



SHEFFIELD CITY COUNCIL Committee Report

Report of: Chief Licensing Officer, Head of Licensing

Date: Tuesday 4th June 2013

Subject: Annual Review of Safety Certification / Safety Advisory Group Policy

Author of Report: Steve Lonnia
Chief Licensing Officer & Head of Licensing

Summary: To inform and update members with regards to the annual review and update of the Safety Certification / Safety Advisory Group Policy

Recommendations: To approve the policy document

Background Papers: None

Category of Report: OPEN

REPORT OF CHIEF LICENSING OFFICER & HEAD OF LICENSING

Safety of Sports Grounds Act 1975 (As Amended)

June 2013

Annual review of Safety Certification / Safety Advisory Group Policy Document

1.0 Summary and Purpose of Report

- 1.1 To inform and update members with regards to the annual review of the attached policy in relation to designated stadiums, regulated stands, other grounds, concerts, festivals and other events.
- 1.2 To confirm the decision of the Chief Licensing Officer & Head of Licensing and approve the policy attached at Appendix "A".

2.0 Background

- 2.1 The attached policy was first issued in January 2012 as a result of the annual self-assessment process carried out by the licensing service.
- 2.2 The policy was reviewed and updated following consultation with the Sports Grounds Safety Authority, Safety Advisory Group and the relevant stadiums etc.

3.0 Legislation

- 3.1 The Safety of Sports Grounds Act 1975 (1975 Act) places a responsibility for issuing, reviewing and monitoring the safety certification process upon the Local Authority in respect of sports grounds designated by the Secretary of State.
- 3.2 The Fire Safety and Safety at Places of Sport Act 1987 (1987 Act) lays a similar responsibility upon the Local Authority in relation to regulated stands at non designated sports grounds.
- 3.3 The Local Authority is also responsible for the licensing of events (concerts, festivals etc.) under the Licensing Act 2003 (2003 Act).

4.0 Sports Grounds Safety Authority

- 4.1 The Sports Grounds Safety Authority previously known as the Football Licensing Authority are responsible for monitoring / auditing the Local Authority in its role as the certifying authority under the 1975 Act and 1987 Act.
- 4.2 The local inspector for the Sports Grounds Safety Authority was involved in the review process and has assisted with the review of the policy.

5.0 Safety Advisory Group

- 5.1 The Safety Advisory Group is recognised best practice and was included in the recommendations of the Final Report of Lord Justice Taylor.
- 5.2 The group is chaired by the Licensing Service and consists of officers from South Yorkshire Police, Fire and Ambulance Services, Building Standards, Health Protection and the relevant club(s). This is set out in more detail in paragraph 2.4.1 and 2.4.2. of the policy.
- 5.3 The group meets on a regular basis as set out in paragraph 2.5.1 to 2.5.4 of the policy and they formed a significant part of the review and consultation process undertaken.
- 5.4 The safety advisory group have approved the policy.

6.0 Delegated Authority

- 6.1 The Council has delegated its powers for the safety certification of sports grounds under the 1975 Act and the 1987 Act to The Chief Licensing Officer & Head of Licensing through the Licensing Committee if necessary.
- 6.2 The delegated powers allow for the designated Council Officer above to issue and amend General Safety Certificates etc.
- 6.3 Licensing is the lead department for the Local Authority with regards to the safety certification process.

7.0 The Policy

- 7.1 The policy sets out the Local Authority's approach to discharging its powers and responsibilities in respect of the issue and review of the General safety Certificate and/or Special Safety Certificate.
- 7.2 The policy also sets out the approach of the Safety Advisory Group in relation to designated stadiums, regulated stands, other grounds, concerts, festivals and other events where the safety advisory group is engaged.
- 7.3 Members will note in paragraphs 1.3, 1.4 and 1.5 the aims, scope and objectives of the policy.
- 7.4 Part one of the policy sets out the core legal duties and obligations etc. part two concentrates on the Safety Advisory Group and Part three sets out our intentions with regards to enforcement. This should be read in conjunction with our enforcement policy.
- 7.5 Part four of the policy gives a brief description of the roles and responsibilities of the different officers and organisations involved. Part five briefly sets out our intention to keep the document under review and to make it available via the Council's website.
- 7.6 The final part of the policy is the Safety Advisory Group "Terms of Reference" which is also available as a separate document.

8.0 Recommendation

- 8.1 That members approve the attached policy

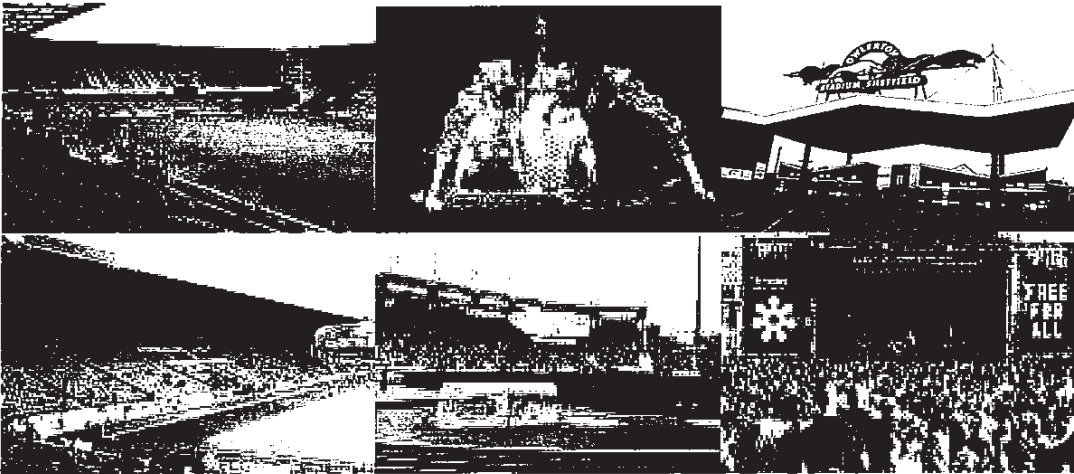
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June 2013

Sheffield
City Council



Safety Certification / Safety Advisory Group Policy Document



**Covering designated stadiums, regulated stands, other
grounds, concerts, festivals and other events**

Date of issue: Jan 2012
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Date of next review: March 2014

Document Author: Steve Lonnia

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PART ONE

1.0 INTRODUCTION

1.1 Overview

1.1.1 This document has been produced by the Chief Licensing Officer and Head of Licensing on behalf of Sheffield City Council and the Safety Advisory Group. The document sets out the agreed policy and procedures with regards to the Safety Advisory Group process.

1.1.2 Under the Safety of Sports Grounds Act 1975 (1975 Act), the local authority is responsible for issuing a safety certificate and / or special safety certificate in respect of sports grounds designated by the Secretary of State. These are sports grounds that, in his opinion, have accommodation for more than 10,000 spectators - 5,000 in the case of Premiership or Football League grounds in England and Wales.

1.1.3 The 1975 Act defines a sports ground as a place where sports or other competitive activities take place in the open air, and where accommodation has been provided for spectators, consisting of artificial structures, or of natural structures artificially modified for the purpose.

1.1.4 The Fire Safety and Safety of Places of Sport Act 1987 (1987 Act) lays a similar responsibility upon the local authority in relation to regulated stands at non-designated sports grounds. Regulated stands are stands that provide covered accommodation for 500 or more standing or seated spectators. Responsibility for determining if a stand is a regulated stand rests with the local authority. However the determination must be undertaken in accordance with the statutory guidance contained in Home Office Circular 97/1988 as determined by the local authority under section 26 of the 1987 Act.

1.1.5 There are three categories of sports grounds recognised by the law, designated grounds, regulated stand and other grounds. Designated grounds and regulated stands are described above. Other grounds are grounds that are not designated and which do not have regulated stands but issues affecting the safety of spectators may still arise. Circular HOC 97/1988 informs Local Authorities that they should be aware of all sports grounds and the events held there.

1.1.6 The Safety Advisory Group process will also advise and assist safety officers, promoters and other event organisers when hosting large scale events such as concerts, festivals and other mass gatherings of people in a designated stadium etc. The overall responsibility for safety at any stadium or event remains with the certificate holder/safety officer. However the safety advisory group process will be used in a very pro-active manner to offer advice to all sports grounds etc.

1.2 Purpose

1.2.1 This policy document sets out Sheffield City Council's approach to discharging its powers and responsibilities in respect of the issue and review of the General Safety Certificate and/or Special Safety Certificate.

1.2.2 Sheffield City Council aims to provide an overview of the role of the Safety Advisory Group and to clarify the roles and responsibilities of other organisations and agencies involved in the safety certification process.

1.2.3 The policy also sets out the approach of the Safety Advisory Group in relation to designated stadiums, regulated stands, other grounds, concerts, festivals and other events where the safety advisory group is engaged.

1.3 Policy Aim

1.3.1 This policy aims to ensure that Sheffield City Council working with its partners as a Safety Advisory Group ensure the reasonable safety of all those who attend a designated stadium(s), regulated stands, other grounds, concerts, festivals and other events in Sheffield that falls within the Safety Advisory Group process.

