

# Safety Advisory Group

## Terms of Reference

### 1.0 Introduction

South Gloucestershire Council has established an independent Safety Advisory Group (SAG) to help event organisers to ensure that public events take place safely and successfully. It provides independent advice to event organisers who retain the legal responsibility for ensuring a safe event.

Through consultation and joint working between the Council and its partners its aim is to standardise the approach to all organised large scale events staged in a public place, on a highway and on land open to the public in South Gloucestershire.

The intention of the SAG is to ensure that organisers of licensed and non-licensed events have considered the impact of the activity on:-

- Crime and disorder,
- Public safety,
- Public nuisance,
- Protection of children from harm, and
- Any other relevant legislation

The Safety Advisory Group itself as a body has no legal powers. These lie with individual members who retain primacy in their individual specialisms.

### 2.0 Scope for Inclusion at the SAG

Events that attract public attendance and which may impact on public safety or the wellbeing of the community will be considered on a risk-based approach, based on:-

- Impact on public safety, or
- Impact on traffic, or
- Impact on the environment

Events to be considered will include both licensed and unlicensed events. Consideration as to which events will be invited to a SAG will include:

- Number of people expected to attend
- Previous history of the event
- Previous history of the event organiser / safety officer / land owner
- High risk activity
- Features of the site itself

### **3.0 Terms of Reference**

1. To provide a multiagency forum within which SAG members will develop a co-ordinated approach to achieving high levels of public safety
2. To promote good practice in safety and welfare planning
3. To consider the advice published in all available statutory guidance documents and impart to event organisers
4. To receive and discuss all proposals for public events within South Gloucestershire as determined by the SAG, with the emphasis on minimising the risk to public safety
5. To ensure that event organisers are aware of the roles of individual SAG members
6. To advise the event organiser in relation to its duty of care regarding public events that do not require to be certified/licensed
7. To ensure that there is, in existence, an event organiser's Event Management Plan before the event takes place
8. To ensure that there are agreed contingency and emergency plans for dealing with major incidents at events
9. To receive reports relevant to de-briefs, visits and / or inspections of the venue or event with the aim of improving safety arising from an event in future

The Core Members of the SAG must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then the person should consider if they should withdraw and be replaced by an appropriate party agreed with the group.

### **4.0 Meetings**

1. The SAG shall agree a meeting programme for the year.
2. Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting.
3. Minutes of the meeting will be recorded and circulated to the Core Members and other representatives attending, and such other parties as determined by the Chair.
4. The SAG may request a site visit in advance of the event and minutes of any visits will be recorded and circulated to the Core Members of the Group.

### **5.0 SAG Membership**

The group shall consist of people with sufficient seniority, experience, competency, knowledge on their services strategic/policy/practical issues to be able to take operational decisions on behalf of their service/body, except where these raise new policy issues.

#### **5.1 Core Members**

Membership shall consist of one member from each of the following:

- Chair – Environmental Health, South Gloucestershire Council
- Minute Taker – South Gloucestershire Council
- Environmental Health - South Gloucestershire Council
- Licensing - South Gloucestershire Council
- Emergency Planning - South Gloucestershire Council
- Highways - South Gloucestershire Council

- Highways - Highways England
- Police - Avon and Somerset Constabulary
- Ambulance – South West Ambulance Service
- Fire - