding at Football Grounds.
- 6.3 No steward shall work unaccompanied until they have completed all aspects of the training set out in modules 1 (General Responsibilities) and 2 (Maintenance of a Safe Environment) of the Football Authorities' Training Package for Stewarding at Football Grounds and have attended 4 matches as a steward. All stewards shall complete their training assessment and qualification within 12 months thereafter.
- 6.4 The holder shall ensure that the chief safety steward and other safety stewards are:
- (a) fit and capable to carry out their duties;
 - (b) properly trained and instructed;
 - (c) readily identifiable by dress;
 - (d) provided with written instructions as to their tasks/duties;
 - (e) aged between 18 and such an age as is considered appropriate by the Council in individual circumstances.
- 6.5 Safety stewards must be informed in writing of their principal tasks for each specified event. The holder shall make it clear to all stewards that they are deployed to assist in the safe operation of the ground.
- 6.6 The written instructions given to the chief safety steward and other safety stewards must take account, where appropriate, the tasks and duties, detailed in Chapter 4, to the Guide to Safety at Sports Grounds.

- 6.7 Notwithstanding condition 6.6 above, the written instructions given to the chief safety steward and other safety stewards must include the following tasks and duties:
- 6.7.1 Under the direction of the safety officer or the chief safety steward ensure that the crowd limits in various parts of the sports ground are complied with.
 - 6.7.2 Prevent spectators, as far as possible, from climbing fences and other structures (e.g. flood light pylons) and from standing on seats. Where by virtue of the scale of the incident stewards are unable to prevent this, they must immediately report the matter to the nearest steward supervisor or the chief safety steward or the safety officer.
 - 6.7.3 Ensure that gangways and exits are kept clear.
 - 6.7.4 Identify and investigate any incident or occurrence among any persons present which may affect safety, reporting their findings to the nearest steward supervisor, chief safety steward or the safety officer.
 - 6.7.5 Know the location of and be able to operate effectively the fire fighting equipment at the sports ground.
 - 6.7.6 Know the location of the first aid room and any first aid equipment kept elsewhere.
 - 6.7.7 Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
 - 6.7.8 Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the nearest steward supervisor, or the chief safety steward or the safety officer.
 - 6.7.9 Comply promptly with any instruction given in an emergency by a police officer if present the chief safety steward or the safety officer.
 - 6.7.10 Remain at their allocated locations as instructed unless authorised or instructed to do otherwise by a steward supervisor, the chief safety steward or the safety officer. A safety steward may vacate his post, on his own recognisance, if in his opinion there is an overriding need for him to react to a situation that if left unattended to, could result in the safety of persons being put at risk.
 - 6.7.11 Report to the safety officer any damage or defect which is likely to pose a threat to safety e.g. a damaged crush barrier.
 - 6.7.12 Open the exit doors/gates and secure them in the open position on the initiation of the emergency procedure or when instructed to do so by the safety officer, the chief safety steward or a steward supervisor.
- 6.8 A copy of the written instructions shall be retained by the safety steward at all times whilst he/she is on duty. The safety stewards shall produce the instructions if requested to do so by an officer of the Police, Fire Service, or an authorised officer of the council. Copies of the written instructions shall be

forwarded to the council on receipt of a written request.

- 6.9 Training exercises shall be organised by the safety officer at regular intervals.
- 6.10 All exit doors and gates for use by any persons in both ordinary evacuation and emergency evacuation situations shall be staffed by stewards in accordance with schedule 4. The other duties detailed in schedule 4 shall be carried out by safety stewards.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

7 POLICE

- 7.1 The holder shall make arrangements with the Chief Constable of the South Yorkshire Police for the provision of special police services on the occasion of a specified activity at the sports ground for the purposes of maintaining lawful and orderly behaviour amongst spectators, and the services provided (if any) shall be determined by the Chief Constable and he and his officers shall be allowed full access to all parts of the sports ground.
- 7.2 The holder shall, where possible, notify in writing, the Chief Constable of South Yorkshire Police at least 28 days before any specified activity takes place. Where this is not possible, the holder shall notify the Chief Constable as soon as practicable.
- 7.3 Before each specified activity the holder shall arrange to liaise with the South Yorkshire Police on the following matters;
- (a) The anticipated number of spectators expected;
 - (b) The method of crowd segregation (if any) intended to be used;
 - (c) Provision of information in relation to potential crowd control problems;
 - (d) The number and location of turnstiles to be made available to each crowd group;
 - (e) An estimation of the time it will take each crowd group to pass through the turnstiles;
 - (f) To ensure that where tickets are to be used, the information on those tickets corresponds with the planned arrangements for admitting spectators to the ground;
 - (g) To consider whether the specified activity is to be open only to spectators having purchased tickets in advance of the specified activity and to specify the date and time of commencement of the specified activity.
- 7.4 The holder shall enter into a written agreement with the Chief Constable of the South Yorkshire Police setting out the respective responsibilities of the Club and the Police for crowd safety and control. A copy of the agreement shall be lodged with the council; any alteration or variation of the agreement shall be agreed in writing in advance and the council notified in writing of the alteration/variation.
- 7.5 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall provide and maintain to their satisfaction a stadium control room (To be occupied by Police, club and other approved personnel only).
- 7.6 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall at all times provide and maintain to their reasonable satisfaction a system of closed circuit television at the sports ground.

- 7.7 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall at all times provide and maintain to their reasonable satisfaction a system of emergency landline telephones at the sports ground.
- 7.8 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall at all times provide and maintain to their reasonable satisfaction a public address system at the sports ground that is clearly audible in all parts of the stadium.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

8 FIRE SAFETY

- 8.1 The holder shall institute and maintain a fire warning system to the satisfaction of the council.
- 8.2 The holder shall provide and maintain at least such fire fighting equipment in such locations as the council may from time to time specify.
- 8.3 The holder shall not permit the storage in the sports ground of any flammable, explosive, toxic or corrosive liquid or compressed substance (except fire extinguishing and drinks dispensing apparatus) without first obtaining a relevant licence (should one be required). Before applying for any licence the holder shall apply to the council in writing (Chief Licensing Officer) for permission to permit the storage of such substances on the premises. Any such material to be included in the fire risk assessment
- 8.4 The holder shall at all times maintain the sports ground in a clean condition and shall not permit any accumulations of rubbish or any other materials whether combustible or not.
- 8.5 The holder shall provide and maintain an up to date and accurate fire risk assessment for the stadium and this shall be available for inspection by an authorised officer of the council, Police or Fire & Rescue at all times.
- 8.6 The Regulatory Reform (Fire Safety) Order 2005 requires the holder to ensure that a suitable and sufficient risk assessment of the sports ground is undertaken covering all issues of fire safety. The assessment must be undertaken by a suitably competent person whether employed by the club or an independent consultant. The report shall be in the ownership of the club no matter who undertakes the assessment. A copy must be available for inspection at any time if requested by a Fire Officer or authorised officer of the council.
- 8.7 The holder must ensure compliance with the statutory requirements imposed by the Regulatory Reform (Fire Safety) Order 2005 and the findings of the fire risk assessment. The fire risk assessment should include an assessment of each individual stands risk category in accordance with the relevant section of the current Guide to Safety of Sports Grounds in order to determine the capacity of the stadium.
- 8.8 The holder should comply with the requirements identified in the fire risk assessment to prevent the outbreak and spread of fire, to ensure the safety of spectators in the event of a fire breaking out. The holder must also ensure the provision and maintenance of fire safety equipment (8.2) and the undertaking of training of stewards to deal with an outbreak of a fire.
- 8.9 The process of fire risk management relating to fire safety within the curtilage must be a dynamic process. (see fire safety section of the current Guide to Safety at Sports Grounds). The fire risk assessment documents should be kept readily available for inspection by the council.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

9 LIGHTING AND ELECTRICAL INSTALLATIONS (FIRE SAFETY)

9.1 The holder shall ensure that all parts of the sports ground to which persons are admitted are illuminated to a sufficient standard to enable such persons to enter or leave the sports ground safely.

9.2 The holder shall provide to the satisfaction of the council a system of emergency lighting which shall, in the event of a failure of the general lighting be sufficient to enable persons to leave the stadium safely.

The emergency lighting shall:

- (a) be powered by a source independent of the mains electricity supply; and
- (b) come into operation immediately on the failure of the mains lighting; and
- (c) remain in operation for at least three consecutive hours when activated.

9.3 The electrical installation for the sports ground shall be constructed and maintained in a safe and satisfactory condition. No alteration without the prior written consent of the council which significantly affects the installation shall take place.

9.4 Any application for consent to alter the electrical installation for the sports ground as detailed in paragraph 9.1, 9.2; and 9.3 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

9.5 Throughout each specified activity the electrical installation shall be supervised by a competent electrician who shall investigate, rectify (if possible) and report to the safety officer any defects that arise in the installation.

9.6 Prior to all events at the stadium to which members of the public are admitted, the holder shall obtain from building contractors or their own electrical engineer, written confirmation that indicates power supply to all stands, lights, flood lighting and concessions is satisfactory and has not been interrupted. A copy of the confirmation shall be retained on file and must be produced on demand to an authorised officer of the council.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

10 PRESS AND TELEVISION

- 10.1 All press and television personnel shall be capable of immediate identification. Those members of the press and television personnel who have access to the pitchside and playing areas shall be identifiable by means of distinctive dress (coloured tabards) with the word "PRESS" in bold letters written on the back of the tabard. All other media personnel shall carry identification passes issued by the club and wear them plainly and distinctly.
- 10.2 The holder shall ensure that the equipment brought into and used by photographers, television and sound personnel shall not cause an obstruction or hazard or interfere with the public address and closed circuit television systems in operation at the sports ground.
- 10.3 The holder shall ensure that only those structures and locations that have been approved by the council are used for photographic, television and sound equipment, except where it is a hand held camera or microphone not connected to any cables (see schedule 10).
- 10.4 Any application for consent to install structures at the sports ground as detailed in paragraph 10.3 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.
- 10.5 The holder shall ensure that all persons associated with such equipment undertake to comply with any instruction given to them, in the interest of safety and good order, by a safety steward, the safety officer or a police officer. (In the event that no police officers are present for a specified activity, police officer shall be substituted by authorised officer of the council.)

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

11 ENTRANCES, EXITS AND GANGWAYS

- 11.1 The holder shall ensure that all doors, gates and turnstiles throughout the sports ground are maintained in good working order at all times. Particular attention shall be paid to doors, gates and turnstiles in spectator ingress and egress routes and also to any pitch perimeter gates. The holder shall not cause or permit any exit doors or gates to be altered, in type, design or method of operation without the prior written consent of the council.
- 11.2 Any application for consent to alter the type, design or method of operation of any exit doors or gates at the sports ground as detailed in paragraph 11.1 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.
- 11.3 The means of ingress and egress and the gangways in the sports ground shall at all times be kept unobstructed whilst persons are within the stadium for a specified activity.
- 11.4 All floor surfaces and steps throughout the sports ground which are available for general use shall have even and non-slip surfaces and shall be kept unobstructed, unrestricted and free from trip hazards. Adequate drainage shall also be provided where necessary.
- 11.5 The entrances to and exits from the sports ground and the means of access to those entrances and exits shall be as specified in the plan which forms part of the certificate.
- 11.6 The holder shall ensure that the nosing to all gangway steps in seated areas are painted in a conspicuous colour, be slip resistant and kept in a clean and clearly visible condition.
- 11.7 The holder shall ensure that during the performance of a specified activity, unauthorised persons are not permitted to stand in a gangway for the purpose of viewing the specified activity.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

12 BARRIERS/HANDRAILS

- 12.1 The holder shall maintain to the reasonable satisfaction of the council such number of crowd control/safety barriers/handrails as are thought necessary to ensure safety within the sports ground.
- 12.2 All barriers shall be constructed and maintained to the satisfaction of the council. Reference should be made to Chapter 11 of the Guide to Safety at Sports Grounds when designing, constructing and maintain barriers.
- 12.3 All barriers shall be painted in a distinctive colour.
- 12.4 The holder shall keep a register of all barriers, each barrier will be given a unique reference number and a record of any repair, maintenance work, testing shall be recorded against it.
- 12.5 Each barrier will be subject to an assessment yearly this to be recorded (see Schedule 7)

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13.0 CONCOURSES

- 13.1 The holder shall ensure that all public concourses are clear of litter etc. and that all bins have been emptied, prior to each and every event.
- 13.2 Where spectators or other persons are present in an area, the holder shall ensure that a team of cleaners are employed to clear all public concourses of litter etc. and empty all bins immediately after kick off; after half time when bars are closed and after every event.
- 13.3 The holder shall ensure that all public concourses are monitored throughout every event to prevent the build up of litter etc.

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14.0 CAPACITY

- 14.1 The maximum number of persons that may be admitted to each part of the stadium at any one time shall not exceed the number specified in Schedule 5.
- 14.2 The holder shall be responsible for limiting the number of persons entering each stand or designated part of a stand or part thereof in accordance with the capacity figures detailed in Schedule 5.
- 14.3 The holder shall arrange for a computerised system to record the number of persons passing through each turnstile.
- 14.4 The holder shall arrange to inform the stadium control room when a particular stand or part thereof is approaching capacity. The holder will be responsible for closing off further access to a stand or part thereof when its maximum capacity is about to be reached.
- 14.5 The capacity calculations for the stadium are based on a P&S factor set for each stand of 1 except where it has been reduced and set out below.
- 14.6 The holder shall ensure that, whilst provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the link below and in Appendix A of this general safety certificate are followed. The holder will also ensure that the same provisions are included within the Operations Manual and are followed.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

15 INSPECTIONS AND TESTS

- 15.1 Where any condition in this certificate requires written records to be kept such records shall be produced on demand to an authorised officer of the council.
- 15.2 The council may at any time by notice in writing, for reasons of public safety, require the holder to carry out such works and inspections or provide proposals for work within a prescribed timetable as may be specified in the notice. The holder shall comply with any reasonable requirement or condition specified in such a notice.
- 15.3 If a significant defect is suspected or discovered pursuant to the normal use of the sports ground or any inspection or test carried out under the terms of this certificate, the holder shall immediately notify the council and take steps to correct the defect.
- 15.4 The holder shall arrange for the test and inspections listed in schedule 7 to be carried out and for records to be kept or reports to be supplied to the council in accordance with the terms of the schedule. Where reports are required to be supplied to the council, they shall be supplied as soon as possible on completion of the inspection/tests and in any case within 14 days of the inspection/tests or such time as the council may permit.
- 15.5 Without prejudice to section 6 of the act or any regulations made thereunder, the holder shall maintain written records showing:
- (a) The number of persons admitted to each part of the sports ground for the purpose of viewing each specified activity;
 - (b) The names and addresses of all the safety stewards employed by the holder;
 - (c) The names of all the safety stewards on duty at each specified activity and details of their duties; and
 - (d) The details of the training exercises organised by the holder for safety stewards in accordance with condition 6.10. The records shall show which stewards attended each exercise and the content of those exercises.
- 15.6 In addition to the requirements of schedule 7 the holder shall arrange for the maintenance plan detailed in schedule 11 to this certificate to be followed. The stadiums maintenance plan must be drawn up by reference to annual inspection reports.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

16 EMERGENCY PROCEDURE

- 16.1 The safety officer on behalf of the holder or his approved nominee shall be responsible for the evacuation of the ground or any part thereof at any time during a specified activity. Nevertheless, he shall comply with any requirements of the Police and Fire Service or an authorised officer of the council in the event of police officers not being present for the specified activity to evacuate all or any part of the sports ground promptly. The safety officer, on the instruction of the holder, remains in charge of the ground until such time, in the event of an emergency the police commander assumes responsibility.
- 16.2 In the event of a fire or any suspicion of a fire, the emergency services shall be summoned by the holder or his nominated safety officer.
- 16.3 The holder shall ensure that all safety stewards are fully aware of the action they must take in the event of an emergency.
- 16.4 The holder shall prepare in accordance with Chapter 3 of the Guide to Safety at Sports Grounds (The Green Guide) a written contingency plan detailing the action to be taken in the event of various emergency situations (e.g. fire, bomb scare, structural defect, possible crowd trouble; coping with exceptionally large numbers of spectators arriving at the ground etc.). A copy of this plan/s shall be lodged with the South Yorkshire Police, South Yorkshire Fire and Rescue, and the Yorkshire Ambulance Service and the city council.
- 16.5 The holder shall ensure that all safety stewards are fully aware of the action they must take in the event of an emergency.
- (a) A route for the access of emergency vehicles shall be identified; marked and signed to the satisfaction of the council and at all times be maintained clear.
 - (b) Where emergency vehicles, e.g. ambulances, are brought to the site and remain there for the specified activity a parking position shall be identified by the holder and subject to the approval of the council marked and signed accordingly (emergency vehicles shall include first aid vehicles brought to the site by either the British Red Cross, St John Ambulance or similar organisation).
- 16.6 The holder must ensure after consultation with and in conjunction with the emergency services and other relevant authorities, that the emergency procedures are tested at least annually. Records of the type and results of the test(s), agencies attending and subsequent variations or amendments to the plan(s) must be maintained and reported to the safety advisory group as soon as reasonably practicable after the exercise. The holders attention is drawn to the provisions of Schedule 7 in this regard.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

17 SAFETY MANAGEMENT

- 17.1 The holder shall in compliance with Chapter 3 of the "Guide to Safety at Sports Grounds" (the Green Guide) prepare a written safety management statement for the sports stadium. The statement shall encompass all areas of ground, spectator and staff safety. The programme shall specify particularly training procedures for safety stewards and staff, maintenance schedules, inspection and test records. A copy of this document shall be deposited with the council.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

18 TICKETS / SWIPE CARDS (ELECTRONIC TURNSTILE ENTRY SYSTEM)

- 18.1 The council (certifying authority) has waived the requirement for tickets or swipe cards to be issued.
- 18.2 Identification cards / passes will be issued to all persons attending a specified activity in accordance with the matchday operations plan.
- 18.3 When issuing ID cards or passes as detailed in (18.2), the club shall also issue material detailing the layout of the stadium; details of the surrounding roads with the road names; details of access and main egress points and any other safety information it deems necessary.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

19 PERIMETER FENCE GATES

- 19.1 Except with the written consent of the council and subject to any further conditions that the council may wish to impose no perimeter gates may be fixed into the front pitch perimeter wall of the sports stadium.
- 19.2 Any gate, if approved, must at all times be painted yellow, have a quick release catch approved by the council and have such signs attached to the gate as may be specified by the council.
- 19.3 The drop / kick down signs in the perimeter pitch side advertising must not at any time be obstructed or removed without the consent of the council.
- 19.4 Where rotating advertising signs are to be used following the consent of the council, the drop / kick down advertising signs in 19.3 above must not be removed or obstructed. If following consultation with the safety advisory group the drop / kick down signs are removed then relevant spaces must be left through the advertising signs for forward evacuation.
- 19.5 Electronic advertising boards will be considered under the same criteria as rotating advertising signs in (19.4) above. A suitably marked emergency access to the pitch must be made available, coinciding with any emergency access from spectator areas. A quick release mechanism must be installed on each emergency access panel and testing of the same must be incorporated into the clubs operations manual and pre-event checks. Stewards must be briefed on the operation of the emergency access.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

20 PYROTECHNICS / LASERS / SPECIAL EFFECTS

- 20.1 Except with the consent of the council and subject to any further conditions, no pyrotechnical device shall be brought onto, stored or used on the premises.
- 20.2 Except with the consent of the council and subject to any further conditions, no laser shall be brought onto, stored or used in the premises.
- 20.3 Except with the consent of the council and subject to any further conditions, no other special lighting or special effect shall be brought onto, stored or used on the premises.
- 20.4 Any application for consent as detailed in paragraph 20.1; 20.2; and 20.3 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

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21 SALE / PROVISION OF ALCOHOL

21.1 The sale and / or provision of alcohol is prohibited under the terms of this certificate.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

22 MISCELLANEOUS

- 22.1 The council reserves the right to exclude from the ground any vehicle and/or trailer.
- 22.2 The council may from time to time issue written guidance to holders on safety matters. The holder must pay due regard to any such guidance.
- 22.3 The holder shall ensure that during the performance of a specified activity the area between the groundsmans store and the first aid room (to the front of the Bramall Lane / Corner Stand) is kept clear for use by the emergency services at all times.
- 22.4 Except with the permission of the council and subject to any further conditions, no liquified petroleum gas (LPG) shall be brought on, stored or used on the premises.
- 22.5 Any areas of the sports ground to which any persons have access that are the subject of building work shall be fenced off and stewarded to the satisfaction of the council, at least 3 hours prior to the start of the event, during the event and for at least 30 minutes after the event, or such time as the police ground commander may require.
- 22.6 All glazing to critical areas within the stadium must be safety glass.
A critical area means: - any glazing under 800mm from ground level in windows and under 1.5m in doors and door side panels.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

23 CAR PARKING – CHERRY STREET AND SHOREHAM STREET

- 23.1 The operation of the above car park(s) and access to and egress from them shall be the responsibility of the safety officer.
- 23.2 The safety officer shall take such precautions to ensure that the reasonable safety of persons entering or leaving the stadium is not affected by vehicles accessing or egressing the car park(s).
- 23.3 The car parks shall be supervised by a minimum of one safety steward at least two hours prior to the scheduled start of the event and shall remain supervised by the minimum stewarding level for a minimum of 30 minutes following the end of the specified activity.
- 23.4 No motorised vehicle, other than a motorised vehicle owned or under the control of one of the emergency services, may enter or move within the South Stand car park, [i.e. any of the car parking or yellow cross hatched areas] within one hour of a football match scheduled kick-off time or within one hour of the beginning of any other authorised event, or be moved during the authorised event, or be moved within a period of 15 minutes after the end of the football match or authorised event, unless authorised by stadium control.
- 23.5 No motorised vehicle, other than a motorised vehicle owned or under the control of one of the emergency services may enter or move within the east stand car park, which is the car park located on Shoreham Street within one hour of a football match scheduled kick-off time or within one hour of the beginning of any other authorised event, or be moved during the authorised event, or be moved within a period of 15 minutes after the end of the football match or authorised event, unless authorised by stadium control.
- 23.6 The layout of the car park shall not be altered without the specific consent of the council.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

24. OPERATIONS MANUAL

- 24.1 The holder must have an up to date operations manual and a written copy will be available for inspection at all times.
- 24.2 The holder shall maintain and comply with all sections of their operations manual which relates to the safety of all persons at the sports ground.
- 24.3 The holder shall ensure that, whilst provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the link below and in Appendix A of this general safety certificate are followed. The holder will also ensure that the same provisions are included within the Operations Manual and are followed.
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>
- 24.4 A copy of the operations manual shall be forwarded to the council prior to any specified activity taking place under the auspices of this certificate.
- 24.5 The holder shall notify the council of any changes to the operations manual in writing and these shall be sent to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

25 PRESS GANTRY (SOUTH STAND ROOF)

- 25.1 No more than fifty (50) persons shall be permitted on to the gantry at any one time.
- 25.2 The holder shall be expected to ensure that only reasonably able bodied persons be allowed on to the gantry, for safety reasons.
- 25.3 The holder shall ensure that a steward or member of staff is employed to check persons entering this area. There shall be a member of staff at the entrance to the staircase at car park level and a further member of staff at the top of the gantry controlling the number of persons allowed on to the gantry (as per Stewarding Locations, Schedule 4).
- 25.4 Access to the escape stairway should be shown hatched in yellow with notices displayed requesting the area is kept clear.
- 25.5 The access stairway leading from the car park entrance to the gantry steps shall be kept clean and clear (schedule 11). The step nosings to be highlighted and monitored and all works documented .

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

26 TUNNEL BAR / Players Family Room

- 26.1 The Tunnel Bar / Players Family Room will not be used without the express written consent of the council.

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SAFETY OF SPORTS GROUNDS – CERTIFICATE CONDITIONS

27 ENTERPRISE CENTRE, COMMUNITY CENTRE AND JOHN STREET OFFICE LEVEL 1A

- 27.1 The Enterprise Centre (excluding the control room and access to that room) and John Street office level 1A, shall not be occupied within 1 hour of a specified activity taking place, except with the written consent of the council and subject to the latest Government guidance regarding coronavirus.
- 27.2 With the exception of the control room, the fire shutters to the windows of the Enterprise Centre must be closed immediately prior to and during an event period unless the prior written consent of the council has been obtained
- 27.3 The community centre / hall shall not be occupied except with the written consent of the council and subject to the latest Government guidance regarding coronavirus.
- 27.4 The safety officer shall at all times, during any event, be able to access all parts of the Enterprise Centre, Community Centre and John Street, Office Level 1A.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

28 GROUNDSMANS STORE

- 28.1 The fire shutter to the groundsmans store must be kept locked shut on match days and at all times during public occupation of the stands.
- 28.2 No more than 15 litres of fuel may be placed in the store at any one time and it must be stored in suitable containers. All fuel must be kept in a purpose built metal store.
- 28.3 Decanting of fuel must be not be carried out in the groundsmans store.
- 28.4 There shall be "No Smoking - Highly Flammable Liquid" signs throughout the store.
- 28.5 The groundsmans pass door must be provided with a notice stating "FIRE DOOR – KEEP SHUT" at eye level on both sides of the door.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITION

29 USE OF DRONES IN / AROUND THE STADIUM

- 29.1 The use of drones by professional operators on behalf of broadcasters will be assessed by the safety advisory group. Each case will be assessed on its individual merits and permission will not be unreasonably withheld.
- 29.2 Application must be made in writing to the safety advisory group as soon as practicably possible, and in any case no later than 7 days before the event. Applications made outside of these timescales will not be guaranteed to be assessed in time.
- 29.3 Applications must include as a minimum;
- Detailed risk assessment
 - Insurance details of the pilot / operator (public liability etc)
 - Relevant qualifications of the pilot / operator
 - Plans showing fly zones, including take off and landing areas
 - Civil Aviation Authority permission document, issued in accordance with the Air Navigation Order 2016
 - Copies of written permissions from landowners affected by the flying operations ie take off / landing / fly over.
- 29.4 A positive declaration on the use / non-use of drones on match days will be communicated to match officials, police and stewards by the safety officer in pre-match briefings.

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SCHEDULE 3
(CONDITION 6.1)

SAFETY STEWARDS (NUMBERS)

1. The number of safety stewards (excluding the chief safety steward) on duty at each specified activity shall not be less than the levels detailed in the matchday operational plan a copy of which shall be deposited with the Council before the first instance of any specified activity takes place under this certificate.
2. Any subsequent amendments to stewarding levels shall be communicated to the Council in writing as soon as reasonably practicable.

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SCHEDULE 4
(CONDITION 6.1)

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Stewarding numbers are detailed in the matchday
operational plan.

SUFC GSC (COVID) 2020 - FINAL

SCHEDULE 5 (CONDITION 14.1)

CAPACITY

- 1 The number of spectators admitted to a specified activity shall not exceed 32050.
- 2 The number of spectators admitted to each part of the sports ground listed below shall not exceed the maximum numbers shown:

South Stand

Main Stand	-	6944	
Rear of Stand (SAG agreement)		41	
Platinum Suite	-	264	
Directors Box	-	223	
Press Box / Facility	-	100	
Gantry	-	50	
Total for Stand	-		7622

Spion Kop (East Stand)

Main Stand		10186	
Total for Stand	-		10186

John St / Kop Corner Stand (North East Stand)

Total for Stand	-		699
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John Street Stand (North Stand)

Main Stand	-	5969	
Private Executive Boxes	-	296	
Inside Executive Suite Seats	-	153	
Outside Executive Suite Seats	-	191	
Wheelchair Disabled	-	85	
		(minus 60 Restricted View)	
Total for Stand	-		6634

Bramall Lane Stand (West Stand)

Upper	-	2612	
		(minus 131 Restricted View)	
Total for Upper Stand	-		2481
Lower	-	2877	
		(minus 12 Restricted View)	
Total for Lower Stand	-		2865

(New) South / West Corner Stand

Upper	-	1563	
Total for Stand	-		1563

TOTAL CAPACITY **32050**

ADDENDUM TO SCHEDULE 5

1.0 **CAPACITY**

- 1.1 The capacity of the sports ground has been calculated with due reference to the Guide to Safety at Sports Grounds (The Green Guide) first published 1997.
- 1.2 The capacities in this certificate are based on a P & S Factor of 1 per stand unless stated differently below in this section.

2.0 **WEST STAND / SOUTH WEST CORNER STAND - REDUCTION**

- 2.1 Where home fans occupy the West Stand Upper and the South West Upper and away fans occupy the West Stand Lower and South West Corner Lower the front row of seats in the West Stand Upper Tier will be taken out of use and netted.
- 2.2 Where home fans occupy the South West Corner Stand Upper and away fans occupy the South West Corner Stand Lower and the West Stand Upper and Lower, the seats in the West Stand Upper may be reduced by a figure agreed with South Yorkshire Police. This to be undertaken on an individual match by match basis or as agreed with South Yorkshire Police at the start of the season..

3.0 **North Stand (John Street Stand) 60 Severe Restricted view seats**

Rows A to J seats 210 - 217 some seats are severely restricted view seats and should not be sold, permission of the SAG is required before being placed for sale.

4.0 **South Stand (Cherry Street) Segregation Seating**

The following seats are not to be placed for sale without the written approval of the SAG. If these seats are to be used for staff seating this request is not required. Block H, Row A – O seats 180 - 193

5.0 **West Stand (Bramall Lane Lower) 55 Severe Restricted view seats**

Rows L 13 -18 to T 12-18 not to be placed on sale

5.1 **West Stand (Bramall Lane Upper) 20 Restricted view & 111 No Front Row**

Restricted view N1-2 to W1-2 restricted by screen) Front row A13 to A131

6.0 **East Stand (Kop) 19 Severe Restricted view seats**

245 restricted view seats are not to be placed on sale without the approval of the SAG.

SCHEDULE 6

(CONDITION 2.1)

FIRST AID ROOM (EQUIPMENT)

- 1 The minimum provision of first aid equipment to be available for use at the sports stadium and contained within the first aid room (where appropriate) shall be:

Equipment / Materials

- Standard examination couches with steps
- Carrying chairs
- Trolley stretchers
- Cellular blankets
- Disposable paper roll sheets to cover couches (single use)
- Oxygen (can be supplied by attending first aid providers)
- ECG monitor / defibrillator to be supplied by attending first aid providers.

A lockable cabinet must also be available in the first aid room and contain the below:

Medical supplies

- Assortment of bandages
- Assortment of sterile dressings
- Triangular bandages
- Sharps bins
- Eye wash
- Examination Gloves
- Vomit bags/bowls
- Orange bags (clinical waste)
- Anti - bacterial hand gel

PLEASE NOTE: This is by no means an exhaustive list of what is required in the first aid room it is just an indication of what is required for the club and the first aid/medical provider.

All equipment and supplies listed will be locked in the First Aid Room on site and supplemented by extra supplies brought in on match days by the clubs medical provider and Yorkshire Ambulance Service vehicles.

The Medical Advisory Group (MAG) is responsible for assessing appropriate equipment and staffing levels through a medical needs assessment and reports directly to the Safety Advisory Group.

SCHEDULE 7
(CONDITION 15.4)

INSPECTIONS AND TESTS

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
1	A competent person shall inspect the structures which <u>form part of the sports ground</u>	At least once every 12 months	NO	YES
2	A competent person shall carry out the following inspections:			
2.1	Inspect the turnstiles (General Condition, condition of surrounds, mechanism etc.)	At least once every 12 months	NO	YES
3	A competent person shall carry out a general inspection of the <u>Sports Ground</u> to ensure compliance with the <u>relevant Safety Certificate Conditions</u>	Before and after each specified activity	YES	NO

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
4	<p>A competent person shall examine the electrical installation of the sports ground and provide a written report in accordance with the current IEE Regulations.</p> <p>An appropriate satisfactory certificate covering the area/installations inspected must be submitted on an annual basis.</p>	<p>An annual inspection of the fixed electrical installation at the Stadium must be carried out in accordance with the submitted agreed rolling programme, ensuring that at least 20% of the Stadiums fixed electrical installation is tested and inspected in accordance with the current IEE regulations each year, ensuring that the whole of the Stadiums fixed electrical installation is inspected over a 5 year period.</p>	NO	YES
5	<p>A competent person shall test and inspect all fire appliances (including hydrants, extinguishers, and water supplies and any other equipment).</p>	<p>At least once every 12 months</p>	NO	YES
6	<p>The emergency lighting and fire warning (including the public address systems) shall be tested/inspected by a competent person</p>	<p>In accordance with the appropriate British Standard and in any case at least once every 12 months.</p>	NO	YES
7	<p>The emergency lighting system shall be tested by a competent person.</p>	<p>Not <u>less</u> than 3 hours and not <u>more than 6 hours</u> prior to a specified activity taking place.</p>	YES	NO

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
8	The UPS system providing back up power supply to the control room.	At least once every 12 months	NO	YES
9	All fire warning detection public address and other communication systems shall be tested by a competent person.	Not <u>less</u> than 3 hours and not <u>more</u> than 6 hours prior to a specified activity taking place.	YES	NO
10	All exit and entry doors, gates, turnstiles throughout the stadium shall be tested by a competent person.	Not more than <u>24 hours</u> prior to a specified activity taking place	YES	NO
11	All barriers (including crush barriers) must be subject to an annual inspection and risk assessment by a competent person. Every barrier identified by the risk assessment as a potential risk should be tested immediately The holder is referred to 11.1 of the Green Guide for the definition and categorisation of a barrier.	At least every 12 months	NO	YES - Report to include details and results
12	A competent person shall conduct a survey of all spectator information signs within the Stadium with a view to maintenance and improvement of signing at the Sports Ground. (see condition 3.1) (If additional signs are thought necessary an application under Condition 3.1 will be required	At least once every 12 months	YES	NO

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO_COUNCIL
13	Turnstile Electronic Counting System	The Electronic Counting System shall be inspected by a competent person once every 12 months	NO	YES
14	Emergency Landline Telephone System	The emergency landline telephone system should be inspected by a competent person once every 12 months.	NO	YES
15	Closed Circuit Television	The closed circuit television system shall be inspected by a competent person once every 12 months.	NO	YES
16	Gas Boilers	All gas boilers shall be inspected immediately by a Gas Safe Engineer and then at least once every 12 months	NO	YES
17	Gas Appliances	All gas appliances shall be inspected immediately by a Gas Safe Engineer and then at least once every 3 years.	NO	YES
18	Temporary Electrical Certificate	Prior to each event a competent person shall examine the electrical supply in accordance with Condition 9.5	YES	YES
19	Safety chains/ Secondary bonding to Overhead suspended equipment	A mandatory 5 yearly access condition survey, Dependent on specification of safety chain.	YES	YES

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
20	Legionella	Submission of risk Assessment and management plan for the control of the growth of legionella bacteria within water systems	YES	YES
21	Contingency Exercises	Submission of details of emergency / contingency exercises / tests and subsequent variations to procedures at least once every 12 months and prior to new season	YES	YES

N.B. Copies of any records that you are required to keep under the provisions of this section shall be forwarded to the Council on receipt of a written request.

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SCHEDULE 8

(CONDITION 5)

1 PLANS REGULATIONS

- 1.1 Plans shall be current up to date and relate to the current general safety certificate (see 6.2).
- 1.2 Plans shall be drawn up by appropriately qualified persons acceptable to the council every 3 years (Base 2019).
- 1.3 Plans shall be executed or reproduced in a clear and intelligible manner with suitable and durable materials.
- 1.4 Plans, sections, elevations and details shall be to scale. The scale(s) shall be indicated in all drawings.
- 1.5 All plans shall bear a number and date. Any revisions to the plans shall be stated in sequence on the plan and the date of each revision shall be stated.
- 1.6 Plans shall include:
- (a) Drawings;
 - (b) Schedules;
 - (c) Specifications;
 - (d) Calculations;
 - (e) Reports.
- 1.7 The number of copies of plans submitted to the council shall be three in respect of structural calculations and eight in any other case or as otherwise agreed.
- 1.8 Plans must have where appropriate a key; the symbols adopted for the key should be as specified in British Standard 1635.
- 1.9. The club shall provide such number and type of photographs as may from time to time be reasonably required by the council
- 1.10. When a proposal is submitted to the council in respect of a proposed alteration to the stadium the certificate holder shall provide such number (sets) of photographs as may be required by the council to aid consideration of the proposal.

2 APPROPRIATE SCALES

- 2.1 Identification Plans - not less than 1:1250.
- 2.2 General Arrangement Plans - not less than 1:500.

2.3 Detail Plans:

2.3.1 Layout Plans of terraces - not less than 1:200

2.3.2 Local areas of terraces/seated areas - not less than 1:100.

2.3.3 General Arrangement of buildings/structures - not less than 1:100.

2.3.4 Details of new structures - not less than 1:25.

2.3.5 Details of new structural connections - not less than 1:5.

(The council reserve the right to require additional plans at a scale to be determined should they consider it appropriate to do so.

3 PLANS TO BE ATTACHED TO SAFETY CERTIFICATE

3.1 A revised and up to date set of plans will be submitted every 3 years in accordance with section 5.4 (base year 2016).

3.2 Identification Plan - a general identification plan of the location of the ground in relation to the surrounding area must be provided.

3.3 General Arrangement Plan - this must indicate:

3.3.1 Full extent of the Sports Ground.

3.3.2 Positions of all buildings.

3.3.3 Positions of all means of ingress and egress.

3.3.4 Names and positions of all adjacent roads and footpaths.

3.3.5 Access routes for emergency vehicles.

4. DETAIL PLANS

4.1 Detail plans to be kept with the safety certificate in the control room. They must be prepared to include the following information on individual plans or a combination of information may be incorporated in a single plan provided that the detail is clear and relevant.

4.2 Full extent of individual terraced areas/viewing slopes.

4.3 Positions of crush barriers and supports.

4.4 Numbering of crush barriers and sections of crush barriers

4.5 Full extent of individual seated areas.

4.6 Referencing of all seat rows and numbering of all seats.

- 4.7 Referencing of all gangways.
- 4.8 Referencing of all vomitories.
- 4.9 Referencing of all stairways.
- 4.10 Referencing or naming of all rooms.
- 4.11 Referencing of all doors, gates and turnstiles throughout the sports ground (turnstiles must be numbered). The narrowest point on the escape route to be highlighted and measurement shown
- 4.12 Full extent and use of all rooms and void spaces.
- 4.13 Position of all steps.
- 4.14 Positions of all balustrades, handrails and fences.
- 4.15 Positions of all doors, gates and turnstiles throughout the sports ground.
- 4.16 The swing or direction of travel of all doors and gates.
- 4.17 Statement of the clear opening measurement of each door and gate.
- 4.18 Positions where headroom is less than 2.4. metres in any part of the ground to which spectators have access.
- 4.19 Positions of first aid rooms and other first aid and emergency equipment.
- 4.20 Positions and descriptions of all exit and other route identification signs.
- 4.21 Positions of emergency lighting points.
- 4.22 Positions of fire alarm sounders and call points.
- 4.23 Positions and descriptions of all fire extinguishers and other fire fighting appliances.
- 4.24 Positions of safety stewards.
- 4.25 Gradient of all ramps, viewing slopes and terraced areas.
- 4.26 Positions of stadium control room.
- 4.27 Position and referencing of all catering, merchandising and franchised outlets within the sports ground.
- 4.28 Any other details which are specifically required by the council.

5 PLANS FOR PROPOSALS

5.1 Identification Plans - these should indicate the position, level and extent of the proposal in relation to other existing identifiable features of the sports ground.

5.2 DETAILED PLANS

5.2.1 Sufficiently detailed plans to satisfy appropriate statutory legislative requirements; provisions of appropriate British/CEN Standards, and appropriate statutory guidance documents. Where it is proposed that any such matter is not to be complied with, a specific reference must be made, including a statement of the extent of proposed non-compliance.

5.2.2 Plans must have where appropriate a key; the symbols adopted for the key should be by reference to British Standard 1635.

5.2.3 Plans must indicate that the proposal has been designed to be suitable for its intended purpose.

5.2.4 Plans must include any proposal to change any information included in the plans for the purposes of anything in schedule 2, condition 5.

5.2.5 Where conditions of usage or loading may vary, designs must be carried out to suit maximum anticipated use and/or loading.

5.2.6 Where any proposal has, or is likely to effect the capacity of the sports ground or part thereof, the estimate capacity (subsequent to the implementation of the proposal) shall be stated.

5.2.7 Such additional detail as the council may require.

6.0 AMENDMENTS

6.1. Consequential upon the carrying out of any minor works which affect the details shown on any plans attached to the safety certificate, the holder shall prepare and submit to the council such number of revised plans as the council reasonably require.

6.2 Amendments to plans for the purpose of 6.1 above must be produced within a reasonable period but not more than 28 days after the relevant works have been carried out.

SCHEDULE 9

SAFETY GUIDANCE TO THE CERTIFICATE HOLDER

This guidance is not binding on the certificate holder but the council strongly recommend that the club pay detailed attention to it. The paragraphs detailed below are not conditions of this certificate.

1.0 Emergency Plan / Contingency Planning

- 1.1 The certificate holder should be familiar with the Safety of Sports Grounds Act 1975 (As Amended) and the Guide to Safety at Sports Grounds (The Green Guide).
- 1.2 Your attention is drawn to Chapter 3 of the Green Guide – Management – Responsibility and planning for safety, in particular the paragraphs referring to contingency planning and the emergency plan.
- 1.3 The council take the view that it is for the management of the stadium, who have special and individual knowledge of their own stadium, to liaise with the emergency services (Police, Fire, Ambulance) to produce an effective and manageable emergency plan. Your attention is now however drawn to schedule 2 Condition 16.0.
- 1.4 The holder must be aware that should the emergency services or an individual authority feel that the emergency plan does not meet their standards, or is not being adhered to then they or the individual authority may approach the council as certifying authority and ask the council to consider prohibiting the stadium to the public.

2.0 Safety Policy/Safety Management

- 2.1 As part of the drive for success of the club, team or individual, senior management, directors and board members, must devote time, effort and resources to safety management at the ground, both in its day to day use or for any special event.
- 2.2 There should be a written policy of safety for all persons covering the safety objectives and the means of achieving them. This should be known to and understood by all staff and voluntary workers who may be involved in ground operations. This policy should be kept under review by management and revised as necessary.
- 2.3 The management should require regular, periodic reports on safety measures taken and on progress on those in hand. They should ensure that they are made aware of details of any minor incidents (which might suggest underlying problems) and the action taken to rectify them. Such details should be kept in written form and, together with the policy statement on safety, should be available for inspection.

- 2.4 Council take the view that it is for the management of the stadium, who have a specialist individual knowledge of their stadium, to devise effective safety management and maintenance policy for their stadium. A safety management policy properly adhered to would it is felt help to ensure safety at the ground and maintain the stadium to the required standard. The holder's attention is drawn to schedule 2 condition 17.0.
- 2.5 The holder must be aware that should members of the council's safety of sports grounds advisory group feel that safety is being put at serious risk through lack of proper safety procedures or maintenance they may approach the council and ask the council to consider issuing a prohibition notice prohibiting part or all of the stadium to spectators.
- 2.6 The holder should consider for special matches or where estimated attendance may approach or reach capacity for the whole of, or a section of the stadium increasing the level of stewarding for the whole or individual sections of the ground. When considering this, the holder should pay particular attention to the comments and advice of the Chief Constable or his nominated ground commanders. The holder should remember that the safety stewarding schedule that forms part of this certificate details the minimum number of safety stewards the council thinks are required to achieve a standard of reasonable safety.

SUFC GSC (COVID) 2020-2021

SCHEDULE 10

(CONDITION 10.3)

TELEVISION SITES / CONSENTS

1 TELEVISION TEMPORARY STUDIO

- 1.1 A properly constructed television studio may be sited over the staircase adjacent to the Spion Kop (East Stand) and the South Stand.

2 PITCH PERIMETER TV CAMERAS

- 2.1 Provided camera positions do not restrict forward access on to the pitch or cause tripping hazards in an emergency, cameras may be sited on the pitch perimeter at the discretion of the club.

3 SOUTH STAND

- 3.1 Cameras may be sited in the purpose built camera platform at the rear of the South Stand.
- 3.2 Cameras that are operated by remote control may be attached to the central lateral wall above the mid lateral walkway provided that they do not interfere with the seating; do not cause an obstruction to the egress/access routes used by spectators.

4 TELEVISION CABLES

- 4.1 All cables which cross a gangway or egress route shall be fully secured and/or covered with substantial rubber matting. The matting itself must however not create a tripping hazard.

5 NOTIFICATION OF CAMERA POSITIONS, STUDIO STRUCTURES AND TELEVISED EVENTS

- 5.1 The holder shall provide a schedule to the council's Chief Licensing Officer (Sports Grounds) detailing all camera positions, structures etc., as soon as possible prior to any televised event.

NB This information will then be disseminated to safety advisory group members to ensure that on the match day all group members are fully aware that the event is to be televised.

6 ADDITIONAL ENTERTAINMENT

- 6.1 If additional pre, during or post match entertainment, ancillary to the television coverage, is planned in particular the provision of pyrotechnics, full details must be supplied to the council prior to the event. These details shall include a chronology of events proposed; and details of the type, location and method of firing of all pyrotechnics. Your attention is drawn to schedule 2 condition 20.0.
- 6.2 The council reserves its right to view any entertainment prior to the event and to prohibit any proposed entertainment on grounds of public safety.

7 TELEVISION VEHICLES

- 7.1 All vehicles which are brought onto the site as part of a television broadcast shall be parked within the smaller South Stand car park at the corner of Cherry Street / Shoreham Street or the north end of the Shoreham Street car park to the rear of the male toilet block at that location, or in any area authorised by the certifying authority delineated for the parking of such vehicles.
- 7.2 The television broadcast vehicles shall not block any access for emergency vehicles.
- 7.3 The television broadcast vehicles shall not block any spectator access or egress to or from the sports ground.
- 7.4 All cables emanating from the television broadcast vehicles shall be located in such a way to prevent any tripping hazard. The cables must not block or prevent access or egress of persons or emergency vehicles. The council reserves the right to require cables to be resited.

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SCHEDULE 11 **(CONDITION 15.6)**

MAINTENANCE PLAN

1 ANNUAL INSPECTION REPORTS

- 1.1 All works highlighted in the reports shall be initiated and completed in accordance with the priority list.
- 1.2 A monthly inspection process involving the safety officer shall be established to check that work has been undertaken.

2 FIRST AID FACILITY

- 2.1 Every 4 weeks an inspection of the first aid facility shall be carried out by the safety officer to ensure that standards of hygiene and cleanliness are maintained and to ensure that levels of first aid equipment are in accordance with the certificate requirements. A record of this inspection shall be retained by the safety officer.

3 PAINTING

- 3.1 All yellow nosings and cross hatched areas shall be inspected on a 4 week cycle and remedial painting non-slip carried out to ensure the highest standards are maintained. A record of this inspection shall be retained by the safety officer.
- 3.2 All turnstile housings and final exit gates shall be regularly inspected and painted.
- 3.3 All wall surfaces, in the general areas of the ground, that are painted shall be regularly checked, cleaned and painted where necessary.
- 3.4 The stadium control room shall be cleaned and painted to maintain high standards and cleanliness throughout the season.
- 3.5 All barriers in the open air shall be painted to minimise damage from corrosion. This process shall be continual.

4 LIGHTING

- 4.1 General and emergency lighting shall be checked routinely on a weekly basis to ensure operation.
- 4.2 Light coverings shall be cleaned regularly [at least once in each month].
- 4.3 Particular attention shall be given to emergency lights.

5 STEPS AND STAIRWAYS

- 5.1 All steps and stairways shall be inspected on a 4 week cycle to ensure that any damage is repaired and a record of these inspections shall be maintained by the safety officer.
- 5.2 All steps and stairways shall be swept regularly and kept free of any litter, rubbish or other debris.

6 FINAL EXIT GATES

- 6.1 All hinges, bolt and push bar fittings shall be checked and oiled on a 4 weekly cycle to ensure the correct operation of such gates. Any damage found shall be immediately repaired [a record of inspections shall be maintained by the safety officer].

7 INTERNAL AND EXTERNAL WALLS

- 7.1 All walls shall be assessed by the safety officer and repaired and painted where appropriate on a regular basis. Particular attention needs to be given to boundary walls.

8 TOILET FACILITIES

- 8.1 All toilet facilities shall be checked each week to ensure the proper operation of facilities.
- 8.2 All facilities shall be maintained clean and repainted during the season if required.

9 BAR/SERVERY AND KITCHENS

- 9.1 All bar serveries and kitchens shall be fully maintained and kept clean. Stock shall be properly stored and food hygiene regulations complied with. The safety officer shall undertake an inspection with the catering manager every 4 weeks to ensure compliance and record this inspection.

10 ELECTRICAL INSTALLATIONS

- 10.1 All electrical installations shall be checked and maintained throughout the year.
- 10.2 A record of installations shall be created by the safety officer. This record shall also detail action taken to maintain installations.

11 FIRE APPLIANCES

11.1 All fire appliances shall be checked on a weekly basis to ensure that they are located properly and are capable of being discharged.

12 SEATING

12.1 All seating shall be checked continually by the safety officer and repaired as necessary.

13 STORAGE

13.1 Materials shall be stored in accordance with the requirements of the council. Storage areas shall be maintained in a tidy condition. Details of materials stored shall be maintained by the safety officer.

14 ASBESTOS

14.1 Asbestos Management Plan – Every year implement the condition monitoring and inspection log recording requirements of the asbestos management plan as required by the Control of Asbestos Regulations 2012; as amended.

N.B. During the season the safety officer shall draw up a maintenance record booklet. The safety officer will record in the booklet all maintenance work carried out during the season.

SUFC GSC COVID-2020 - FINAL

SCHEDULE 12

SAFETY CERTIFICATE PLANS

ITEM	PLAN	PLAN NUMBER
1.	Location Plan	CS3528/1
2.	Ground Layout	15/730 SK07 B
3.	John Street (North Stand)	15/730 SP06 M
4.	South Stand	15/730 SP02 J
5.	South Stand (Seated Areas)	15/730 SP03 G
6.	West Stand (Floor Plan/Seated Areas)	15/730 SP01 H
7.	West Stand (Lower Concourse)	15/730 SP08 D
8.	Spion Kop	15/730 SP04 D
9.	Westfield Corner Stand	15/730 SP05 L
10.	Forsyth Enterprise Centre	15/730 SP09 B
11.	Emergency Phones Location Plan	15/730 SP07
12.	West Stand Turnstiles	15/730 SP10 B
13.	John Street Turnstiles	15/730 SP11 C
14.	South Stand / Kop Turnstiles	15/730 SP12 C
15.	Control Room	15/730 SP13

SCHEDULE 13

SAFETY OFFICER RESPONSIBILITIES / DUTIES

24 HOURS BEFORE EACH EVENT

1. Ensure:

- 1.1 that any defects reported at the previous match have been rectified;
- 1.2 that the fire warning and automatic fire detection systems are tested and action taken to rectify any faults found including repeater panels;
- 1.3 that stewards' radio systems and emergency telephones are tested and action taken to rectify any faults;
- 1.4 that emergency lighting systems are tested and action taken to rectify any faults;
- 1.5 by means of a physical inspection of the ground that there are no hazards to persons attending the event.

BEFORE EACH EVENT

2. Liaise with the Police Commander to ensure:

- 2.1 that procedures are in force for identifying the sections of the ground to which spectators may be admitted;
- 2.2 that strategic gates are identified and staffed, by stewards, before spectators are admitted to the ground;
- 2.3 that sufficient trained stewards are in position to monitor and prevent overcrowding in any areas within the ground;
- 2.4 that the computerised turnstile counting system and monitors are fully operational and that, in the event of a malfunction, there is a manual counting system that can immediately be introduced.

3. Ensure:

- 3.1 that the Chief Steward has sufficient trained stewards available, together with sufficient supervisors, positioned as prescribed in the Safety Certificate;
- 3.2 that all stewards are fully briefed, and have written instructions, on their duties and what is expected of them during the event (the brief should include details of the anticipated number of persons expected to attend the match, together with an indication of any possible conflict that may arise between home and away supporters);
- 3.3 that sufficient trained stewards are provided and positioned to effect a safe and orderly evacuation in the event of an emergency and that all staff know the location of the central control point, who is in charge of safety on the day and the line of communication.

4. Inspect the ground to ensure:

- 4.1 that there are no stored combustible or hazardous materials that could present a danger any persons attending the event;
- 4.2 that there are no materials that could be used as missiles;
- 4.3 that all ingress and egress routes within the ground are clear of obstructions, and that the surface does not present a hazard to persons;
- 4.4 that all exit doors, emergency exit doors and gates are unobstructed and whether operated manually or electronically, are functioning;
- 4.5 that all gates open easily and that any drop bolts or securing devices prescribed in the safety certificate are functioning correctly;
- 4.6 that copies of the ground rules are displayed at all entrances to the ground;
- 4.7 that all exit and directional signs are in place, in a reasonable condition and illuminated (if appropriate);
- 4.8 that all structures are free from any damage, corrosion or deformation which might create a potential danger to any person.

5. Ensure that:

- 5.1 The following equipment / systems are tested and where necessary faults rectified:
- 5.2 CCTV system;
- 5.3 the public address system (test at each operating point) including loud hailers;
- 5.4 turnstile counting system;

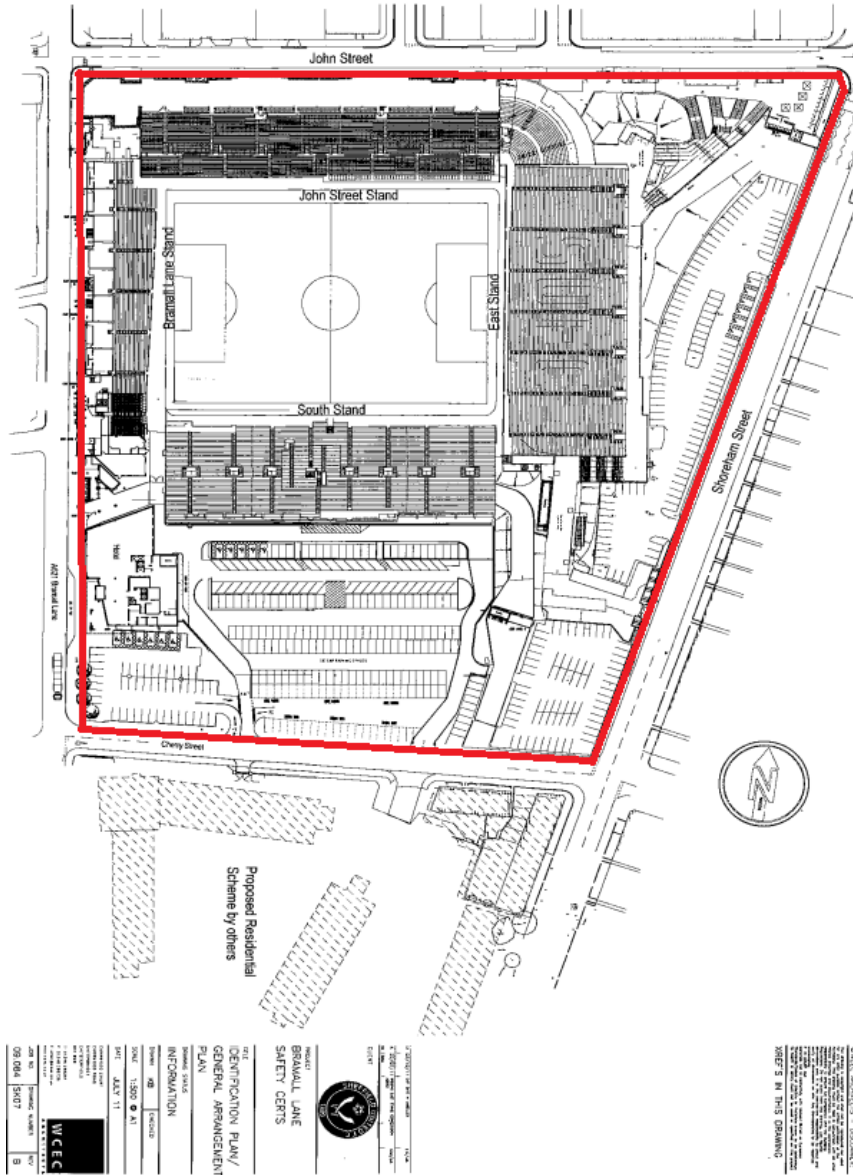
- 5.5 electronic gate locking system (if appropriate);
 - 5.6 temporary lighting;
 - 5.7 fire fighting equipment;
 - 5.8 any telephones that are normally staffed during the time the ground is open to the public but are not used for frequent communication and any key point telephone system;
 - 5.9 any equipment provided by the club for use by the emergency services (to be tested in liaison with the relevant service).
- 6. Ensure that:**
- 6.1 a sufficient number of trained first aid personnel are available;
 - 6.2 the first aid equipment and materials are in accordance with provisions of the safety certificate.

SUFC GSC (COVID) 2020 - FINAL

NOTES

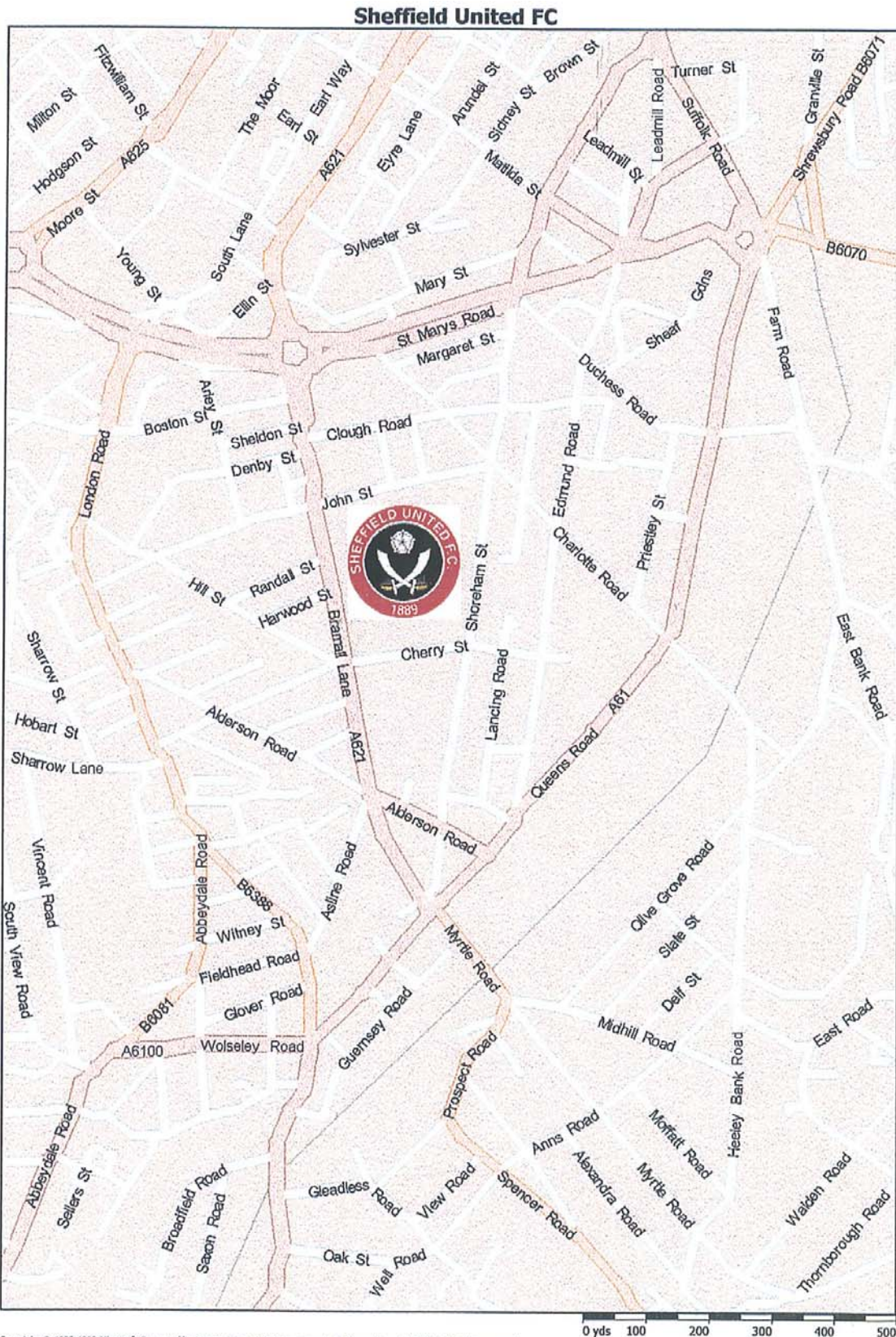
SUFC GSC (COVID) 2020 - FINAL

GROUND PLAN / General Arrangement Plan



SUP

LOCATION PLAN / Identification Plan



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APPENDIX A

Elite Sport – Return to Domestic Competition Guidance

Contents

1. Introduction
2. Definitions
3. Minimum Standards
4. General Guidance
5. Specific Guidance
6. Authorship

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This publication is available at <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>

1. Introduction

The following guidance covers Stage Three of the proposed five stage framework for returning to full unrestricted elite sporting competition and has been produced by a working group of leaders, Chief Medical Officers and partner organisation representatives across Olympic, Paralympic and professional sports in collaboration with the DCMS, PHE, DHSC and UK Sport.

Stage Three is a framework to progress from Stage Two, to the return to Domestic Competition – No Spectators (RTDC) for elite teams/athletes. The guidance for Stage One and Two activity must remain in place to underpin the progression to Stage Three.

The purpose of this Stage Three guidance is to define a set of minimum standards for RTDC for all parties. It is expected that the guidelines are considered by the Competition Delivery Partners and Elite Sport Organisation(s) and applied to their individual Competitions.

All existing government and Public Health England (PHE) guidance continues to apply unless otherwise specified. This guidance does not constitute legal advice or replace any Government or PHE advice; nor does it provide any commentary or advice on health-related issues. Competition Delivery Partners and other User Groups should seek independent advice prior to implementing any RTDC plan.

The COVID-19 pandemic is a rapidly developing situation and it is likely that this guidance and the reference sources it refers to will be regularly updated.

2. Definitions

Competition: The activity taking place at the Competition Venue(s) during the Competition Period, either at (a) a single venue on a single day; (b) a single venue over multiple days, or (c) multiple venues over multiple days.

Competition Delivery Partners: The Competition Organiser and the Competition Venue Operator.

Competition Period: The period taken to set up and prepare the Competition Venue, to host the Competition and reinstate the Competition Venue after the Competition.

Competition Venue: The venue(s) permitted to host the Competition, or set aside by the Competition Organiser for any elite athletes to train for the competition.

Competition Venue Operator: The Competition Venue Operator owns or is licensed to operate the Competition Venue during the Competition Period and should (where it is not the Competition Organiser) enter into an agreement with the Competition Organiser for the use of the Competition Venue. They should be in control of the Competition Venue during the Competition Period. They may also contract suppliers to support competition delivery.

Domestic Competition: No Spectators: Domestic sporting competition exclusively involving Elite Athletes, hosted within the UK, where no cross-border travel (from outside the UK & Ireland) is required for the Competition to take place. Access to the Competition will be restricted to individuals with essential functional roles.

Elite Athlete: An individual as defined as an Elite Athlete in the Stage One guidance.

Competition Organiser: The Competition Organiser will organise the Competition and liaise with all User Groups essential to its delivery and any relevant Elite Sport Organisations. Where they do not own the Competition Venue, they should contract with the Competition Venue Operator under a venue use agreement (or equivalent). They may also contract suppliers to support competition delivery.

Elite Sport Organisations and Individuals: The organisation and/or individual that is responsible for entering the team and/or athlete(s) into the Competition. These may include, but are not limited to, National Governing Bodies, professional leagues and clubs and individual elite athletes. Where an individual elite athlete is unable to fulfil the responsibilities of the Elite Sport Organisation, they should consult with the Competition Organiser and/or their National Governing Body to agree how those responsibilities can be met.

User Groups: The essential groups in attendance during the Competition. These may include, but are not limited to, the Competition Delivery Partners, teams/athletes, team support staff, competition officials, volunteers and staff, contractors/suppliers, anti-doping officers, medical providers and media and broadcast.

3. Minimum Standards

Competitions are typically delivered in partnership by multiple organisations and delivery models can be complex. There may be cross-over in responsibilities between the Competition Delivery Partners and the Elite Sport Organisations. It is critical that all Elite Sport Organisations and User Groups work collectively to ensure that the Competition can be staged safely.

All User Groups must be appraised of risk and mitigation plans and given the opportunity to actively 'opt in' to RTDC. If any of the Competition Delivery Partners or key User Groups

choose not to 'opt in', consideration must be given to the integrity of the Competition, the ability to implement this guidance and whether the Competition can safely proceed.

The following minimum standards must be in place before progressing with RTDC plans:

- Agreement over the roles and responsibilities and command, control and coordination (C3) arrangements between the Competition Delivery Partners and the Elite Sport Organisation(s)
- All relevant standards defined in Stages One and Two for RTT must continue to apply. Elite Sport Organisations must take into account the presence of other User Groups (from Stages One and Two) and that, during the competition phase, movements on the field of play are less controllable. The latter should influence the delivery of Social Distancing requirements within the domestic competition environment.
- An appropriate Competition Venue which can comply with these guidelines and reasonably accommodate modifications required to implement Social Distancing protocols. The Competition should not in any way limit the use of the Competition Venue to support the NHS or key workers requirements.
- That any concessions required to comply with government/PHE guidelines (relating to sport-specific rules, technical requirements or equipment) are obtained from the national/international governing body for that sport
- Confidence in the event management planning that there will be no detrimental impact of hosting the Competition on the wider community and healthcare systems
- Ensuring that the required PPE for practitioners or staff can be procured without taking away supply intended for key workers
- A decision-making structure and agreed procedure in place to modify, restrict, postpone or cancel the Competition
- Where the Organiser and the Venue Operator are not the same person, those two parties should enter into a venue use agreement to ensure that all relevant matters (including those set out in this guidance) are appropriately addressed

4. General Guidance

Social Distancing will be maintained wherever possible during the Competition Period. Furthermore, a key principle of the Stage Three guidance is that maintaining Social Distancing between the competing athletes, their support staff and personnel from all other User Groups in the Competition Venue will be a priority. Where Social Distancing is not possible, including on the field of play and in team areas, a full risk and mitigation strategy must be put in place.

Appropriate risk mitigation through screening of individuals prior to entry into the Competition Venue must be implemented and this may include, but not be limited to, COVID-19 symptom questionnaires. Where Social Distancing cannot be maintained at all times during the Competition, higher levels of surveillance may be implemented for a) current and b) past COVID-19 infection than at Stage Two. This will evolve in line with government and PHE guidelines and subject to ongoing audit and review.

All individuals must abide by government and PHE guidelines whilst away from the Competition Venue.

Any personnel with known or suspected COVID-19 are not permitted at the Competition Venue and should be placed or remain in isolation and follow the latest government and PHE guidelines. Personnel should follow the protocols put in place by the Competition Organiser and/or Elite Sport Organisation.

As all sports bodies will fully recognise, ensuring the mental health of their athletes and staff is as important as their physical health. Awareness and focus on this is all the more important in times of uncertainty. You are advised to factor government [guidance](#) on these issues into your planning and to consider providing active support for workers around mental health and wellbeing which could include advice or telephone support.

5. Specific Guidance

Each Competition Delivery Partner and Elite Sport Organisation should appoint a named COVID-19 Officer (CO) for every competition in which such a body has an interest. The CO appointed by the Competition Organiser should be responsible for oversight of the risk and mitigation planning, communicating information to all User Groups and ensuring that the necessary standards are met. This individual does not necessarily have to be medically trained.

Each Competition Organiser should appoint a named COVID-19 Medical Officer (physician) familiar with the emerging evidence related to post-COVID-19 pathology, to have oversight of individuals with [suspected or confirmed cases of COVID-19](#) and ensure any suspected or confirmed COVID-19 cases are managed in line with COVID-19 case management protocols and latest government guidance. Each Elite Sport Organisation should, as part of the Stages One and Two RTT guidance, have appointed a COVID-19 Medical Officer and these appointees should liaise closely with the Competition Organiser's COVID-19 Medical Officer. Sports which do not have a Medical Officer to cover these responsibilities should secure medical cover to oversee these processes prior to resuming Competition.

The Competition Delivery Partners, in collaboration with the Elite Sport Organisation(s), should develop a COVID-19 competition venue operations plan, and a COVID-19 risk assessment and mitigation plan. These should include the following considerations as a minimum:

- A code of behaviour which provides guidelines for all User Groups and the details of sanctions in place for breaches of protocol
- Details of all User Groups that will attend the Competition
- An appropriate education programme for all User Groups with an emphasis on the maintenance of strict and frequent personal hygiene measures, particularly handwashing
- Processes and activities where Social Distancing cannot be easily maintained should be risk assessed and mitigated
- Limiting all non-essential activities, including catering, where possible
- Agreeing measures with the public services, such as police and ambulance providers, to minimise potential calls on their resources
- A map of the Competition Venue defining all areas/zones, routes and access/egress points
- The maximum capacity and layout for each room/area/zone within the Competition Venue to allow Social Distancing to be maintained
- Information on the management, movement and scheduling of User Groups and vehicles to allow Social Distancing to be maintained, wherever possible. A one-way system for

people and vehicles should be established, where possible, and measures implemented to reduce crossover of different User Groups.

- Broadcast and media management plan to ensure that Social Distancing and hygiene requirements are met and minimise crossover with other User Groups
- A security plan, screening process and accreditation system that defines the access control system for the Competition Venue and the zones that are implemented to limit crossover between User Groups. As recommended in the Stage 1 and Stage 2 guidance (for elite training centres) the Competition Venue should be divided into at least two zones by an outer and inner cordon. The outer cordon will usually be the site perimeter and should be a physically secure barrier monitored by security staff. The inner cordon should be secure and monitored and will generally include the Competition Venue buildings and field of play. The area inside the inner cordon is designated the 'green zone'. The area between the outer and inner cordon is designated the 'amber zone'. Areas outside the outer cordon are designated the 'red zone'. This can be adapted to best suit the requirements of the Competition – and where there is capacity to implement further zoning. However, the outcome should always be to maximise the opportunity to comply with Social Distancing requirements.
- Measures to ensure that plans do not conflict with the Competition Venues' existing security and emergency action plans, and fire regulations
- A transport plan addressing travel to and from the Competition Venue for User Groups to minimise the usage of shared or public transport. Car parking should be within the Competition Venue zone
- A signage plan to support the implementation of the guidelines
- The stages required for all User Groups before entering and leaving the field of play
- Agree Social Distancing measures and protocols for staff, officials and players on the bench and/or field of play, to include: personal conduct during disputes between players or between players and referees; and scoring celebrations.
- The arrangements for team and tactical meetings at the Competition Venue
- Measures to ensure that the Competition, preparation or recovery sessions should take place outdoors to optimise ventilation, where possible
- The time spent in dressing room areas by athletes/teams/staff should be preferably avoided, but if not avoidable then minimised with strict social distancing. Whilst showers can be used in line with Government guidelines, the Competition Venue may opt not to provide them. Steam rooms and saunas will not be available at this time.
- Planning for recovery modalities (noting that cryotherapy chambers, cold-water immersion facilities and saunas may not be available at the Competition Venue)
- A review of close and face to face contacts for players and support staff during the Competition Period, following the protocols defined in RTT guidelines. This should take account of any relevant epidemiological or aerobiological data from monitoring studies.
- The Competition schedule should consider any existing data that identifies that certain characteristics of the athlete or Competition is associated with higher rates of injury

- A medical plan that ensures that an appropriate level of medical staffing is in place within the Competition Venue to manage any injuries or illness and the demands of any COVID-19 symptom screening process. At least one first responder should be wearing appropriate PPE beside the field of play. A 'clear surfaces' policy to facilitate cleaning should be followed in treatment areas.
- Measures to ensure any required practitioners or staff who have been assessed as requiring PPE will have access to it and are appropriately trained in their usage and disposal, as per the latest PHE guidance.
- Plans for physiotherapy and soft tissue therapist treatments. This should be limited to an essential need only and the need for routine or maintenance therapy should be risk assessed on a case-by-case basis. Team/athlete medical staff must take precautions in keeping with the latest PHE advice such as the use of health care setting and athlete infection risk appropriate PPE that is also influenced by the procedure or treatment being conducted at that time.
- Arrangements for an isolation room and protocols to manage any person who becomes symptomatic at the Competition Venue, as per government [guidelines for employers and businesses](#).
- Arrangements to ensure that there is an uninterrupted supply of personal and hand hygiene equipment and consumables at the Competition Venue at all times
- Measures to ensure that all areas of the Competition Venue are cleaned at the standard defined in the government [guidance for post-COVID-19 case non-hospital facilities cleaning](#) (prior to the Competition Period) and [government guidance for non-hospital facilities cleaning](#) (before and after the Competition). For all clinical areas, the relevant PHE standard will apply. High contact surfaces such as door handles, and light switches should be considered a priority for disinfection on a frequent basis.
- Measures to ensure that a risk assessment and mitigation (including hygiene protocol) are undertaken on all sport-specific equipment items provided by the Competition Delivery Partners or Elite Sport Organisation(s)

The Competition Delivery Partners and Elite Sport Organisations should also:

- Ensure that consideration is given to relevant insurance cover being in place
- Implement an anti-doping testing programme and liaise with the anti-doping authorities to ensure that:
 - it complies with all relevant hygiene measures and PHE guidance and
 - the necessary permissions for anti-doping officials to enter the Competition Venue are obtained
- Ensure compliance with statutory requirements, where relevant, including the Health & Safety at Work etc. Act 1974 and any local authority-enforced health and safety requirements. See also BEIS [Guidance on working safely during COVID-19](#).
- In the case of Competition Venues which are issued General Safety Certificates, consult their certifying authority at the earliest opportunity to determine what amendments should be required to the General Safety Certificate in order to comply with any local authority stipulated changes resulting from this guidance.

- Periodically review their risk assessment and mitigation plans to assess their effectiveness, updating them for each Competition.

6. Authorship

The guidance has been produced by a working group of leaders, Chief Medical Officers and partner organisation representatives including institutes, athlete representative bodies and sport venue hosts across Olympic, Paralympic and Professional sports in collaboration with the DCMS, PHE, DHSC and UK Sport.

SUFC GSC (COVID) 2020 - FINAL

SHEFFIELD WEDNESDAY F.C.

HILLSBOROUGH STADIUM



GENERAL SAFETY CERTIFICATE

June 2020 (Covid Measures)

SHEFFIELD CITY COUNCIL

G\\\\\\\\SafetyCertificates\\SWFC\\June2020(Covid)

SHEFFIELD CITY COUNCIL

SAFETY OF SPORTS GROUNDS ACT 1975
(AS AMENDED)

GENERAL SAFETY CERTIFICATE

SHEFFIELD WEDNESDAY FOOTBALL CLUB
HILLSBOROUGH STADIUM
SHEFFIELD
S6 1SW

SWFC GSC June 2020 (COVID) - FINAL

LICENSING SERVICE
PLACE PORTFOLIO
Block C, Staniforth Road Depot,
Staniforth Road, Attercliffe
SHEFFIELD
S9 3HD

SWFC/SafetyCert/June2020(Covid)

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SHEFFIELD WEDNESDAY FOOTBALL CLUB

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PREFACE TO THE SAFETY CERTIFICATE

1.0 GENERAL

1.1 The standards of safety to be achieved as laid down in this certificate are based on recommendations contained in the Guide to Safety at Sports Grounds, published by The Stationery Office and applicable to designated sports grounds and the final recommendations of Lord Justice Taylor in his final report on the Hillsborough Stadium Disaster.

1.2 The owner, the holder (Chairman / Chief Executive / Finance Director) of a Safety Certificate and any Directors with ground management control have primary responsibility for the safety of persons within the stadium. They should take legal advice on the consequences of failing to ensure reasonable safety at the sports ground.

2 OFFENCES AND PENALTIES

2.1 It is an offence for the Holder (Chairman / Chief Executive / Finance Director) or any responsible person as detailed above to:

- (a) Contravene any term or condition of this certificate;
- (b) Admit spectators to the sports ground at any time when a safety certificate is not in force;
- (c) Admit spectators to the sports ground in contravention of a Court Order.

The penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction and indictment, a fine or imprisonment not exceeding 2 years or both.

2.2 It is an offence to:

Fail to give notice of an alteration or extension to the sports ground or obstruct an authorised officer carrying out his duties under the act.

The penalty is, on summary conviction, a fine not exceeding the statutory maximum.

3 POWERS OF ENTRY AND INSPECTION

In accordance with Section 11 of the Safety of Sports Grounds Act 1975 (As Amended) a person authorised by:

- (a) the Local Authority;
- (b) the Chief Officer of Police;
- (c) The Secretary of State;

may, on production if so required of his authority, enter a sports ground at any reasonable time, and make such inspection of it and such enquiries relating to it as he considers necessary for the purposes of this Act, and in particular may examine records of attendance at the ground and records relating to the maintenance of safety at the ground, and take copies of such records.

4 ALTERATIONS AND EXTENSIONS

- 4.1 In accordance with Section 8 of the 1975 Act, if while a General Safety Certificate is in operation with respect to a sports ground, it is proposed to alter or extend that sports ground or any of its installations and the alteration or extension is likely to affect the safety of persons at the sports ground, the Holder of the certificate shall, before the carrying out of the proposals is begun, give notice of the proposals to the Certifying Authority / Council.
- 4.2 Sub-Section 4.1 above in particular requires notice when it is proposed to alter the entrances to or exits from a sports ground or any part of it including any means of escape in case of fire or other emergency or the means of access to any such entrances or exits.

5 RIGHT OF APPEAL

The Act makes provision for appeal against decisions of the local authority or against the inclusion of any terms and conditions imposed by the certificate. The time limit within which appeals must be lodged and the procedures to be followed are set out in the Safety of Sports Grounds Regulations 1987 (SI. 1987 No. 1947).

SWFC GSC June 2020 (COVID-19) - FINAL

SHEFFIELD CITY COUNCIL

SAFETY OF SPORTS GROUNDS ACT 1975 (AS AMENDED)

GENERAL SAFETY CERTIFICATE

Address of premises for which this certificate is issued

Hillsborough Stadium
Sheffield Wednesday Football Club
Sheffield
S6 1SW

Occupier of the premises and holder of the certificate

Sheffield Wednesday Football Club Limited
Holder – Mr Dejphon Chansiri, Chairman

Use of the premises in respect of which this certificate is issued.

Football Matches, Rugby Matches (Union and League), Hockey, Marching Band Displays, Religious Conventions where spectators are restricted to the seated stands; to view a star screen, television or cinema screen sited on the infield area where spectators are restricted to the seated stands; and entertainment ancillary to any of the above.

Any events which the holder considers to fall outside of the above will be considered by the certifying authority and Safety Advisory Group (if appropriate) upon receipt of written application and reasoning.

(N.B. All Pop Concerts; Religious Conventions where spectators are permitted onto the pitch area are specifically excluded. A special Safety Certificate is required for these events.)

1. This certificate is issued by Sheffield City Council in respect of the premises described above, being a Sports Ground designated by Order under Section 1 of the Safety of Sports Grounds Act 1975 (As Amended) as a ground requiring a Safety Certificate.
2. The terms and conditions set out in the Schedules attached hereto are hereby imposed.
3. The terms and conditions hereby imposed are those which the Sheffield City Council consider necessary or expedient to secure reasonable safety at the sports ground when it is in use for an activity in respect of which this certificate is issued.

4. The words used in the certificate and the schedules attached hereto have the meaning assigned to them by Schedule 1 to this certificate and Section 17 of the Act.
5. The schedules and plan attached hereto all form part of the certificate (See Schedule 8, Condition 5, Plans Regulations).
6. The certificate commences on **19th June 2020** and will remain in force until amended, replaced, transferred, surrendered or revoked by the Sheffield City Council (The Certification Authority).

Date 19th June 2020

Signed _____

Steve Lamin

The Chief Licensing Officer and Head of Licensing
on behalf of and duly authorised by
The Sheffield City Council.

Block C, Staniforth Road Depot,
Staniforth Road, Attercliffe
SHEFFIELD
S9 3HD

SWFC GSC June 2020 (COVID)

SCHEDULE 1

SHEFFIELD CITY COUNCIL

Interpretation of General Safety Certificates issued by the Council

<u>Word/Phrase</u>	<u>Meaning</u>
The Act	The Safety of Sports Grounds Act 1975 including any modification or re-enactment thereof and any subordinate legislation made thereunder.
Authorised Officer	Any Police Officer, any Officer of South Yorkshire Fire and Rescue, any Officer of the Sheffield City Council who is authorised in writing by the Chief Licensing Officer & Head of Licensing.
The Certificate	The written General Safety Certificate issued by the Council under the Act to the holder of which this interpretation document forms part.
The Council	The Sheffield City Council [Certifying Authority].
The Guide	The current edition of the "Guide to Safety at Sports Grounds" published by HM Government or any succeeding code or guidance produced by HM Government.
The Holder	The Chairman, Mr Dejphon Chansiri to whom the General Safety Certificate has been issued.
Person(s) Present At or Persons Attending The Event (or similar)	Any person, including (but not limited to) spectators, employees, visitors. In certain circumstances, this may also extend to passers by etc.
Specified Activity	Football Matches; Rugby Matches (Union and League); Hockey; Marching Band Displays; Religious Conventions where spectators are restricted to the seated stands; to view a star screen, television or cinema screen sited on the infield area where spectators are restricted to the seated or terrace areas; and entertainment ancillary to any of the above.

Any events which the holder considers to fall outside of the above will be considered by the certifying authority and Safety Advisory Group (if appropriate) upon receipt of a written application and reasoning, with any subsequent permissions given in writing by the certifying authority.

(NB All Pop Concerts; Religious Conventions where spectators are permitted onto the pitch area are specifically excluded. A special Safety Certificate is required for these events.)

Spectator	Has the meaning assigned to it by the Act.
The Sports Ground	The Hillsborough Stadium, Sheffield Wednesday Football Club, Hillsborough, Sheffield.
Safety Stewards	A safety steward is a steward who has the responsibilities specified in condition 6 of Schedule 2 to the Safety Certificate.
Void	A space beneath a stand, an access or an egress route not open to the general public where combustible materials could accumulate.
Safety Officer	A person who has the responsibilities specified in 1.1 and 1.2 of Schedule 2 of the Safety Certificate and set out in Chapter 3 of the Guide to Safety at Sports Grounds.
Chief Safety Steward	A person appointed by the Holder or Safety Officer and is responsible to the Safety Officer whose duties specifically include the management and supervision of all appointed Safety Stewards.