- 1.3.2 The policy also aims to ensure wherever possible that spectators/individuals are able to attend in reasonable safety, comfort and security and that all those who attend events enjoy the experience and return home safely.

1.4 Scope

- 1.4.1 The sports grounds covered by these arrangements are;

Bramall Lane Stadium home of Sheffield United FC
Don Valley Stadium venue for athletics
Hillsborough Stadium home of Sheffield Wednesday FC
Owlerton Stadium venue of speedway, stock cars and greyhound racing
Other sports grounds (Sandygate Road and Bracken Moor etc.)

- 1.4.2 The powers to issue and review the general safety certificate are vested solely in Sheffield City Council officers with delegated authority for this activity.

- 1.4.3 The concerts, festivals and events covered by these arrangements will be those where the Safety Advisory Group is engaged.

1.5 Policy Objectives

- 1.5.1 Sheffield City Council through the Safety Advisory Group aim to fulfil the following policy objectives:-

- To ensure that spectator safety is of the highest attainable standard as is reasonably practical at all sports grounds, regulated stands, concerts and events that involve the Safety Advisory Group;
- To establish and manage the Safety Advisory Group for such stadiums, regulated stands, concerts and events;
- To undertake and manage the annual review of any safety certificate for stadiums and/or regulated stands; and
- To foster, encourage and promote a safety culture within sports grounds, regulated stands, concerts, festivals and events in Sheffield.

1.6 Legislation, Guidance and Legislative Duty

- 1.6.1 The legislation that applies to the safety of spectators at sports grounds should be read in conjunction with this policy and agreed procedures. The relevant legislation is as follows;

- Safety of Sports Grounds Act 1975 (as amended)
- Fire Safety and Safety of Places of Sport Act 1987
- Safety of Sports Grounds Regulations 1987
- Safety of Places of Sport Regulations 1988

- 1.6.2 Guidance on the application of the legislation reference above can be found in the following Home Office Circulars;

- Home Office Circular No7/1986 - Annex C of which provides guidance on the procedure regarding applications for general safety certificates under the provisions of the Safety at Sports Grounds Act 1975.
- Home Office Circular No 96/1988 – Which includes advice on the issue of safety certificates for regulated stands.
- Home Office Circular No 97/1988 – Which includes statutory guidance under section 26 (8) of the 1987 Act to local authorities on the methodology that must be applied in determining whether a stand at a sports ground is a "regulated" stand.
- The annual inspection of a designated sports ground will include all items detailed in the Secretary of State's statutory guidance as set out in Home Office Circular 72/1987. For regulated stands the inspection will cover the items in the statutory guidance set out in Home Office Circular 97/1988

1.6.3 Under the Safety of Sports Grounds Act 1975 (as amended) Sheffield City Council has a duty to:-

- Issue a general safety certificate for each designated sports ground within the city boundary, containing such terms and conditions that the Council consider necessary or expedient to secure reasonable safety.
- Issue a special safety certificate where appropriate.
- Serve a prohibition notice in respect of any sports ground if the authority considers that the admission of spectators to the Sports Ground or any part of the Sports Ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the Ground or that part of the Ground ought to be prohibited (or restricted).
- Amend/replace and/or transfer any general safety certificate as and when appropriate.
- Enforce the terms and conditions of the general safety certificate.

1.6.4 Under the Fire Safety and Safety of Places of Sport Act 1987 Sheffield City Council has a duty to undertake similar duties in relation to regulated stands at non-designated sports grounds. Regulated stands are stands that provide accommodation for 500 or more seated or standing spectators.

- Issue a general safety certificate for each regulated stand (including the whole or any part of that sports ground to be covered by the certificate) within the city boundary, containing such terms and conditions that the Council consider necessary or expedient to secure reasonable safety.

1.7 Delegations

1.7.1 The Council has delegated its powers for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 to:

The Chief Licensing Officer & Head of Licensing through the Licensing Committee if necessary.

The delegated powers allow for the designated Council Officer to issue and amend General Safety Certificates.

1.7.2 Licensing is the lead department for the safety certification of sports grounds and the Principal Licensing Officer (Sports Grounds) is the lead officer for all matters relating to spectator safety at sports grounds.

1.8 Responsibility for Safety

1.8.1 The primary responsibility for the safety of spectators at:-

- Sports Grounds – rests at all times with the stadium management (Certificate Holder)
- Concerts, festivals and events – rests with the event organisers (Production Company/Safety Officer)

1.8.2 The responsibility for safety should never be assumed by the Council nor should the Council become involved in the management of events or take any action that could be interpreted as involvement.

1.9 Fees

1.9.1 Under the provisions of the 1987 and 1988 Regulations a local authority is permitted to charge a fee for the issue, amendment, replacement or transfer of a safety certificate. The regulations explain that any fee should be commensurate with the work actually and reasonably done by or on behalf of the local authority. It should also be noted that a local authority may only charge for amending a safety certificate if the amendment was at the request of the certificate holder. The procedures should set out how any fee charges are to be determined.

1.10 Certificate

- 1.10.1 General Safety Certificate – for a designated stadium/regulated stand is to contain terms and conditions that the council consider necessary or expedient to secure the reasonable safety of spectators at that stadium when it is being used for the activities specified in the certificate.

When all matters relating to safety are in place and the Council (Licensing Committee / Safety Advisory Group) consider the stadium to be ready, a safety certificate can be issued and may cover more than one specified activity.

- 1.10.2 Special Safety Certificate – for a designated stadium/regulated stand that has a general safety certificate in place it may be that a special safety certificate is issued for a different specified activity (e.g. a concert or religious gathering in a football stadium). The special safety certificate may impose terms and conditions that the council consider necessary or expedient to secure reasonable safety of spectators at that stadium when it is being used for the activities specified in the special safety certificate.

The applicant will be required to make a separate application that is advertised and consulted upon.

The applicant may also be required to submit / supply whatever information is required by the Council to discharge its functions.

NOTE: Sheffield City Council has issued a separate guidance document with regards to its procedures, processes and timescales to be followed when dealing with applications under this legislation.

PART TWO

2.0 SAFETY ADVISORY GROUPS

2.1 Overview

- 2.1.1 Sheffield City Council has established a Safety Advisory Group to provide specialist advice and guidance in relation to safety at designated stadium(s), regulated stands, concerts, festivals and other events where engaged.
- 2.1.2 The group is a multi agency group and is chaired by the Chief Licensing Officer and Head of Licensing (or nominated deputy).
- 2.1.3 The group will provide specialist advice in relation to safety at sports grounds, regulated stands, concerts, festivals and other large scale events etc. including determining the terms and conditions to be imposed on each certificate and monitoring their implementation.

2.2 Terms of Reference

- 2.2.1 The Safety Advisory Group has been established to:-
- Advise/guide the Council with regard to any issues relating to safety at stadiums, concerts, festivals and/or other events etc;
 - Monitor the issuing and enforcement of any safety certificates, regulated stand certificates and special safety certificates in relation to safety at stadiums, concerts, festivals and/or other events;
 - To receive, check and approve any applications for alterations, amendment and/or transfer of a safety certificate in relation to a designated stadium and/or a regulated stand.
- 2.2.2 A copy of the groups full terms of reference are set out in Appendix "A" at the back of this document.

2.3 Objectives

- 2.3.1 To develop as a body of expertise and to provide a forum within which the Council can maintain a consistent approach to spectator / event safety.

- 2.3.2 To promote a safety culture within sports grounds, at concerts and large scale events etc.
- 2.3.3 Support, advise and guide the management, operators and/or safety officers at sports grounds, concerts, festivals and other events on measures to improve all aspects of spectator / public safety.
- 2.3.4 Work continually to ensure the reasonable safety of all those attending sports grounds, concerts and large scale events.

2.4 Membership

- 2.4.1 The Council uses the safety advisory group process for two distinct procedures. Those two procedures are the safety at sports grounds and concerts/large scale events and any other events where it considers public safety to be an issue.
- 2.4.2 The core membership of each group is the same however other individuals and/or authorities may be invited as and when necessary. Set out below is the core membership at each group.

- **Sports Grounds**

- Head of Licensing or deputy (Chair)
- Stadium Management / Safety Officer
- South Yorkshire Police
- South Yorkshire Fire & Rescue
- Yorkshire Ambulance Service
- City Council Building Standards
- City Council Health Protection Service

- and the Sports Grounds Safety Authority is invited to observe / advise

- **Concerts / Large Scale Events etc.**

- Head of Licensing or deputy (Chair)
- Event Safety Officer
- South Yorkshire Police
- South Yorkshire Fire & Rescue
- Yorkshire Ambulance Service
- City Council Building Standards
- City Council Health Protection Service
- City Council Safeguarding Children Officer
- Urban Traffic Control
- Noise Nuisance Officer
- Production / Promotion Management
- Stewarding Company
- First Aid / Medical Provider

2.5 Meetings

- 2.5.1 The Safety Advisory Group will meet as follows;

- Sheffield Wednesday FC - pre planned once per quarter
- Sheffield United FC - pre planned once per quarter
- Don Valley Stadium - pre planned twice per year
- Owlerton Stadium - pre planned once per year

- 2.5.2 The Safety Advisory Group may meet in addition to the above to discuss proposed alterations, variations, de-brief incidents, near misses and any other issues as deemed necessary.