SCHEDULE 2

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

1 GENERAL SAFETY

- 1.1 The holder shall appoint, in writing, at least one Safety Officer who has full authority to:
- (a) take responsibility for safety at the ground;
 - (b) implement and supervise safety measures; and
 - (c) shall comply with the prescribed responsibilities / duties detailed in Schedule 13 of this certificate as a minimum.

A Safety Officer or his approved nominee shall:

- (a) be in charge of the sports ground and the holder's employees; and
 - (b) be in attendance at the sports ground and in direct personal communication with a central control point during a specified activity;
 - (c) inform the Police Commander or his deputy if present of his name and contact point prior to members of the public being allowed into the premises for a specified activity.
- 1.2 The holder (and the Safety Officer) shall take all necessary precautions to ensure the reasonable safety of persons present at the sports ground and shall ensure that all responsible persons (as defined in Section 12(2) of the Act) are completely familiar with their duties under that Act and this certificate.
- 1.3 The holder shall ensure that, whilst provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the link below and in Appendix A of this general safety certificate are followed. The holder will also ensure that the same provisions are included within the Operations Manual and are followed.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>

- 1.4 The holder shall provide and maintain such signs or notices of such type, size and design as the Council may from time to time reasonably require for reasons of public safety.

- 1.5 The holder shall ensure that the signs or notices so required are clearly legible so that they can easily be read at all times.
- 1.6 The holder shall take all possible steps to ensure that no materials that are capable of being used as missiles are accessible to spectators.
- 1.7 The holder shall identify and periodically inspect (periodically shall mean a minimum of twice a year) any void beneath a stand or an access or egress route. The holder shall ensure that there is no accumulation of debris, rubbish etc. in these "void" areas. The holder shall keep a written record detailing all "void" areas within the Sports Ground and the date, time, result and any action taken in respect of each inspection.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

2 MEDICAL SERVICES

- 2.1 (a) The holder shall provide and maintain at the sports ground to the satisfaction of the council a suitably equipped first aid room and shall arrange for the attendance of such number of qualified first aid attendants as the council may require, but in any event there shall be in attendance at least one first aid attendant for every 1,000 (or part thereof) spectators and no event shall have fewer than 2 first aid attendants. The attendants duties shall only relate to the administering of first aid.
- (b) The first aid room shall be capable of being lit by both the general lighting and the emergency lighting and shall be easily identified by means of signs.
- (c) The first aid room shall be designated a 'No Smoking Area' and at all times be kept clean and tidy.
- (d) The first aid room shall be clearly identified as a first aid room, its location publicised and made known to staff and safety stewards.
- (e) The holder shall produce a written medical plan defining the levels of medical and first aid provision for spectators at the stadium.
- (f) The holder shall ensure that equipment and medical supplies outlined in Schedule 6 are available for use at all times during a specified activity. A full list of medical equipment must be displayed in the first aid room to be audited by Yorkshire Ambulance Service (YAS) annually. All equipment and supplies in the first aid room are the responsibility of the clubs appointed medical provider and will be checked prior to any regulated activity. Vehicles and equipment supplied by Yorkshire Ambulance Service will be checked by YAS staff.
- (g) The holder shall employ at least one medical practitioner (in addition to any medical practitioner employed to treat players) to be present at each specified activity and available to deal with any medical emergency at the sports ground. He/she shall be trained and competent in advanced first aid and must hold the Pre-Hospital Emergency Care (PHEC) and Major Incident Medical Management and Support (MIMMS) qualifications or be able to evidence relevant equivalent experience. He/she shall be present at the sports ground at least one and a half hours before kick-off and must remain until half-an-hour after the end of the specified activity. The medical practitioner must be immediately contactable and his/her whereabouts known to the Stadium Control Room.
- (h) (i) The holder shall arrange with Yorkshire Ambulance Service for the attendance of at least one fully equipped Paramedic crewed ambulance at a specified activity where between 5,000 and 25,000 persons are expected to attend. Where intelligence increases the match risk assessment, the holder shall arrange with Yorkshire Ambulance Service for two fully equipped

Paramedic crewed ambulances regardless of spectator number.

- (ii) Where more than 25,000 persons are expected to attend the specified activity, the holder shall arrange with the Yorkshire Ambulance Service for a second fully equipped paramedic crewed ambulance and where appropriate at the instigation of the Yorkshire Ambulance Service the provision of a major incident equipment vehicle. This vehicle will be remotely located at Magna and can be requested by the ambulance match commander through the dedicated on call resilience support team.
- (iii) Where more than 25,000 persons are expected to attend the specific activity, the holder shall arrange with Yorkshire Ambulance Service for a designated communications person to staff the alternative response desk at the Yorkshire Ambulance Service Emergency Operations Centre. Where intelligence increases the match risk assessment, the holder shall arrange with Yorkshire Ambulance Service for a designated communications person to staff the alternative response desk at the Yorkshire Ambulance Service Emergency Operations Centre, regardless of spectator numbers.
- (iv) The holder shall after consulting with the Yorkshire Ambulance Service; South Yorkshire Police and South Yorkshire Fire Service designate a specific parking place for ambulance(s) at the ground during a specified activity. This area shall be marked out and signposted accordingly and the area and access to it shall at all times remain unobstructed.

2.2. In the event of a fatality or spectator being injured within the curtilage of the sports ground resulting in that person being taken to hospital the holder shall immediately report the occurrence to the Incident Contact Centre (Tel: 0345300992) or reported online at www.hse.gov.uk/riddor/report to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The above type of incidents should also be notified to the Councils Licensing Service as soon possible. The holder shall supply such additional information as the Council may require.

2.3 The holder shall keep a written record of injuries or accidents to spectators (in conjunction with the medical service providers) and will present to the Safety Advisory Group a report summarising for each match the number of persons injured, the nature of the injury, the cause of the injury and where it occurred within the stadium. This report is to be sent to the Chief Licensing Officer, Chair of the Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD. The reports are to be submitted in time to be included in the quarterly Safety Advisory Group meetings.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

3 ALTERATIONS.

- 3.1 Without prejudice to the provisions of Section 8 of the Act, the holder shall not cause or permit the sports ground or any of its installations to be altered (which term shall exclude minor remedial works which do not in any way affect the safety of the sports ground) in any manner whatsoever without the prior written consent of the Council.
- 3.2 The holder shall supply the council with copies of such plans, specifications and calculations as the council may reasonably require to enable any application for such consent to be considered and shall comply with any conditions attached to that consent.
- 3.3 Any application for consent to alter the sports ground as detailed in paragraph 3.1 above shall always be made in writing with the appropriate fee to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.
- 3.4 Where an application to alter any part of the sports ground may result in the amendment of the certificate the holder shall submit, with such an application, a formal application for certificate amendment, in accordance with the provisions of the 1975 Act (as amended) and any regulations made thereunder.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

4 TEMPORARY STRUCTURES

- 4.1 Except with the consent of the council, in writing, and subject to any further conditions which may be attached to such consent, no temporary structure (e.g. scaffolding tower; temporary accommodation, TV gantries, temporary stands etc) shall be brought onto or constructed within the curtilage area of the sports ground.
- 4.2 Any application for consent for a temporary structure as detailed in paragraph 4.1 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

5 PLANS

- 5.1 The holder shall provide to the council when so requested, such plans and technical details as the council may require, as detailed by the council and drawn up in accordance with the plans regulations detailed in Schedule 8 of this certificate.
- 5.2 Where the holder is required to submit a plan(s) to the council under the terms of the certificate, those plans must be drawn up and submitted in accordance with the plans regulations detailed in Schedule 8 attached.
- 5.3 Where approved alterations have been made to the stadium, the holder shall arrange to supply a new set of plans of the stadium (in accordance with the plans regulations) incorporating the details of the alterations. Such plans must be submitted to the council in line with the requirements specified in the plans regulations detailed in Schedule 8 attached and be accompanied with an application to amend the certificate (unless an application for certificate amendment was submitted with the original application for alteration).
- 5.4 In any circumstances a full set of revised plans / up to date plans will be submitted to the Council every 3 years. Such plans must be submitted to the council in line with the requirements in Schedule 8.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

6 SAFETY STEWARDS

- 6.1 The holder shall arrange for the attendance at every specified activity of a chief safety steward; such other number of safety stewards as are specified in Schedule 3 and such additional safety stewards as may from time to time be agreed with the Chief Constable or his nominated ground commander to compensate for the reduction in police personnel on duty at a specified activity.
- 6.1.1 All stewards shall be trained and assessed to the following level stewarding qualification within the National Qualification Framework or undergoing training.
- Stewards - Level 2
 - Steward Supervisors - Level 3
 - Safety Officer - Level 4
- 6.2 No steward shall be deployed at the ground until they have undertaken all aspects of the familiarisation and induction training covered by the induction module of the football authorities' Training Package for Stewarding at Football Grounds.
- 6.3 No steward shall work unaccompanied until they have completed all aspects of the training set out in modules 1 (General Responsibilities) and 2 (Maintenance of a Safe Environment) of the Football Authorities' Training Package for Stewarding at Football Grounds and have attended 4 matches as a steward. All stewards shall complete their training assessment and qualification within 12 months thereafter.
- 6.5 The holder shall ensure that the Chief Safety Steward and other Safety Stewards are:
- (a) fit and capable to carry out their duties;
 - (b) properly trained and instructed;
 - (c) readily identifiable by dress;
 - (d) provided with written instructions as to their tasks/duties;
 - (e) aged between 18 and such an age as is considered appropriate by the council in individual circumstances.
- 6.6 Safety stewards must be informed in writing of their principal tasks for each specified event. The holder shall make it clear to all stewards that they are deployed to assist in the safe operation of the ground.
- 6.7 The written instructions given to the chief safety steward and other safety stewards must take account, where appropriate, the tasks and duties, detailed in Chapter 4, to the Guide to Safety at Sports Grounds.

- 6.8 Notwithstanding Condition 6.7 above, the written instructions given to the chief safety steward and other safety stewards must include the following tasks and duties:
- 6.8.1 Under the direction of the safety officer or the chief safety steward prevent overcrowding by ensuring that the crowd limits in various parts of the sports ground are complied with.
 - 6.8.2 Prevent spectators, as far as possible, from climbing fences and other structures (e.g. flood light pylons) and from standing on seats. Where by virtue of the scale of the incident stewards are unable to prevent this, they must immediately report the matter to the nearest steward supervisor or the chief safety steward or the safety officer.
 - 6.8.3 Ensure that gangways and exits are kept clear.
 - 6.8.4 Identify and investigate any incident or occurrence among persons present which may affect safety, reporting their findings to the nearest steward supervisor, chief safety steward or the safety officer.
 - 6.8.5 Know the location of and be able to operate effectively the fire fighting equipment at the sports ground.
 - 6.8.6 Know the location of the first aid room and any first aid equipment kept elsewhere.
 - 6.8.7 Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
 - 6.8.8 Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the nearest steward supervisor, or the chief safety steward or the safety officer.
 - 6.8.9 Comply promptly with any instruction given in an emergency by a police officer if in attendance the chief safety steward or the safety officer.
 - 6.8.10 Remain at their allocated locations as instructed unless authorised or instructed to do otherwise by a steward supervisor, the chief safety steward or the safety officer. A safety steward may vacate his post, on his own recognisance, if in his opinion there is an overriding need for him to react to a situation which if left unattended to, could result in the safety of spectators being put at risk.
 - 6.8.11 Report to the safety officer any damage or defect which is likely to pose a threat to spectator safety e.g. a damaged crush barrier.
 - 6.8.12 Open the exit doors/gates and secure them in the open position on the initiation of the emergency procedure or when instructed to do so by the safety officer, the chief safety steward or a steward supervisor.

- 6.9 A copy of the written instructions shall be retained by the safety steward at all times whilst he/she is on duty. The safety stewards shall produce the instructions if requested to do so by an officer of the police, fire service, or an authorised officer of the council. Copies of the written instructions shall be forwarded to the council on receipt of a written request.
- 6.10 Training exercises shall be organised by the safety officer at regular intervals. Particular attention must be paid to the exercising of contingency plans. The holders attention is specifically drawn to the requirements of Schedule 7 of the general safety certificate in this regard.
- 6.11 All exit doors and gates for use by any persons in both ordinary evacuation and emergency evacuation situations shall be staffed by stewards in accordance with Schedule 4. The other duties detailed in Schedule 4 shall be carried out by safety stewards.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

7 POLICE

- 7.1 The holder shall make arrangements with the Chief Constable of the South Yorkshire Police for the provision of special police services on the occasion of a specified activity at the sports ground for the purposes of maintaining lawful and orderly behaviour amongst spectators, and the services provided (if any) shall be determined by the Chief Constable and he and his officers shall be allowed full access to all parts of the sports ground.
- 7.2 The holder shall, where possible, notify in writing, the Chief Constable of South Yorkshire Police at least 28 days before any specified activity takes place. Where this is not possible, the holder shall notify the Chief Constable as soon as practicable.
- 7.3 Before each specified activity the holder shall arrange to liaise with the South Yorkshire Police on the following matters:
- (a) The anticipated number of spectators expected;
 - (b) The method of crowd segregation (if any) intended to be used;
 - (c) Provision of information in relation to potential crowd control problems;
 - (d) The number and location of turnstiles to be made available to each crowd group;
 - (e) An estimation of the time it will take each crowd group to pass through the turnstiles;
 - (f) To ensure that where tickets are to be used, the information on those tickets corresponds with the planned arrangements for admitting spectators to the ground;
 - (g) To consider whether the specified activity is to be open only to spectators having purchased tickets in advance of the specified activity and to specify the date and time of commencement of the specified activity.
- 7.4 The holder shall enter into a written agreement with the Chief Constable of the South Yorkshire Police setting out the respective responsibilities of the club and the police for crowd safety and control. A copy of the agreement shall be lodged with the council; any alteration or variation of the agreement shall be agreed in writing in advance and the council notified in writing of the alteration/variation.
- 7.5 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall provide and maintain to their satisfaction a Stadium Control Room (To be occupied by Police, club and other approved personnel only).
- 7.6 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall at all times provide and maintain to their reasonable satisfaction a system of closed circuit television at the sports ground.

- 7.7 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall at all times provide and maintain to their reasonable satisfaction a system of emergency landline telephones at the sports ground.
- 7.8 The holder in consultation with South Yorkshire Police, the City Council and the Safety Advisory Group shall at all times provide and maintain to their reasonable satisfaction a public address system at the sports ground that is clearly audible in all parts of the Stadium.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

8 FIRE SAFETY

- 8.1 The holder shall institute and maintain a fire warning system to the satisfaction of the council.
- 8.2 The holder shall provide and maintain at least such fire fighting equipment in such locations as the council may from time to time specify.
- 8.3 The holder shall not permit the storage in the sports ground of any flammable, explosive, toxic or corrosive liquid or compressed substance (except fire extinguishing and drinks dispensing apparatus) without first obtaining a relevant licence (should one be required). Before applying for any licence the holder shall apply to the council in writing (Chief Licensing Officer) for permission to permit the storage of such substances on the premises. Any such material to be included in the fire risk assessment
- 8.4 The holder shall at all times maintain the sports ground in a clean condition and shall not permit any accumulations of rubbish or any other materials whether combustible or not.
- 8.5 The holder shall provide and maintain an up to date and accurate fire risk assessment for the stadium and this shall be available for inspection by an authorised officer of the council, Police or Fire & Rescue at all times.
- 8.6 The Regulatory Reform (Fire safety) Order 2005 requires the holder to ensure that a suitable and sufficient risk assessment of the sports ground is undertaken covering all issues of fire safety. The assessment must be undertaken by a suitably competent person whether employed by the club or an independent consultant. The report shall be in the ownership of the club no matter who undertakes the assessment. A copy must be available for inspection at any time if requested by a Fire Officer, or authorised officer of the council.
- 8.7 The holder must ensure compliance with the statutory requirements imposed by the Regulatory Reform (Fire Safety) Order 2005 and the findings of the fire risk assessment. The fire risk assessment should include an assessment of each individual stands risk category in accordance with the relevant section of the current Guide to Safety of Sports Grounds in order to determine the capacity of the stadium.
- 8.8 The holder should comply with the requirements identified in the fire risk assessment to prevent the outbreak and spread of fire, to ensure the safety of all persons at the stadium in the event of a fire breaking out. The holder must also ensure the provision and maintenance of fire safety equipment (8.2) and the undertaking of training of stewards to deal with an outbreak of a fire.
- 8.9 The process of fire risk management relating to fire safety within the curtilage must be a dynamic process. (see fire safety section of the current Guide to Safety at Sports Grounds). The fire risk assessment documents should be kept readily available for inspection by the council and other relevant authorities.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

9 LIGHTING AND ELECTRICAL INSTALLATIONS (FIRE SAFETY)

9.1 The holder shall ensure that all parts of the sports ground to which spectators are admitted are illuminated to a sufficient standard to enable such persons to enter or leave the sports ground safely.

9.2 The holder shall provide to the satisfaction of the council a system of emergency lighting which shall, in the event of a failure of the general lighting be sufficient to enable spectators to leave the stadium safely.

The emergency lighting shall:

- (a) be powered by a source independent of the mains electricity supply; and
- (b) come into operation immediately on the failure of the mains lighting; and
- (c) remain in operation for at least three consecutive hours when activated.

9.3 The electrical installation for the sports ground shall be constructed and maintained in a safe and satisfactory condition. No alteration without the prior written consent of the council which significantly affects the installation shall take place.

9.4 Any application for consent to alter the electrical installation for the sports ground as detailed in paragraph 9.1, 9.2; and 9.3 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

9.5 Throughout each specified activity the electrical installation shall be supervised by a competent electrician who shall investigate, rectify (if possible) and report to the safety officer any defects which arise in the installation.

9.6 Prior to all events at the stadium to which any persons are admitted, the holder shall obtain from building contractors or their own electrical engineer, written confirmation that indicates power supply to all stands, lights, flood lighting and concessions is satisfactory and has not been interrupted. A copy of the confirmation shall be retained on file and must be produced on demand to an authorised officer of the council.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

10 PRESS AND TELEVISION

- 10.1 All press and television personnel shall be capable of immediate identification and must carry identification passes issued by the club and wear them plainly and distinctly.
- 10.2 The holder shall ensure that the equipment brought into and used by photographers, television and sound personnel shall not cause an obstruction or hazard or interfere with the public address and closed circuit television systems in operation at the sports ground.
- 10.3 The holder shall ensure that only those structures and locations which have been approved by the council are used for photographic, television and sound equipment, except where it is a hand held camera or microphone not connected to any cables (see schedule 10).
- 10.4 Any application for consent to install structures at the sports ground as detailed in paragraph 10.3 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.
- 10.5 The holder shall ensure that all persons associated with such equipment undertake to comply with any instruction given to them, in the interest of safety and good order, by a safety steward, the safety officer or a police officer. (In the event that no police officers are present for a specified activity, police officer shall be substituted by authorised officer of the council.)

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

11 ENTRANCES EXITS AND GANGWAYS

- 11.1 The holder shall ensure that all doors, gates and turnstiles throughout the sports ground are maintained in good working order at all times. Particular attention shall be paid to doors, gates and turnstiles in spectator ingress and egress routes and also to any pitch perimeter gates. The holder shall not cause or permit any exit doors or gates to be altered, in type, design or method of operation without the prior written consent of the council.
- 11.2 Any application for consent to alter the type, design or method of operation of any exit doors or gates at the sports ground as detailed in paragraph 11.1 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.
- 11.3 The means of ingress and egress and the gangways in the sports ground shall at all times be kept unobstructed whilst any persons are within the stadium for a specified activity.
- 11.4 All floor surfaces and steps throughout the sports ground which are available for use shall have even and non-slip surfaces and shall be kept unobstructed, unrestricted and free from trip hazards. Adequate drainage shall also be provided where necessary.
- 11.5 The entrances to and exits from the sports ground and the means of access to those entrances and exits shall be as specified in the plan which forms part of the certificate.
- 11.6 The holder shall ensure that the nosing to all gangway steps in seated areas are painted in a conspicuous colour be slip resistant and kept in a clean and clearly visible condition.
- 11.7 The holder shall ensure that during the performance of a specified activity, unauthorised persons are not permitted to stand in a gangway for the purpose of viewing the specified activity.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

12 BARRIERS/HANDRAILS

- 12.1 The holder shall maintain to the reasonable satisfaction of the council such number of crowd control/safety barriers/handrails as are thought necessary to ensure safety within the sports ground.
- 12.2 All barriers shall be constructed and maintained to the satisfaction of the council. Reference should be made to Chapter 11 of the Guide to Safety at Sports Grounds when designing constructing and maintaining barriers.
- 12.3 All barriers shall be painted in a distinctive colour.
- 12.4 The holder shall keep a register of all barriers. Each barrier must be given a unique reference number and a record of any repair, maintenance work or testing shall be recorded against it.
- 12.5 Each barrier will be subject to an assessment yearly and this is to be recorded (see Schedule 7)

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

13.0 CONCOURSES

- 13.1 The holder shall ensure that all public concourses are clear of litter etc. and that all bins have been emptied, prior to each and every event.
- 13.2 Where persons are present in a particular area, the holder shall ensure that a team of cleaners are employed to clear the concourse of litter etc. and empty all bins immediately after kick off; after half time when bars are closed and after every event.
- 13.3 The holder shall ensure that all public concourses are monitored throughout every event to prevent the build up of litter etc.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

14.0 CAPACITY

- 14.1 The maximum number of persons that may be admitted to each part of the stadium at any one time shall not exceed the number specified in Schedule 5.
- 14.2 The holder shall be responsible for limiting the number of persons entering each stand or designated part of a stand or part thereof in accordance with the capacity figures detailed in Schedule 5.
- 14.3 The holder shall arrange to inform the stadium control room when a particular stand or part thereof is approaching capacity. The holder will be responsible for closing off further access to a stand or part thereof when its maximum capacity is about to be reached.
- 14.4 The holders attention is drawn to the provisions of Schedule 2, sections 1.3 (General Safety), 25.4 (Operations Manual) and 27.1 (Additional Conditions) with particular regard to stadium capacities during the period in which the provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

15 INSPECTIONS AND TESTS

- 15.1 Where any condition in this certificate requires written records to be kept such records shall be produced on demand to an authorised officer of the council.
- 15.2 The council may at any time by notice in writing, for reasons of public safety, require the holder to carry out such works and inspections or provide proposals for work within a prescribed timetable as may be specified in the notice. The holder shall comply with any reasonable requirement or condition specified in such a notice.
- 15.3 If a significant defect is suspected or discovered pursuant to the normal use of the sports ground or any inspection or test carried out under the terms of this certificate, the holder shall immediately notify the council and take steps to correct the defect.
- 15.4 The holder shall arrange for the test and inspections listed in Schedule 7 to be carried out and for records to be kept or reports to be supplied to the council in accordance with the terms of the schedule. Where reports are required to be supplied to the council, they shall be supplied as soon as possible on completion of the inspection/tests or such time as the council may permit.
- 15.5 Without prejudice to Section 6 of the Act or any regulations made thereunder, the holder shall maintain written records showing:
- (a) The number of spectators admitted to each part of the sports ground for each specified activity; and
 - (b) The names and addresses of all the safety stewards employed by the holder;
 - (c) The names of all the safety stewards on duty at each specified activity and details of their duties; and
 - (d) The details of the training exercises organised by the holder for safety stewards in accordance with Condition 6.10. The records shall show which stewards attended each exercise and the content of those exercises.
- 15.6 In addition to the requirements of Schedule 7 the holder shall arrange for the maintenance plan detailed in Schedule 11 to this certificate to be followed. The stadiums maintenance plan must be drawn up by reference to annual inspection reports.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

16 EMERGENCY PROCEDURE

- 16.1 The safety officer on behalf of the holder or his approved nominee shall be responsible for the evacuation of the ground or any part thereof at any time during a specified activity. Nevertheless, he shall comply with any requirements of the Police and Fire Service or an authorised officer of the council in the event of police officers not being present for the specified activity to evacuate all or any part of the sports ground promptly. The safety officer, on the instruction of the holder, remains in charge of the ground until such time, in the event of an emergency the Police Commander assumes responsibility.
- 16.2 In the event of a fire or any suspicion of a fire, the emergency services shall be summoned by the holder or his nominated safety officer.
- 16.3 The holder shall ensure that all safety stewards are fully aware of the action they must take in the event of an emergency.
- 16.4 The holder shall prepare in accordance with Chapter 3 of the Guide to Safety at Sports Grounds (The Green Guide) a written contingency plan detailing the action to be taken in the event of various emergency situations (e.g. fire, bomb scare, structural defect, possible crowd trouble, coping with exceptionally large numbers of spectators arriving at the Ground etc.). A copy of this plan(s) shall be lodged with the South Yorkshire Police, South Yorkshire Fire and Rescue Service Authority, and the Yorkshire Ambulance Service and the Council.
- 16.5 The holder shall ensure that all safety stewards are fully aware of the action they must take in the event of an emergency.
- (a) A route for the access of emergency vehicles shall be identified; marked and signed to the satisfaction of the council and at all times be maintained clear.
- (b) Where emergency vehicles, e.g. ambulances, are brought to the site and remain there for the specified activity a parking position shall be identified by the holder and subject to the approval of the council marked and signed accordingly (emergency vehicles shall include first aid vehicles brought to the site by either the British Red Cross, St John Ambulance or similar organisation).
- 16.6 The holder must ensure after consultation with and in conjunction with the emergency services and other relevant authorities, that the emergency procedures are tested at least annually. Records of the type and results of the test(s), agencies attending and subsequent variations or amendments to the plan(s) must be maintained and reported to the safety advisory group as soon as reasonably practicable after the exercise. The holders attention is drawn to the provisions of Schedule 7 in this regard.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

17 SAFETY MANAGEMENT

- 17.1 The holder shall in compliance with Chapter 3 of the "Guide to Safety at Sports Grounds", the Green Guide, prepare a written safety management statement for the sports stadium. The statement shall encompass all areas of the ground, and safety for all persons attending the event. The programme shall specify particularly training procedures for safety stewards and staff, maintenance schedules, inspection and test records. A copy of this document shall be deposited with the council.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

18 TICKETS

- 18.1 The council (certifying authority) has waived the requirement for tickets to be issued.
- 18.2 Identification cards / passes will be issued to all persons attending a specified activity in accordance with the matchday operations plan and the competition organisers protocols.
- 18.3 When issuing ID cards or passes as detailed in (18.2), the club shall also issue material detailing the layout of the stadium; details of the surrounding roads with the road names; details of access and main egress points and any other safety information it deems necessary.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

19 PERIMETER FENCE GATES

- 19.1 Except with the written consent of the council and subject to any further conditions that the council may wish to impose no perimeter gates may be fixed into the front pitch perimeter wall of the sports stadium.
- 19.2 Any gate, if approved, must at all times be painted yellow, have a quick release catch approved by the council and have such signs attached to the gate as may be specified by the council.
- 19.3 The drop / kick down signs in the perimeter pitch side advertising must not at any time be obstructed or removed without the consent of the council.
- 19.4 Where rotating advertising signs are to be used following the consent of the council, the drop / kick down advertising signs in 19.3 above must not be removed or obstructed. If following consultation with the Safety Advisory Group the drop / kick down signs are removed then relevant spaces must be left through the advertising signs for forward evacuation.
- 19.5 Electronic advertising boards will be considered under the same criteria as rotating advertising signs in (19.4) above. A suitably marked emergency access to the pitch must be made available, coinciding with any emergency access from spectator areas. A quick release mechanism must be installed on each emergency access panel and testing of the same must be incorporated into the clubs operations manual and pre-event checks. Stewards must be briefed on the operation of the emergency access.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

20 PYROTECHNICS / LASERS / SPECIAL EFFECTS

- 20.1 Except with the consent of the council and subject to any further conditions, no pyrotechnical device shall be brought onto, stored or used on the premises.
- 20.2 Except with the consent of the council and subject to any further conditions, no laser shall be brought onto, stored or used in the premises.
- 20.3 Except with the consent of the council and subject to any further conditions, no other special lighting or special effect shall be brought onto, stored or used on the premises.
- 20.4 Any application for consent as detailed in paragraph 20.1; 20.2; and 20.3 above shall always be made in writing to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

21 SALE OF ALCOHOL

- 21.1 The sale / provision / consumption of alcohol is prohibited under the terms of this certificate.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

22 1867 LOUNGE (BAR)

- 22.1 The 1867 Lounge may be used on match days at the discretion of the safety officer and subject to such use being suitably risk assessed and contained with the operational plan.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

23 MISCELLANEOUS

- 23.1 The council reserves the right to exclude from the ground any vehicle and/or trailer.
- 23.2 The council may from time to time issue written guidance to holders on safety matters. The holder must pay due regard to any such guidance.
- 23.3 Except with the permission of the council and subject to any further conditions, no liquified petroleum gas (LPG) shall be brought on, stored or used on the premises.
- 23.4 Any areas of the sports ground to which persons have access that are the subject of building work shall be fenced off and stewarded to the satisfaction of the Council, at least 3 hours prior to the start of the event, during the event and for at least 30 minutes after the event, or such time as the Police Ground Commander if present may require.
- 23.5 All glazing to critical areas within the stadium must be safety glass.
(A critical area means any glazing under 800mm from ground level in windows and under 1.5m in doors and door side panels).

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

24 SOUTH STAND EXTERNAL CONCOURSE, NORTH STAND AND PARKSIDE ROAD CAR PARKS

- 24.1 The operation of the above car park (s) and access to and egress from shall be the responsibility of the safety officer.
- 24.2 The safety officer shall take such precautions to ensure that the reasonable safety of persons entering or leaving the stadium is not affected by vehicles accessing or egressing the car park(s).
- 24.3 No motorised vehicle, other than a motorised vehicle owned or under the control of one of the emergency services, may enter or move within the South Stand car park, located between the Penistone Road access and the Leppings Lane access [i.e. any of the car parking or yellow cross hatched areas] within one hour of a football match scheduled kick-off time or within one hour of the beginning of any other authorised event, or be moved during the authorised event, or be moved within a period of 15 minutes after the end of the football match or authorised event, unless authorised by stadium control.
- 24.4 No motorised vehicle, other than a motorised vehicle owned or under the control of one of the Emergency Services may enter or move within the North Stand car park, which is the car park associated with the Megastore and ticket office, within one hour of a football match scheduled kick-off time or within one hour of the beginning of any other authorised event, or be moved during the authorised event, or be moved within a period of 15 minutes after the end of the football match or authorised event, unless authorised by stadium control.
- 24.5 The layout of the car park shall not be altered without the specific consent of the certifying authority.
- 24.6 The car park accessed from Parkside Road and adjacent to the bridge link shall be supervised by a minimum of one safety steward at least two hours prior to the scheduled start of the specified activity at the stadium and shall remain supervised by the minimum stewarding level for a minimum of 30 minutes following the end of the specified activity.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

25. OPERATIONS MANUAL

- 25.1 The holder must have an up to date operations manual and a written copy will be available for inspection at all times.
- 25.2 The holder shall maintain and comply with all sections of their operations manual which relates to the safety of spectators at the sports ground.
- 25.3 The manual should include but not be limited to: - the safety policy statement, the written spectator safety policy statement, the chain of command, the steward training policy, the stewarding plan, planned preventative maintenance schedule, medical plan, fire risk assessment, event day procedures, contingency plans, capacity calculations, non-compliance register, incident / accident register, on site vehicle movement and parking plan, the method of ensuring the safety of persons, site plans (which must include details and widths of all ingress / egress gates, doors and/or number of turnstiles) and details of safety equipment.
- 25.4 The holder shall ensure that, whilst provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the link below and in Appendix A of this general safety certificate are followed. The holder will also ensure that the same provisions are included within the Operations Manual and are followed.
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>
- 25.5 A copy of the operations manual shall be forwarded to the council prior to any specified activity taking place under the auspices of this certificate.
- 25.6 The holder shall notify the council of any changes to the operations manual in writing and these shall be sent to the Chief Licensing Officer, Chair of Safety Advisory Group, Licensing Service, Sheffield City Council, Block C, Staniforth Road Depot, Staniforth Road, Attercliffe, Sheffield, S9 3HD.

SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

26 AREA BENEATH WEST STAND

- 26.1 No petrol driven vehicles may be stored within the area beneath the West Stand within three hours before a specified event or when spectators are allowed to gain access to the stadium whichever is the earlier, and within one hour following the specified event or until all spectators have left the stadium whichever is the later.
- 26.2 No cylinders of compressed flammable gas may be stored under the West Stand without the express permission of the council and subject to any further conditions that may be attached to such permission.

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITIONS

27 FURTHER CONDITIONS IMPOSED ON THE GENERAL SAFETY CERTIFICATE

- 27.1 The holder shall ensure that, whilst provisions of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the link below and in Appendix A of this general safety certificate are followed. The holder will also ensure that the same provisions are included within the Operations Manual and are followed.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>

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SAFETY OF SPORTS GROUNDS - CERTIFICATE CONDITION

28 USE OF DRONES IN / AROUND THE STADIUM

- 28.1 The use of drones by professional operators on behalf of broadcasters or other bona fide organisations (eg SYP) will be assessed by the safety advisory group. Each case will be assessed on its individual merits and permission will not be unreasonably withheld.
- 28.2 Application must be made in writing to the safety advisory group as soon as practicably possible, and in any case no later than 7 days before the event. Applications made outside of these timescales will not be guaranteed to be assessed in time.
- 28.3 Applications must include as a minimum;
- Detailed risk assessment
 - Insurance details of the pilot / operator (public liability etc)
 - Relevant qualifications of the pilot / operator
 - Plans showing fly zones, including take off and landing areas
 - Civil Aviation Authority permission document, issued in accordance with the Air Navigation Order 2016
 - Copies of written permissions from landowners affected by the flying operations ie take off / landing / fly over.
- 28.4 A positive declaration on the use / non-use of drones on match days will be communicated to match officials, police and stewards by the safety officer in pre-match briefings.

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SCHEDULE 3

(CONDITION 6.1)

SAFETY STEWARDS (NUMBERS)

1. The number of safety stewards (excluding the chief safety steward) on duty at each specified activity shall not be less than the levels detailed in the matchday operational plan a copy of which shall be deposited with the Council before the first instance of any specified activity takes place under this certificate.
2. Any subsequent amendments to stewarding levels shall be communicated to the Council in writing as soon as reasonably practicable.

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SCHEDULE 4
(CONDITION 6.11)

SAFETY STEWARDS (DEPLOYMENT)

This page is intentionally blank
Stewarding numbers and positions are detailed in the
matchday operational plan.

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SCHEDULE 5 (CONDITION 14.1)

CAPACITY

1. The number of spectators admitted to a specified activity shall not exceed 34945 (subject to clause 27.1)
2. The number of spectators admitted to each part of the sports ground listed below shall not exceed the maximum numbers shown:-

SPION KOP STAND	10403	(Permission to increase must be approved by SAG includes 10 Wheelchairs plus 10 carers)
WEST STAND UPPER	3200	Permission to increase must be approved by SAG for both tiers)
WEST STAND LOWER	1500	
WEST STAND LOWER (DISABLED ENCLOSURE)	102	(36 wheelchair spaces 66 helpers or ambulant disabled)
NORTH STAND (Upper)	4728	(5254 x P&S Factor of 0.9 - exit ramp circulation issues)
NORTH STAND (Lower)	3703	(including 103 Ambulant disabled seating)
NORTH STAND (WHEELCHAIR DISABLED SPACES)	56	(Wheelchair spaces)
SOUTH STAND	7684	(less any segregation SYP)
DIRECTORS (and STAFF)	206	
SOUTH STAND UPPER GRANDSTAND	3,043	(includes press seats)
EXECUTIVE BOXES SOUTH STAND	320	
TOTAL GROUND CAPACITY	34945	

ADDENDUM TO SCHEDULE 5

CAPACITY

1. The capacity of the sports ground has been calculated with due reference to the Guide to Safety at Sports Grounds (The Green Guide) current edition.
2. The capacities in this certificate are based on a P & S Factor of 1 unless stated below this is to be reviewed 3 months into the start of the season following the issue of the Fire Risk Assessment and the Risk Assessed Action Plan

3. **West Stand Upper** P Factor of 0.812

Current capacity **3200** following density issues on the concourse

East Stand (Kop) P Factor of 0.95

Current capacity **10403** (safe exit calculation)

North Stand (Upper) P Factor of 0.9 - exit ramp issues

North Stand (Lower) P&S Factor of 1.00

Current capacity **8487** (Upper 4728 + Lower 3703 + 56 Wheelchair)

South Stand P&S Factor of 1.00

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SCHEDULE 6

(CONDITION 2.1)

FIRST AID ROOM (EQUIPMENT)

- 1 The provision of first aid equipment to be available for use at the sports stadium and contained within the First Aid Room (where appropriate) shall be:

Equipment / Materials

- Standard examination couches with steps
- Carrying chairs
- Trolley stretches
- Cellular blankets
- Disposable paper roll sheets to cover couches (single use)
- Oxygen (can be supplied by attending first aid providers)
- ECG monitor / defibrillator to be supplied by attending first aid providers.

A lockable cabinet must also be available in the first aid room and contain the below:

Medical supplies

- Assortment of bandages
- Assortment of sterile dressings
- Triangular bandages
- Sharps bins
- Eye wash
- Examination Gloves
- Vomit bags/bowls
- Orange bags (clinical waste)
- Anti - bacterial hand gel

PLEASE NOTE: This is by no means an exhaustive list of what is required in the first aid room rather an indication of what is required for the club and the first aid/medical provider.

All equipment and supplies listed will be locked in the First Aid Room on site and supplemented by extra supplies brought in on match days by the clubs medical provider and Yorkshire Ambulance Service vehicles.

The Medical Advisory Group (MAG) is responsible for assessing appropriate equipment and staffing levels through a medical needs assessment and reports directly to the Safety Advisory Group.

SCHEDULE 7 (CONDITION 15.4)

INSPECTIONS AND TESTS

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
1	A competent person shall inspect the structures which <u>form part of the sports ground</u>	At least once every 12 months	NO	YES
2	A competent person shall carry out the following inspections:			
2.1	West Stand reinforced concrete columns. Affix and maintain tell-tales over cracks in the corners of the cantilever landings to both stairway entrances to the West Stand. Provide results of any movement - survey columns and Stand for cracks.	Every 12 months	NO	YES
2.2	Inspect the turnstiles (General Condition, condition of surrounds, mechanism etc.)	At least once every 12 months	NO	YES
3	A competent person shall carry out a general inspection of the <u>Sports Ground</u> to ensure compliance with the <u>relevant</u> Safety Certificate Conditions	Before and after each specified activity	YES	NO

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
4	<p>A competent person shall examine the electrical installation of the sports ground and provide a written report in accordance with the current IEE Regulations.</p> <p>An appropriate satisfactory certificate covering the area/installations inspected must be submitted on an annual basis.</p>	<p>An annual inspection of the fixed electrical installation at the Stadium must be carried out in accordance with the submitted agreed rolling programme, ensuring that at least 20% of the Stadiums fixed electrical installation is tested and inspected in accordance with the current IEE regulations each year, ensuring that the whole of the Stadiums fixed electrical installation is inspected over a 5 year period.</p>	NO	YES
5	<p>A competent person shall test and inspect all fire appliances (including hydrants, extinguishers, and water supplies and any other equipment).</p>	<p>At least once every 12 months</p>	NO	YES
6	<p>The emergency lighting and fire warning (including the public address systems) shall be tested/inspected by a competent person</p>	<p>In accordance with the appropriate British Standard and in any case at least once every 12 months.</p>	NO	YES
7	<p>The emergency lighting system shall be tested by a competent person.</p>	<p>Not <u>less</u> than 3 hours and not <u>more than 6 hours</u> prior to a specified activity taking place.</p>	YES	NO

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
8	All fire warning detection public address and other communication systems shall be tested by a competent person.	Not <u>less</u> than 3 hours and not <u>more than 6 hours</u> prior to a specified activity taking place.	YES	NO
9	All exit and entry doors, gates, turnstiles throughout the stadium shall be tested by a competent person.	Not more than <u>24 hours</u> prior to a specified activity taking place	YES	NO
10	All barriers (including crush barriers) must be subject to an annual inspection and risk assessment by a competent person. Every barrier identified by the risk assessment as a potential risk should be tested immediately The holder is referred to 11.1 of the Green Guide for the definition and categorisation of a barrier.	At least every 12 months	NO	YES - Report to include details and results
11	A competent person shall conduct a survey of all spectator information signs within the Stadium with a view to maintenance and improvement of signing at the Sports Ground.	At least once every 12 months	YES	NO

(If additional signs are thought necessary an application under Condition 3.1 will be required)

	GENERAL REQUIREMENTS	INCIDENCE	WRITTEN RECORD REQUIRED	WRITTEN REPORT TO BE SUPPLIED TO COUNCIL
12	Turnstile Electronic Counting System	The electronic counting system shall be inspected by a competent person once every 12 months	NO	YES
13	Emergency Landline Telephone System	The emergency landline telephone system should be inspected by a competent person once every 12 months.	NO	YES
14	Closed Circuit Television	The closed circuit television system shall be inspected by a competent person once every 12 months.	NO	YES
15	Gas Boilers	All gas boilers shall be inspected immediately by a Gas Safe Engineer and then at least once every 12 months	NO	YES
16	Gas Appliances	All gas appliances shall be inspected immediately by a Gas Safe Engineer and then at least once every 3 years.	NO	YES
17	Temporary Electrical Certificate	Prior to each event a competent person shall examine the electrical supply in accordance with Condition 9.5	YES	YES
18	Safety chains/ secondary bonding to overhead suspended equipment	a mandatory 5 yearly access condition survey, dependent on specification of safety chain	YES	YES

19	Legionella	Submission of risk assessment and management plan for the control and prevention of the growth of legionella bacteria within water systems.	YES	YES
20	Contingency Exercises	Submission of details of emergency / contingency exercises or tests and subsequent variations to procedures at least once every 12 months and prior to new season	YES	YES

N.B. Copies of any records that you are required to keep under the provisions of this section shall be forwarded to the council on receipt of a written request.