- 2.5.3 The Safety Advisory Group will also meet at least once in addition to the above on an annual basis to discuss the Annual Inspection Process including reports from the stadiums engineers and all other inspecting authorities.

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- 2.5.4 The Safety Advisory Group will generally meet three / four times prior to a large concert, festival or other event. However, this may change dependant upon the type, nature and size of event. The number of meeting will be determined by the licensing authority.

PART THREE

3.0 ENFORCEMENT

- 3.0.1 It is an offence for any responsible person, not merely the certificate holder, to contravene the terms and conditions of a safety certificate or a prohibition notice. These offences, along with the defences of absence of consent and due diligence, are listed in section 12 of the Safety of Sports Grounds Act 1975 and section 36 of the Fire Safety and Safety of Places of Sport Act 1987.
- 3.0.2 This policy sets out the arrangements that have been put in to place for ensuring compliance with the relevant safety at sports grounds legislation and the terms and conditions of any individual certificate.
- 3.0.3 This section of the policy sets out the Council's powers and approach to enforcement activity, how the council deals with businesses and the approach to be taken when infringements of the law are established. In applying this policy the Council's aim is to ensure that any enforcement action taken is proportionate, accountable, consistent, transparent and targeted.
- 3.0.4 This document should be read in conjunction with the relevant legislation, associated guidance and our enforcement policy document so as to provide a full understanding of the Safety at Sports Grounds role carried out by the Council. The Council has a range of options to deal with incidents which may put the public at risk, or any safety weakness identified by its inspecting officers.
- 3.0.5 The local authority must ensure it has the necessary powers and procedures in place to enable it to take any necessary action in the appropriate timescales. The response of the Council should be proportionate to both the urgency and the seriousness of the individual circumstances.
- 3.0.6 The available enforcement options are;
- No Action
 - Informal Warning
 - Prohibition Notice
 - Reduction in Capacity
 - Simple Caution
 - Prosecution

3.1 Informal Warning

- 3.1.1.1 Informal warnings would be an option where the transgression is not too serious and:-
- it is thought that informal action will achieve compliance;
 - safety management being displayed is reasonably high and this method of enforcement will achieve the desired result;
 - consequence of non-compliance will not pose a significant risk to health and/or safety of the public, and would only be a very short term issue.
- 3.1.2 Informal warnings may take the form of simple advice for example a verbal warning followed by a formal request for action in the form of letter, e-mail, or notice. The communication will contain all information necessary to ensure that the club/organisation knows what is required of them, why it is necessary and the timescales for completion.

The communication may:-

- indicate the regulations contravened and the measures that will achieve compliance with the legal requirements and that other means of compliance may be chosen;

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- clearly indicate that recommendations of good practice are not legal requirements,
- clearly indicate the timescales for compliance

3.2 Prohibition Notice

- 3.2.1 Section 10 of the 1975 Act enables the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that 'the admission of spectators to a sports ground or any part of a sports ground involves or would involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted'.
- 3.2.2 The Council needs to ensure that it can, if necessary be able to issue a notice in a very short space of time and without reference to senior officers or to members (see delegated powers). The issuing of a Prohibition Notice must be seen as a last resort and it can be appealed in a magistrate's court but prior to the hearing the Prohibition Notice stands.
- 3.2.3 Unlike the other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds, as defined in section 17 of the 1975 Act, including those that are neither designated nor contain a regulated stand.
- 3.2.4 The Council has decided that when a prohibition notice is issued by the Chief Licensing Officer and Head of Licensing under delegated powers the club/organisation has the right of appeal to the Licensing Committee if necessary. Such an appeal would be processed and arranged as quickly as possible in order to assist the club.
- 3.2.5 If the Council considers and states in the notice that the risk to spectators is / or may be imminent then the notice takes effect as soon as it is served. In all other cases, it comes into force at the end of the period specified in the notice. The Council may amend or withdraw the notice at any time.
- 3.2.6 The notice should be clear as to what action is required to satisfy the notice and specify ways compliance can be achieved.

3.3 Reduction in Capacity

- 3.3.1 The Council can reduce the permitted capacity of all or part of a sports ground. This would be appropriate in the following situations:
- where an incident occurs that suggests that the management is performing unsuccessfully, the Council will review the (S) factor which affects the capacity of the ground. There may have been no incident but the performance of the management raises concerns re the control of the event;
 - where the Council's inspecting officers identify any deficiencies in the structure / fabric, equipment, records or management systems, which the authority has not already taken into account when accepting or calculating the permitted capacity, the (P) or (S) factor will be reviewed as appropriate.
- 3.3.2 The new capacity will be calculated having regard to the change in circumstances, and a new certificate will have to be issued (or an amendment to schedule 5 in the current certificate). Once the item causing concern has been rectified the capacity can be reassessed following assessment of the (P) or (S) factor.
- 3.3.3 The Council will follow the same procedures as during the routine annual review of the safety certificate for the setting of the (P) or (S) factor. It should invite the ground management to submit its proposed revised (P) or (S) factor, while reserving the right to overrule this if appropriate.
- 3.3.4 There is an onus on the Council to act reasonably and in accordance with due process, not least because the certificate holder has a right of appeal against any reduction in capacity.

3.4 Simple Caution

- 3.4.1 In appropriate circumstances, where a prosecution would otherwise be justified, a Simple Caution may be administered with the consent of the offender.

- 3.4.2 A Simple Caution is an admission of guilt, but is not a form of sentence, nor is it a criminal conviction.
- 3.4.3 For a Simple Caution to be issued a number of criteria must be satisfied:
- (a) Sufficient evidence must be available to prove the case.
 - (b) The offender must admit the offence.
 - (c) It must be in the public interest to use a Simple Caution.
 - (d) The offender must be 18 years or over.
- 3.4.4 We will also take into account whether the offender has received a simple caution within the last 2 years when determining whether a simple caution is appropriate for any subsequent offending.
- 3.4.5 If during the time the Simple Caution is in force the offender pleads guilty to, or is found guilty of, committing another offence anywhere in England and Wales, the Caution may be cited in court, and this may influence the severity of the sentence that the court imposes.
- 3.4.6 The refusal of an offender to be cautioned does not preclude the matter being passed for prosecution. In fact, any such failure will be a material consideration when deciding whether the offender should then be prosecuted for that offence.

3.5 Prosecution

- 3.5.1 The decision to prosecute is extremely significant and must be related to the risk, it must be for a blatant disregard for the safety certification / law. The process prior to any decision to prosecute must be to check if another enforcement option is more suitable e.g. Prohibition Notice.
- 3.5.2 Prosecutions should be undertaken as soon as possible and only if the Council is satisfied that there is relevant, admissible, substantial and reliable evidence that the offence has been committed by the defendant and that there is a realistic prospect of conviction.

3.6 Annual Inspection

- 3.6.2 This will be undertaken at each designated ground at least once every 12 months. The annual inspection of a designated sports ground will include all items detailed in the Secretary of State's statutory guidance as set out in Home Office Circular 72/1987. For regulated stands the inspection will cover the items in the statutory guidance set out in Home Office Circular 97/1988.
- 3.6.3 The list below is not exhaustive and is only intended to give a sample of what is checked during an annual inspection,
- the structural condition, dynamic performance and electrical and gas tests;
 - the records maintained by the management of the sports ground, in particular of attendances, accidents, maintenance, equipment tests, steward training and contingency plans;
 - the condition of the sports ground and its fixtures and fittings; and
 - the lighting, emergency lighting, public address, cctv, emergency telephones, fire warning and entry control equipment.

3.7 During Performance Inspections

- 3.7.1 During Performance Inspections will be made on a planned basis, on event days, to ensure that the terms and conditions in the safety certificate are suitable and appropriate for the use taking place and to monitor the ground management's compliance with the terms and conditions of the safety certificate. The inspection programme is as follows;
- for designated stadiums a match day safety inspection will be undertaken a minimum of four times per year;
 - for regulated stands with a capacity of more than 2000 spectators a during performance inspection will be undertaken a minimum of once a year;

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- for regulated stands with a capacity of less than 2000 spectators a during performance inspection will be undertaken biannually; and
 - for other grounds a during performance inspection will be undertaken tri-annually.
- 3.7.2 The person undertaking these inspections should be suitably qualified and competent to undertake inspections on general safety of a sports stadium. Where possible a joint approach will be undertaken with members of the Safety Advisory Group participating in the inspection.
- 3.7.3 Record items examined on an inspection check sheet a copy of which will be annexed to the officer's report of the inspection
- 3.7.4 After the event produce detailed reports of the management of the activity for submission at any debriefing meeting or sent to the club requesting action and/or explanations, to enable consideration to be given to further control and/or enforcement action.

PART FOUR

4.0 ROLES & RESPONSIBILITIES

- 4.0.1 The Rt Hon Lord Justice Taylor made the following recommendation in his Final Report following the inquiry into the Hillsborough Stadium Disaster;

"To assist the local authority in exercising its functions, it should set up an Advisory Group consisting of appropriate members of its own staff, representatives of the police, of the fire service and ambulance services and of the buildings authority."