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SCHEDULE 8 **(CONDITION 5)**

1. PLANS REGULATIONS

- 1.1 Plans shall be current up to date and relate to the current General Safety Certificate (6.2)
- 1.2 Plans shall be drawn up by appropriately qualified persons acceptable to the council.
- 1.3 Plans shall be executed or reproduced in a clear and intelligible manner with suitable and durable materials.
- 1.4 Plans, sections, elevations and details shall be to scale. The scale(s) shall be indicated in all drawings.
- 1.5 All plans shall bear a number and date. Any revisions to the plans shall be stated in sequence on the plan and the date of each revision shall be stated.
- 1.6 Plans shall include:
- (a) Drawings;
 - (b) Schedules;
 - (c) Specifications;
 - (d) Calculations;
 - (e) Reports.
- 1.7 The number of copies of plans submitted to the council shall be three in respect of structural calculations and eight in any other case.
- 1.8 Plans must have where appropriate a key; the symbols adopted for the key should be as specified in British Standard 1635.
- 1.9 The club shall provide such number and type of photographs as may from time to time be reasonably required by the council
- 1.10. When a proposal is submitted to the council in respect of a proposed alteration to the stadium the certificate holder shall provide such number (sets) of photographs as may be required by the council to aid consideration of the proposal.

2 APPROPRIATE SCALES

- 2.1 Identification Plans - not less than 1:1250.
- 2.2 General Arrangement Plans - not less than 1:500.
- 2.3 Detail Plans:

- 2.3.1 Layout Plans of terraces - not less than 1:200
- 2.3.2 Local areas of terraces/seated areas - not less than 1:100.
- 2.3.3 General arrangement of buildings/structures - not less than 1:100.
- 2.3.4 Details of new structures - not less than 1:25.
- 2.3.5 Details of new structural connections - not less than 1:5.

(The council reserve the right to require additional plans at a scale to be determined should they consider it appropriate to do so.)

3 PLANS TO BE ATTACHED TO SAFETY CERTIFICATE

- 3.1 A revised and up to date set of plans will be submitted every 3 years in accordance with section 5.4 – (base 2019).
- 3.2 Identification Plan - a general identification plan of the location of the ground in relation to the surrounding area must be provided.
- 3.3 General Arrangement Plan - this must indicate:
 - 3.3.1 Full extent of the sports ground.
 - 3.3.2 Positions of all buildings.
 - 3.3.3 Positions of all means of ingress and egress.
 - 3.3.4 Names and positions of all adjacent roads and footpaths.
 - 3.3.5 Access routes for emergency vehicles.

4 DETAILS PLANS

- 4.1 Detail plans to be kept with the current safety certificate in the control room, they must be prepared to include the following information on individual plans or a combination of information may be incorporated in a single plan provided that the detail is clear and relevant.
- 4.2 Full extent of individual terraced areas / viewing slopes.
- 4.3 Positions of crush barriers and supports.
- 4.4 Numbering of crush barriers and sections of crush barriers.
- 4.5 Full extent of individual seated areas.
- 4.6 Referencing of all seat rows and numbering of all seats.

- 4.7 Referencing of all gangways.
- 4.8 Referencing of all vomitories.
- 4.9 Referencing of all stairways.
- 4.10 Referencing or naming of all rooms.
- 4.11 Referencing of all doors, gates and turnstiles throughout the sports ground (turnstiles must be numbered). The narrowest point on the escape route to be highlighted and measurement shown
- 4.12 Full extent and use of all rooms and void spaces.
- 4.13 Position of all steps.
- 4.14 Positions of all balustrades, handrails and fences.
- 4.15 Positions of all doors, gates and turnstiles throughout the sports ground.
- 4.16 The swing or direction of travel of all doors and gates.
- 4.17 Statement of the clear opening measurement of each door and gate.
- 4.18 Positions where headroom is less than 2.4. metres in any part of the ground to which spectators have access.
- 4.19 Positions of first aid rooms and other first aid and emergency equipment.
- 4.20 Positions and descriptions of all exit and other route identification signs.
- 4.21 Positions of emergency lighting points.
- 4.22 Positions of fire alarm sounders and call points.
- 4.23 Positions and descriptions of all fire extinguishers and other fire fighting appliances.
- 4.24 Positions of safety stewards.
- 4.25 Gradient of all ramps, viewing slopes and terraced areas.
- 4.26 Position of control room.
- 4.27 Position and referencing of all catering, merchandising and franchised outlets within the sports ground.
- 4.28 Any other details which are specifically required by the council.

5 PLANS FOR PROPOSALS

5.1 Identification Plans - these should indicate the position, level and extent of the proposal in relation to other existing identifiable features of the sports ground.

5.2 DETAILED PLANS

5.2.1 Sufficiently detailed plans to satisfy appropriate statutory legislative requirements; provisions of appropriate British/CEN Standards, and appropriate statutory guidance documents. Where it is proposed that any such matter is not to be complied with, a specific reference must be made including a statement of the extent of such proposed non compliance.

5.2.2 Plans must have where appropriate a key; the symbols adopted for the key should be by reference to British Standard 1635.

5.2.3 Plans must indicate that the proposal has been designed to be suitable for its intended purpose.

5.2.4 Plans must include any proposal to change any information included in the plans for the purposes of anything in Schedule 2, Condition 5.

5.2.5 Where conditions of usage or loading may vary, designs must be carried out to suit maximum anticipated use and/or loading.

5.2.6 Where any proposal has, or is likely to effect the spectator capacity of the sports ground or part thereof, the estimated spectator capacity (subsequent to the implementation of the proposal) shall be stated.

5.2.7 Such additional detail as the council may require.

6.0 AMENDMENTS

6.1. Consequential upon the carrying out of any minor works which affect the details shown on any plans attached to the Safety Certificate, the holder shall prepare and submit to the council such number of revised plans as the council reasonably require.

6.2 Amendments to plans for the purpose of 6.1 above must be produced within a reasonable period but not more than 28 days after the relevant works have been carried out.

SCHEDULE 9

SAFETY GUIDANCE TO THE CERTIFICATE HOLDER

This guidance is not binding on the certificate holder but the council strongly recommend that the club pay detailed attention to it. The paragraphs detailed below are not conditions of this certificate.

1.0 Emergency Plan / Contingency Planning

- 1.1 The certificate holder should be familiar with the Safety of Sports Grounds Act 1975 (As Amended) and the Guide to Safety at Sports Grounds (The Green Guide).
- 1.2 Your attention is drawn to Chapter 3 of the Green Guide – Management – Responsibility and Planning for Safety, in particular the paragraphs referring to Contingency Planning and the Emergency Plan.
- 1.3 The Council take the view that it is for the management of the stadium, who have special and individual knowledge of their own stadium, to liaise with the Emergency Services (Police, Fire, Ambulance) to produce an effective and manageable Emergency Plan. Your attention is now however drawn to Schedule 2 Condition 16.
- 1.4 The holder must be aware that should the Emergency Services or an individual Authority feel that the Emergency Plan does not meet their standards, or is not being adhered to then they or the individual Authority may approach the council as certifying authority and ask the council to consider prohibiting the stadium to the public.

2.0 Safety Policy/Safety Management

- 2.1 As part of the drive for success of the club, team or individual, senior management, directors and board members, must devote time, effort and resources to safety management at the ground, both in its day to day use or for any special event.
- 2.2 There should be a written policy of safety for all persons, including employees covering the safety objectives and the means of achieving them. This should be known to and understood by all staff and voluntary workers who may be involved in ground operations. This policy should be kept under review by management and revised as necessary.
- 2.3 The management should require regular periodic reports on safety measures taken and on progress on those in hand. They should ensure that they are made aware of details of any minor incidents (which might suggest underlying problems) and the action taken to rectify them. Such details should be kept in written form and, together with the policy statement on safety, should be available for inspection.

- 2.4 The council takes the view that it is for the management of the stadium, who have a specialist individual knowledge of their stadium, to devise effective safety management and maintenance policy for their stadium. A safety management policy properly adhered to would it is felt help to ensure all persons safety at the ground and maintain the stadium to the required standard. The holder's attention is drawn to Schedule 2 Condition 17
- 2.5 The holder must be aware that should members of the Council's Safety of Sports Grounds Advisory Group feel that safety is being put at serious risk through lack of proper safety procedures or maintenance they may approach the council and ask the council to consider issuing a prohibition notice prohibiting part or all of the stadium to spectators.
- 2.6 The holder should consider for special matches or where estimated attendance may approach or reach capacity for the whole of, or a section of the stadium increasing the level of stewarding for the whole or individual sections of the ground. When considering this, the holder should pay particular attention to the comments and advice of the Chief Constable or his nominated Ground Commanders. The holder should remember that the safety stewarding schedule that forms part of this certificate details the minimum number of safety stewards the council thinks are required to achieve a standard of reasonable safety.

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SCHEDULE 10 **(CONDITION 10.3)**

TELEVISION SITES / CONSENTS

1 TELEVISION TEMPORARY STUDIO

- 1.1 A properly constructed television studio may be sited in the North West Corner Stand.

2 PITCH PERIMETER TV CAMERAS

- 2.1 Provided camera positions do not restrict forward access on to the pitch or cause tripping hazards in an emergency, cameras may be sited on the pitch perimeter at the discretion of the club.

3 SOUTH STAND

- 3.1 Cameras may be sited in the purpose built camera platform at the rear of the South Stand.
- 3.2 Cameras that are operated by remote control may be attached to the central lateral wall above the mid lateral walkway provided that they do not interfere with the seating; do not cause an obstruction to the egress/access routes used by spectators.

4 TELEVISION CABLES

- 4.1 All cables which cross a gangway or egress route shall be fully secured and/or covered with substantial rubber matting. The matting itself must however not create a tripping hazard.

5 NOTIFICATION OF CAMERA POSITIONS, STUDIO STRUCTURES AND TELEVISED EVENTS

- 5.1 The holder shall provide a schedule to the council's Chief Licensing Officer (Sports Grounds) detailing all camera positions, structures etc., as soon as possible prior to any televised event.

NB This information will then be disseminated to Advisory Group Members to ensure that on the match day all group members are fully aware that the event is to be televised.

6 ADDITIONAL ENTERTAINMENT

- 6.1 If additional pre, during or post match entertainment, ancillary to the television coverage, is planned in particular the provision of pyrotechnics, full details must be supplied to the council prior to the event. These details shall include a chronology of events proposed; and details of the type, location and method of firing of all pyrotechnics. Your attention is drawn to Schedule 2 Condition 20.0.
- 6.2 The Council reserves its right to view any entertainment prior to the event and to prohibit any proposed entertainment on grounds of public safety.

7 TELEVISION VEHICLES

- 7.1 All vehicles which are brought onto the site as part of a television broadcast shall be parked within the South Stand car park, or in any area authorised by the certifying authority delineated for the parking of such vehicles.
- 7.2 The television broadcast vehicles shall not block any access for emergency vehicles.
- 7.3 The television broadcast vehicles shall not block any spectator access or egress to or from the sports ground.
- 7.4 All cables emanating from the television broadcast vehicles shall be located in such a way to prevent any tripping hazard. The cables must not block or prevent access or egress of spectators or emergency vehicles . The council reserves the right to require cables to be resited.

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SCHEDULE 11 **(CONDITION 15.6)**

MAINTENANCE PLAN

1 ANNUAL INSPECTION REPORTS

- 1.1 All works highlighted in the reports shall be completed, in accordance with the priority list.
- 1.2 A monthly inspection process involving the safety officer shall be established to check that work has been undertaken.

2 FIRST AID FACILITY

- 2.1 Every 4 weeks an inspection of the first aid facility shall be carried out by the safety officer to ensure that standards of hygiene and cleanliness are maintained and to ensure that levels of first aid equipment are in accordance with the Certificate requirements. A record of this inspection shall be retained by the safety officer.

3 PAINTING

- 3.1 All yellow nosings and cross hatched areas shall be inspected on a 4 week cycle and remedial painting non-slip carried out to ensure the highest standards are maintained. A record of this inspection shall be retained by the safety officer.
- 3.2 All turnstile housings and final exit gates shall be regularly inspected and painted.
- 3.3 All wall surfaces, in the general areas of the ground, that are painted shall be regularly checked, cleaned and painted where necessary.
- 3.4 The stadium control room shall be cleaned and painted to maintain high standards and cleanliness throughout the season.
- 3.5 All barriers in the open air, shall be painted to minimise damage from corrosion. This process shall be continual.

4 LIGHTING

- 4.1 General and emergency lighting shall be checked routinely on a weekly basis to ensure operation.
- 4.2 Light coverings shall be cleaned regularly [at least once in each month].
- 4.3 Particular attention shall be given to emergency lights.

5 STEPS AND STAIRWAYS

- 5.1 All steps and stairways shall be inspected on a 4 week cycle to ensure that any damage is repaired [a record of these inspections shall be maintained by the safety officer].
- 5.2 All steps and stairways shall be swept regularly and kept free of any litter, rubbish or other debris.

6 FINAL EXIT GATES

- 6.1 All hinges, bolt and push bar fittings shall be checked and oiled on a 4 weekly cycle to ensure the correct operation of such gates. Any damage found shall be immediately repaired [a record of inspections shall be maintained by the safety officer].

7 INTERNAL AND EXTERNAL WALLS

- 7.1 All walls shall be assessed by the safety officer and repaired and painted where appropriate on a regular basis. Particular attention needs to be given to boundary walls.

8 TOILET FACILITIES

- 8.1 All toilet facilities shall be checked each week to ensure the proper operation of facilities.
- 8.2 All facilities shall be maintained clean and repainted during the season if required.

9 BAR/SERVERY AND KITCHENS

- 9.1 All bar serveries and kitchens shall be maintained clean. Stock shall be properly stored and food hygiene regulations complied with. The safety officer shall undertake an inspection with the catering manager every 4 weeks to ensure compliance and record this inspection.

10 ELECTRICAL INSTALLATIONS

- 10.1 All electrical installations shall be checked and maintained throughout the year.
- 10.2 A record of installations shall be created by the safety officer. This record shall also detail action taken to maintain installations.

11 FIRE APPLIANCES

- 11.1 All fire appliances shall be checked on a weekly basis to ensure that they are located properly and are capable of being discharged.

12 SEATING

- 12.1 All seating shall be checked continually by the safety officer and repaired as necessary.

13 STORAGE

- 13.1 Materials shall be stored in accordance with the requirements of the council. Storage areas shall be maintained in a tidy condition. Details of materials stored shall be maintained by the safety officer.

14 ASBESTOS

- 14.1 Maintenance Plan - Asbestos Management Plan – Every year implement the condition monitoring and inspection log recording requirements of the asbestos management plan as required by the Control of Asbestos Regulations 2012; as amended.

N.B. During the season the safety officer shall draw up a maintenance record booklet. The safety officer will record in the booklet all maintenance work carried out during the season.

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SCHEDULE 12

SAFETY CERTIFICATE PLANS 2016

<u>ITEM</u>	<u>No.</u>	<u>Ref No.</u>
1. General Ground Layout	Plan 1	42482 001G
2. South Stand Ground Floor	Plan 2	42482 002D
3. South Stand First Floor	Plan 3	42482 003D
4. South Stand Second Floor	Plan 4	42482 004D
5. South Stand Seating & Third Floor	Plan 5	42482 005D
6. South Stand Fourth Floor	Plan 6	42482 006C
7. South Stand Fifth Floor	Plan 7	42482 007B
8. West Stand Ground & First floor Level	Plan 8	42482 008D
9. West Stand Seating	Plan 9	42482 009B
10. Leppings Lane Area	Plan 10	42482 010D
11. North Stand Ground and First Floors	Plan 11	42482 011B
12. North Stand Seating	Plan 12	42482 012B
13. Spion Kop Ground & First Floor	Plan 13	42482 013D
14. Stadium Control Room	Plan 14	42482 014B
15. North West Corner Seating	Plan 15	42482 015B
16. Spion Kop Seating	Plan 16	42482 016B
17. Stadium Control	Plan 17	42482 017B

SCHEDULE 13

SAFETY OFFICER - RESPONSIBILITIES / DUTIES

24 HOURS BEFORE EACH EVENT

1. Ensure:

- 1.1 that any defects reported at the previous match have been rectified;
- 1.2 that the fire warning and automatic fire detection systems are tested and action taken to rectify any faults found including repeater panels;
- 1.3 that stewards' radio systems and emergency telephones are tested and action taken to rectify any faults;
- 1.4 that emergency lighting systems are tested and action taken to rectify any faults;
- 1.5 by means of a physical inspection of the ground that there are no hazards to persons attending the event.

BEFORE EACH EVENT

2. Liase with the Police Commander to ensure:

- 2.1 that procedures are in force for identifying the sections of the ground to which spectators may be admitted;
- 2.2 that strategic gates are identified and staffed, by stewards, before spectators are admitted to the ground;
- 2.3 that sufficient trained stewards are in position to monitor and prevent overcrowding of spectators in any areas within the ground;
- 2.4 that the computerised spectator counting system and monitors are fully operational and that, in the event of a malfunction, there is a manual counting system that can immediately be introduced.

3. Ensure:

- 3.1 that the chief steward has sufficient trained stewards available, together with sufficient supervisors, positioned as prescribed in the safety certificate;
- 3.2 that all stewards are fully briefed, and have written instructions, on their duties and what is expected of them during the event (the brief should include details of the anticipated number of supporters expected to attend the match, together with an indication of any possible conflict that may arise between home and away supporters);

3.3 that sufficient trained stewards are provided and positioned to effect a safe and orderly evacuation of supporters in the event of an emergency and that all staff know the location of the central control point, who is in charge of safety on the day and the line of communication.

4. Inspect the ground to ensure:

4.1 that there are no stored combustible or hazardous materials that could present a danger to any persons;

4.2 that there are no materials that could be used as missiles;

4.3 that all ingress and egress routes within the ground are clear of obstructions, and that the surface does not present a hazard to any persons;

4.4 that all exit doors, emergency exit doors and gates are unobstructed and whether operated manually or electronically, are functioning;

4.5 that all gates open easily and that any drop bolts or securing devices prescribed in the safety certificate are functioning correctly;

4.6 that copies of the ground rules are displayed at all entrances to the ground;

4.7 that all exit and directional signs are in place, in a reasonable condition and illuminated (if appropriate);

4.8 that all structures are free from any damage, corrosion or deformation which might create a potential danger to any person.

5. Ensure that:

5.1 The following equipment / systems are tested and where necessary faults rectified:

5.2 CCTV system;

5.3 the public address system (test at each operating point) including loud hailers;

5.4 turnstile counting system;

5.5 electronic gate locking system (if appropriate);

5.6 temporary lighting;

5.7 fire fighting equipment;

5.8 any telephones that are normally staffed during the time the ground is open to the public but are not used for frequent communication and any key point telephone system;

5.9 any equipment provided by the club for use by the emergency services (to be tested in liaison with the relevant service).

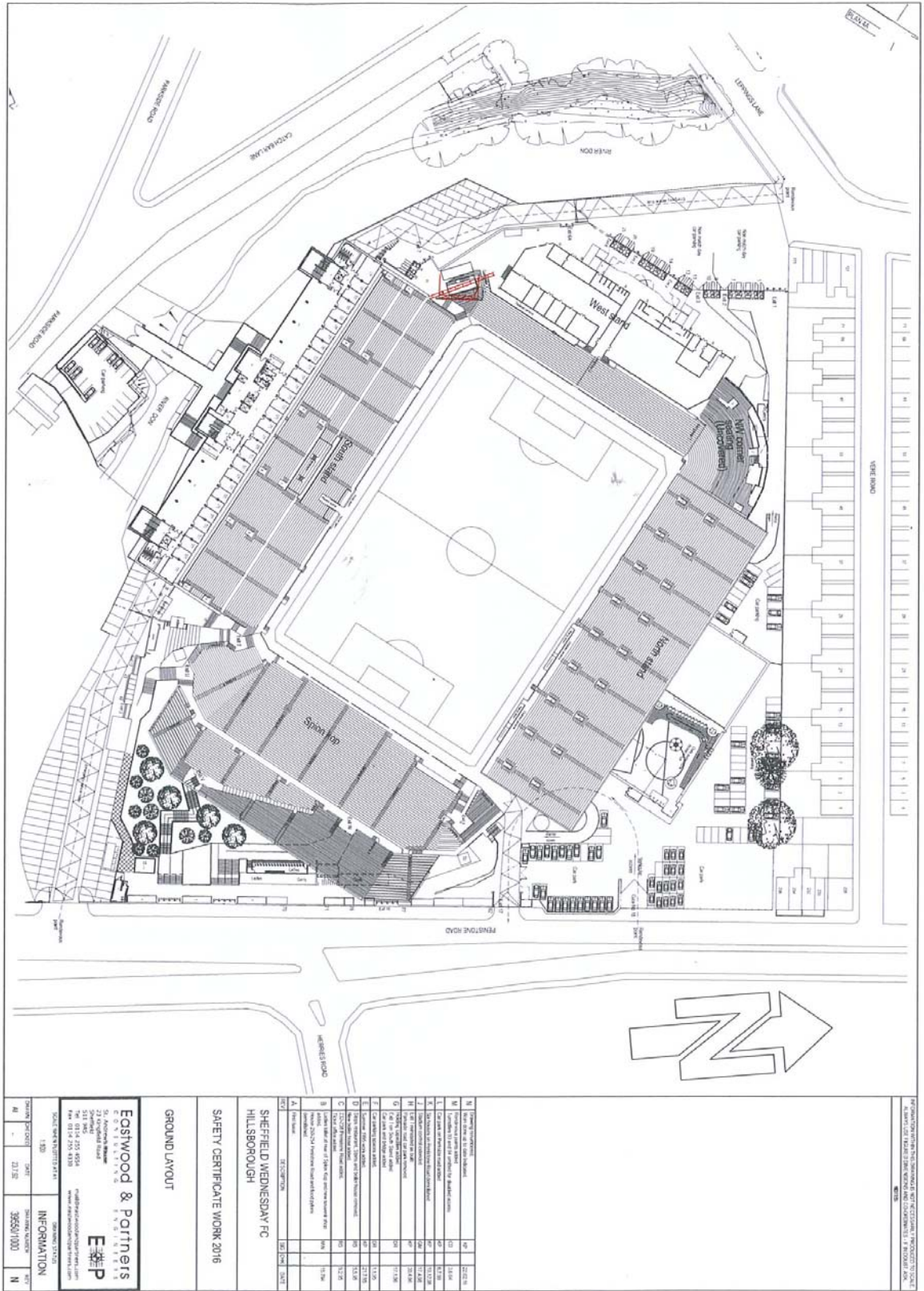
6. Ensure that:

- 6.1 a sufficient number of trained first aid personnel are available;
- 6.2 the first aid equipment and materials are in accordance with provisions of the safety certificate and / or the recommendations of the Medical Advisory Group (MAG) and / or the Safety Advisory Group (SAG).

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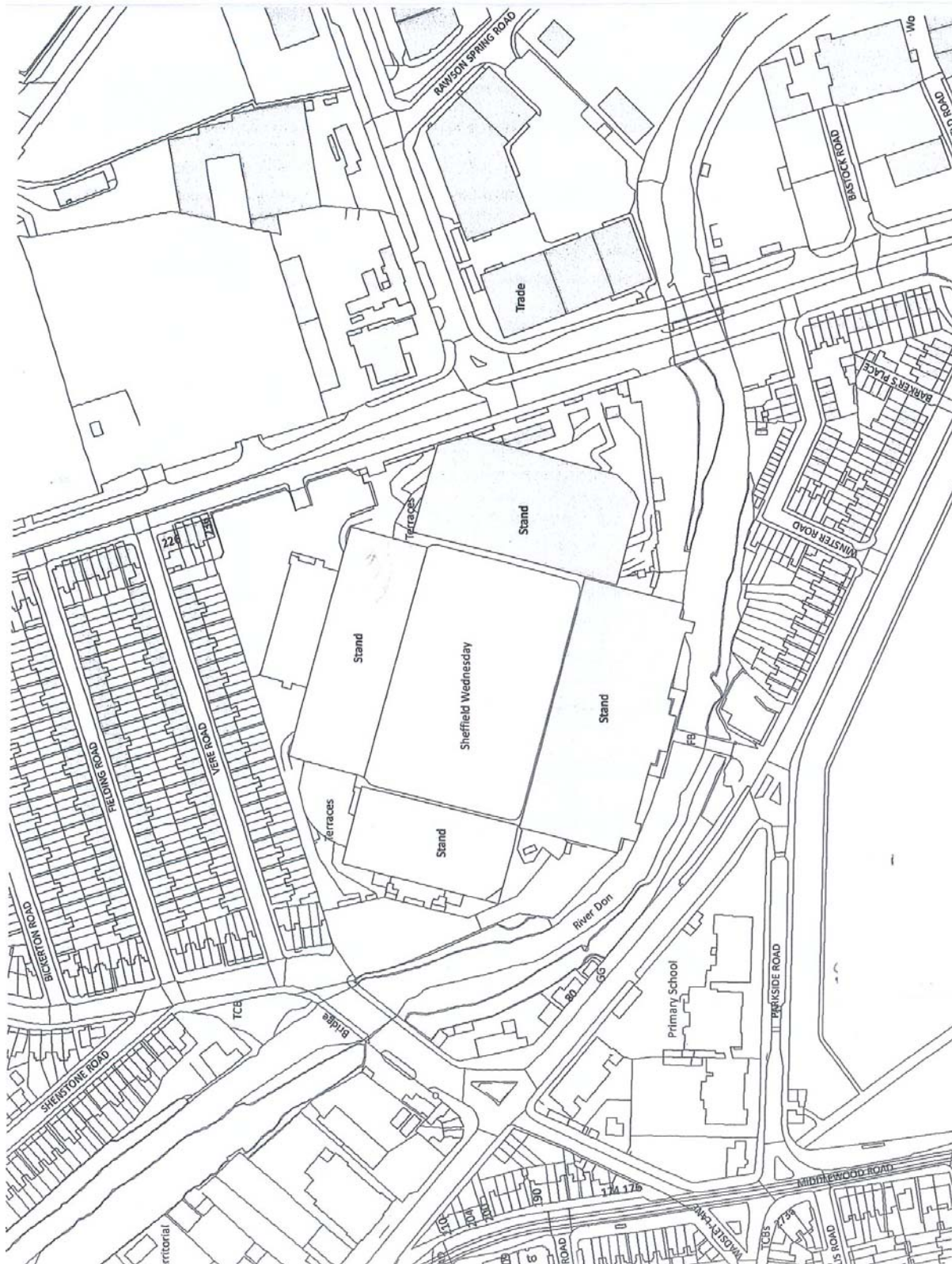
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<p>GROUND LAYOUT</p>			
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Identification Plan



APPENDIX A

Elite Sport – Return to Domestic Competition Guidance

Contents

1. Introduction
2. Definitions
3. Minimum Standards
4. General Guidance
5. Specific Guidance
6. Authorship

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This publication is available at <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-domestic-competition-guidance>

1. Introduction

The following guidance covers Stage Three of the proposed five stage framework for returning to full unrestricted elite sporting competition and has been produced by a working group of leaders, Chief Medical Officers and partner organisation representatives across Olympic, Paralympic and professional sports in collaboration with the DCMS, PHE, DHSC and UK Sport.

Stage Three is a framework to progress from Stage Two, to the return to Domestic Competition – No Spectators (RTDC) for elite teams/athletes. The guidance for Stage One and Two activity must remain in place to underpin the progression to Stage Three.

The purpose of this Stage Three guidance is to define a set of minimum standards for RTDC for all parties. It is expected that the guidelines are considered by the Competition Delivery Partners and Elite Sport Organisation(s) and applied to their individual Competitions.

All existing government and Public Health England (PHE) guidance continues to apply unless otherwise specified. This guidance does not constitute legal advice or replace any Government or PHE advice; nor does it provide any commentary or advice on health-related issues. Competition Delivery Partners and other User Groups should seek independent advice prior to implementing any RTDC plan.

The COVID-19 pandemic is a rapidly developing situation and it is likely that this guidance and the reference sources it refers to will be regularly updated.

2. Definitions

Competition: The activity taking place at the Competition Venue(s) during the Competition Period, either at (a) a single venue on a single day; (b) a single venue over multiple days, or (c) multiple venues over multiple days.

Competition Delivery Partners: The Competition Organiser and the Competition Venue Operator.

Competition Period: The period taken to set up and prepare the Competition Venue, to host the Competition and reinstate the Competition Venue after the Competition.

Competition Venue: The venue(s) permitted to host the Competition, or set aside by the Competition Organiser for any elite athletes to train for the competition.

Competition Venue Operator: The Competition Venue Operator owns or is licensed to operate the Competition Venue during the Competition Period and should (where it is not the Competition Organiser) enter into an agreement with the Competition Organiser for the use of the Competition Venue. They should be in control of the Competition Venue during the Competition Period. They may also contract suppliers to support competition delivery.

Domestic Competition: No Spectators: Domestic sporting competition exclusively involving Elite Athletes, hosted within the UK, where no cross-border travel (from outside the UK & Ireland) is required for the Competition to take place. Access to the Competition will be restricted to individuals with essential functional roles.

Elite Athlete: An individual as defined as an Elite Athlete in the Stage One guidance. Competition Organiser: The Competition Organiser will organise the Competition and liaise with all User Groups essential to its delivery and any relevant Elite Sport Organisations. Where they do not own the Competition Venue, they should contract with the Competition Venue Operator under a venue use agreement (or equivalent). They may also contract suppliers to support competition delivery.

Elite Sport Organisations and Individuals: The organisation and/or individual that is responsible for entering the team and/or athlete(s) into the Competition. These may include, but are not limited to, National Governing Bodies, professional leagues and clubs and individual elite athletes. Where an individual elite athlete is unable to fulfil the responsibilities of the Elite Sport Organisation, they should consult with the Competition Organiser and/or their National Governing Body to agree how those responsibilities can be met.

User Groups: The essential groups in attendance during the Competition. These may include, but are not limited to, the Competition Delivery Partners, teams/athletes, team support staff, competition officials, volunteers and staff, contractors/suppliers, anti-doping officers, medical providers and media and broadcast.

3. Minimum Standards

Competitions are typically delivered in partnership by multiple organisations and delivery models can be complex. There may be cross-over in responsibilities between the Competition Delivery Partners and the Elite Sport Organisations. It is critical that all Elite Sport Organisations and User Groups work collectively to ensure that the Competition can be staged safely.

All User Groups must be appraised of risk and mitigation plans and given the opportunity to actively 'opt in' to RTDC. If any of the Competition Delivery Partners or key User Groups choose not to 'opt in', consideration must be given to the integrity of the Competition, the ability to implement this guidance and whether the Competition can safely proceed.

The following minimum standards must be in place before progressing with RTDC plans:

- Agreement over the roles and responsibilities and command, control and coordination (C3) arrangements between the Competition Delivery Partners and the Elite Sport Organisation(s)
- All relevant standards defined in Stages One and Two for RTT must continue to apply. Elite Sport Organisations must take into account the presence of other User Groups (from Stages One and Two) and that, during the competition phase, movements on the field of play are less controllable. The latter should influence the delivery of Social Distancing requirements within the domestic competition environment.
- An appropriate Competition Venue which can comply with these guidelines and reasonably accommodate modifications required to implement Social Distancing protocols. The Competition should not in any way limit the use of the Competition Venue to support the NHS or key workers requirements.
- That any concessions required to comply with government/PHE guidelines (relating to sport-specific rules, technical requirements or equipment) are obtained from the national/international governing body for that sport
- Confidence in the event management planning that there will be no detrimental impact of hosting the Competition on the wider community and healthcare systems
- Ensuring that the required PPE for practitioners or staff can be procured without taking away supply intended for key workers
- A decision-making structure and agreed procedure in place to modify, restrict, postpone or cancel the Competition
- Where the Organiser and the Venue Operator are not the same person, those two parties should enter into a venue use agreement to ensure that all relevant matters (including those set out in this guidance) are appropriately addressed

4. General Guidance

Social Distancing will be maintained wherever possible during the Competition Period. Furthermore, a key principle of the Stage Three guidance is that maintaining Social Distancing between the competing athletes, their support staff and personnel from all other User Groups in the Competition Venue will be a priority. Where Social Distancing is not possible, including on the field of play and in team areas, a full risk and mitigation strategy must be put in place.

Appropriate risk mitigation through screening of individuals prior to entry into the Competition Venue must be implemented and this may include, but not be limited to, COVID-19 symptom questionnaires. Where Social Distancing cannot be maintained at all times during the Competition, higher levels of surveillance may be implemented for a) current and b) past COVID-19 infection than at Stage Two. This will evolve in line with government and PHE guidelines and subject to ongoing audit and review.

All individuals must abide by government and PHE guidelines whilst away from the Competition Venue.

Any personnel with known or suspected COVID-19 are not permitted at the Competition Venue and should be placed or remain in isolation and follow the latest government and PHE guidelines.

Personnel should follow the protocols put in place by the Competition Organiser and/or Elite Sport Organisation.

As all sports bodies will fully recognise, ensuring the mental health of their athletes and staff is as important as their physical health. Awareness and focus on this is all the more important in times of uncertainty. You are advised to factor government [guidance](#) on these issues into your planning and to consider providing active support for workers around mental health and wellbeing which could include advice or telephone support.

5. Specific Guidance

Each Competition Delivery Partner and Elite Sport Organisation should appoint a named COVID-19 Officer (CO) for every competition in which such a body has an interest. The CO appointed by the Competition Organiser should be responsible for oversight of the risk and mitigation planning, communicating information to all User Groups and ensuring that the necessary standards are met. This individual does not necessarily have to be medically trained.

Each Competition Organiser should appoint a named COVID-19 Medical Officer (physician) familiar with the emerging evidence related to post-COVID-19 pathology, to have oversight of individuals with [suspected or confirmed cases of COVID-19](#) and ensure any suspected or confirmed COVID-19 cases are managed in line with COVID-19 case management protocols and latest government guidance. Each Elite Sport Organisation should, as part of the Stages One and Two RTT guidance, have appointed a COVID-19 Medical Officer and these appointees should liaise closely with the Competition Organiser's COVID-19 Medical Officer. Sports which do not have a Medical Officer to cover these responsibilities should secure medical cover to oversee these processes prior to resuming Competition.

The Competition Delivery Partners, in collaboration with the Elite Sport Organisation(s), should develop a COVID-19 competition venue operations plan, and a COVID-19 risk assessment and mitigation plan. These should include the following considerations as a minimum:

- A code of behaviour which provides guidelines for all User Groups and the details of sanctions in place for breaches of protocol
- Details of all User Groups that will attend the Competition
- An appropriate education programme for all User Groups with an emphasis on the maintenance of strict and frequent personal hygiene measures, particularly handwashing
- Processes and activities where Social Distancing cannot be easily maintained should be risk assessed and mitigated
- Limiting all non-essential activities, including catering, where possible
- Agreeing measures with the public services, such as police and ambulance providers, to minimise potential calls on their resources
- A map of the Competition Venue defining all areas/zones, routes and access/egress points
- The maximum capacity and layout for each room/area/zone within the Competition Venue to allow Social Distancing to be maintained
- Information on the management, movement and scheduling of User Groups and vehicles to allow Social Distancing to be maintained, wherever possible. A one-way system for people and vehicles should be established, where possible, and measures implemented to reduce crossover of different User Groups

- Broadcast and media management plan to ensure that Social Distancing and hygiene requirements are met and minimise crossover with other User Groups
- A security plan, screening process and accreditation system that defines the access control system for the Competition Venue and the zones that are implemented to limit crossover between User Groups. As recommended in the Stage 1 and Stage 2 guidance (for elite training centres) the Competition Venue should be divided into at least two zones by an outer and inner cordon. The outer cordon will usually be the site perimeter and should be a physically secure barrier monitored by security staff. The inner cordon should be secure and monitored and will generally include the Competition Venue buildings and field of play. The area inside the inner cordon is designated the 'green zone'. The area between the outer and inner cordon is designated the 'amber zone'. Areas outside the outer cordon are designated the 'red zone'. This can be adapted to best suit the requirements of the Competition – and where there is capacity to implement further zoning. However, the outcome should always be to maximise the opportunity to comply with Social Distancing requirements.
- Measures to ensure that plans do not conflict with the Competition Venues' existing security and emergency action plans, and fire regulations
- A transport plan addressing travel to and from the Competition Venue for User Groups to minimise the usage of shared or public transport. Car parking should be within the Competition Venue zone
- A signage plan to support the implementation of the guidelines
- The stages required for all User Groups before entering and leaving the field of play
- Agree Social Distancing measures and protocols for staff, officials and players on the bench and/or field of play, to include: personal conduct during disputes between players or between players and referees; and scoring celebrations.
- The arrangements for team and tactical meetings at the Competition Venue
- Measures to ensure that the Competition, preparation or recovery sessions should take place outdoors to optimise ventilation, where possible
- The time spent in dressing room areas by athletes/teams/staff should be preferably avoided, but if not avoidable then minimised with strict social distancing. Whilst showers can be used in line with Government guidelines, the Competition Venue may opt not to provide them. Steam rooms and saunas will not be available at this time.
- Planning for recovery modalities (noting that cryotherapy chambers, cold-water immersion facilities and saunas may not be available at the Competition Venue)
- A review of close and face to face contacts for players and support staff during the Competition Period, following the protocols defined in RTT guidelines. This should take account of any relevant epidemiological or aerobiological data from monitoring studies.
- The Competition schedule should consider any existing data that identifies that certain characteristics of the athlete or Competition is associated with higher rates of injury
- A medical plan that ensures that an appropriate level of medical staffing is in place within the Competition Venue to manage any injuries or illness and the demands of any COVID-19 symptom screening process. At least one first responder should be wearing appropriate

PPE beside the field of play. A 'clear surfaces' policy to facilitate cleaning should be followed in treatment areas.

- Measures to ensure any required practitioners or staff who have been assessed as requiring PPE will have access to it and are appropriately trained in their usage and disposal, as per the latest PHE guidance.
- Plans for physiotherapy and soft tissue therapist treatments. This should be limited to an essential need only and the need for routine or maintenance therapy should be risk assessed on a case-by-case basis. Team/athlete medical staff must take precautions in keeping with the latest PHE advice such as the use of health care setting and athlete infection risk appropriate PPE that is also influenced by the procedure or treatment being conducted at that time.
- Arrangements for an isolation room and protocols to manage any person who becomes symptomatic at the Competition Venue, as per government [guidelines for employers and businesses](#).
- Arrangements to ensure that there is an uninterrupted supply of personal and hand hygiene equipment and consumables at the Competition Venue at all times
- Measures to ensure that all areas of the Competition Venue are cleaned at the standard defined in the government [guidance for post-COVID-19 case non-hospital facilities cleaning](#) (prior to the Competition Period) and [government guidance for non-hospital facilities cleaning](#) (before and after the Competition). For all clinical areas, the relevant PHE standard will apply. High contact surfaces such as door handles, and light switches should be considered a priority for disinfection on a frequent basis.
- Measures to ensure that a risk assessment and mitigation (including hygiene protocol) are undertaken on all sport-specific equipment items provided by the Competition Delivery Partners or Elite Sport Organisation(s)

The Competition Delivery Partners and Elite Sport Organisations should also:

- Ensure that consideration is given to relevant insurance cover being in place
- Implement an anti-doping testing programme and liaise with the anti-doping authorities to ensure that:
 - it complies with all relevant hygiene measures and PHE guidance and
 - the necessary permissions for anti-doping officials to enter the Competition Venue are obtained
- Ensure compliance with statutory requirements, where relevant, including the Health & Safety at Work etc. Act 1974 and any local authority-enforced health and safety requirements. See also BEIS [Guidance on working safely during COVID-19](#).
- In the case of Competition Venues which are issued General Safety Certificates, consult their certifying authority at the earliest opportunity to determine what amendments should be required to the General Safety Certificate in order to comply with any local authority stipulated changes resulting from this guidance.
- Periodically review their risk assessment and mitigation plans to assess their effectiveness, updating them for each Competition.

6. Authorship

The guidance has been produced by a working group of leaders, Chief Medical Officers and partner organisation representatives including institutes, athlete representative bodies and sport venue hosts across Olympic, Paralympic and Professional sports in collaboration with the DCMS, PHE, DHSC and UK Sport.

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