- 4.0.2 Sheffield City Council decided that the Safety Advisory Group process would be managed by the licensing service and the relevant senior officer from licensing would Chair the meetings. The Council also stated that an officer of the Council responsible for Health & Safety must also be part of the group.
- 4.0.3 The role descriptions below are not an exhaustive list of duties for all different officers and agencies involved in the Safety Advisory Group. They are here to set out the core role of some of the officers / agencies that attend the meetings.
- 4.0.4 The officers that attend these meeting should have the authority and power to make relevant decisions at the meeting on behalf of their authority.

4.1 Role of the Chief Licensing Officer & Head of Licensing

- 4.1.1 To ensure that the Council's statutory duties in accordance with the Safety at Sports Grounds Act 1975 are properly discharged.
- 4.1.2 To manage the day to day activities (administration and enforcement) of the Council in relation to Safety at Sports Grounds.
- 4.1.3 To ensure that the Licensing Committee are kept informed of Safety at Sports Grounds activities, including writing and presenting reports on any amendments, alterations etc. to safety certificates.
- 4.1.4 To ensure the Safety Advisory Group undertakes activities as appropriate to determine the terms and conditions of any general or special safety certificate and monitor their implementation.
- 4.1.5 To ensure the Safety Advisory Group work within the terms of reference set out in Appendix A.
- 4.1.6 To ensure that membership of the Safety Advisory Group reflects the interests of all parties as recommended in the final report of Lord Justice Taylor (Final report by the Rt. Hon Lord Justice Taylor following the inquiry into the Hillsborough Stadium Disaster in 1989).
- 4.1.7 To act in a co-ordinating role for all members of the safety advisory group and be responsible for organising meetings and inspections as appropriate.

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- 4.1.8 To initiate prosecutions authorised by Sheffield City Council for breach of conditions of either a general or special safety certificate and / or any other offences under the Act.
- 4.1.9 To Chair the Safety Advisory Group where possible and to act as authorising signatory for the general and special safety certificates, prohibition notices, warning letters etc.
- 4.1.10 To nominate the Principal Licensing Officer (Sports Grounds) to act as his nominated deputy / representative in the discharge of the Councils duties outlined in this policy.

4.2 Role of the Principal Licensing Officer (Sports Grounds) – Lead Officer

- 4.2.1 To deputise for the Chief Licensing Officer and Head of Licensing as follows;
- chair meetings of the Safety Advisory Group as directed and ensure that decisions taken by the group are implemented;
 - organise meetings of the Safety Advisory Group;
 - co-ordinate and prepare agendas and supporting paperwork, take minutes and circulate to all members;
 - attend as directed on match days as appropriate to observe and understand the operation of the stadium and / or undertake inspections;
 - establish and maintain a filing system for safety advisory group documentation;
 - draft and issue warning letters, prohibition notices etc; and
 - keep the Chief Licensing Officer and Head of Licensing informed and up to date of all relevant issues etc.

4.3 Role of the Emergency Services (Police, Fire and Ambulance)

4.3.1 South Yorkshire Police

- attend Safety Advisory Group Meetings and advise on issues in relation to crowd management, public order and policing of and safety at sports grounds;
- assist the Council with the Safety Certification decision making process;
- monitor by means of attendance at the stadium / event and observation of the provision of safety measures provided by the club / organisation in terms of stewarding effectiveness and provision of police services;
- to provide specialist advice from a police perspective at all stages of any development, alteration or redevelopment of a sports ground;
- to provide specialist advice in relation to the pre planning for football fixtures, concerts and other events; and
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings.

4.3.2 South Yorkshire Fire and Rescue

- attend Safety Advisory Group Meetings and advise on fire safety matters including all ingress and egress to and from sports grounds, concerts and events, capacities etc;
- also advise on issues such as width of exit routes, staircases, gates and vomitories, provision of fire fighting equipment, fire alarms, shutters, signage etc.
- assist the Council with the Safety Certification decision making process;
- to provide specialist advice from a fire and rescue perspective at all stages of any development, alteration or redevelopment of a sports ground;
- to provide specialist advice in relation to the pre planning for football fixtures, concerts and other events;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings; and
- select fixtures and arrange pre match and during performance inspections at each stadium and report findings to Chair of Safety Advisory Group.

4.3.3 Yorkshire Ambulance Service

- attend Safety Advisory Group Meetings and advise on medical and first aid related matters;

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- to provide specialist advice from a medical perspective at all stages of any development, alteration or redevelopment of a sports ground;
- attend the stadium on match days as part of the stadium control staffing and observe and understand the operation of the stadium in relation to medical and first aid issues;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings; and
- select fixtures and arrange pre match and during performance inspections at each stadium and report findings to Chair of Safety Advisory Group.

4.4 Role of the Sports Grounds Safety Authority (SGSA),

- keep under review the discharge by the local authority of their statutory functions under the Safety at Sports Grounds Act 1975;
- offer guidance on good practice relating to safety advisory groups and safety certification;
- attend safety advisory group meeting where invited;
- attend the annual inspection review meetings where possible; and
- offer advice and guidance on crowd management and safety issues.

4.5 Role of the Health Protection Service

- attend meetings and advise on health and safety related matters;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings;
- to provide specialist advice from a health & safety perspective at all stages of any development, alteration or redevelopment of a sports ground; and
- attend on selected match days and undertake pre match and during performance inspections and report findings to the Chair of the Safety Advisory Group.

4.6 Role of Building Standards Officer

- attend meetings and advise on building control matters including all ingress and egress to and from the sports ground, pop concerts and events as well as capacities and structural safety;
- also advise on issues such as width of exits routes, staircases, gates, vomitories and circulation areas and compliance with Buildings Act;
- assist the Council with the Safety Certification decision making process;
- to provide specialist advice from a building control perspective at all stages of any development, alteration or redevelopment of a sports ground;
- to provide specialist advice in relation to the pre planning for football fixtures, concerts and other events;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings; and
- select fixtures and arrange pre match and during performance inspections at each stadium and report findings to Chair of Safety Advisory Group.

4.7 Role of the Safety Officer / Certificate Holder

- nominate a safety officer to represent the certificate holder
- to be responsible for the safe operation of the sports ground including crowd safety, movement, segregation, entering, exiting, ticketing, stewarding and all other safety matters at the stadium;
- to manage and co-ordinate any works raised as part of the annual inspection process;
- to bring to the attention of the lead officer and/or responsible person any observations of concern in relation to technical equipment e.g. turnstile operation, cctv, lighting etc.
- to ensure that all terms and conditions of the General Safety Certificate and/or Special Safety Certificate are complied with;
- to provide any information as requested and/or as contained in the terms and conditions of the certificate to the Safety Advisory Group and/or Sheffield City Council;
- to notify the local authority in writing of any potential developments, proposals, changes or proposed installations including temporary demountable structures at the sports ground;

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- to action any recommendations or requirements of the Safety Advisory Group and/or Sheffield City Council; and
- to attend all meetings of the Safety Advisory Group.

PART FIVE

5.0 General

- 5.1 This policy will be reviewed constantly to ensure it is kept up to date and will be reviewed formally every twelve months
- 5.2 This policy and all other associated documentation will be made available electronically on the City Council website.
- 5.3 A copy of the policy and safety certificates will be circulated electronically to all Safety Advisory Group members.
- 5.4 The Chair of the Safety Advisory Group will monitor the group's performance against the above aims / objectives and will consult with the Sports Grounds Safety Authority as to whether those aims / objectives have been achieved and/or maintained throughout the year.

APPENDIX "A"**Safety Advisory Group
Terms of Reference
(TOR)**

1. To ensure that all stadiums, regulated stands, other grounds, concerts, festivals and events are managed in accordance with the law, statutory regulations and any guidance that may have been issued;
2. The Safety Advisory Group will be Chaired by the Chief Licensing Officer & Head of Licensing or in his absence the Principal Licensing Officer responsible for sports grounds;
3. All meetings will have an agenda and be minuted with all actions recorded and monitored;
4. Minutes of the previous meeting will be first business on the each agenda;
5. The safety advisory group will meet in accordance with minimum requirements set out in paragraph 2.5.1 above;
6. The safety advisory group will:-
 - a. Give its advice, guidance and support to those involved in the management of sports stadiums, regulated stands, concerts and events within it's district;
 - b. Consider all applications made to the certifying authority for alterations/amendments etc. to the stadium or its safety certificate;
 - c. Inspect and approve any alterations/amendments to the stadium and/or safety certificate once they have been completed;
 - d. Consider and respond to any complaints made to the certifying authority with regard safety advisory group process;
 - e. Carry out an annual inspection of each stadium;
 - f. Carry out an annual review of each safety certificate.
7. The certifying authority will undertake routine, pre match and during performance inspections of each stadium;
8. The certifying authority will be responsible for enforcing the conditions of the safety certificate;
9. Results of any inspections undertaken by the Police, Fire & Rescue, Ambulance Service, Building Standards and /or Health Protection will be sent to the Chair of the Safety Advisory Group and copied to the relevant Safety Officer at the stadium; and
10. To promote safety at all events and the continual improvement of standards.
11. This document will form part of the Safety Certification Policy Document and will be reviewed every twelve months

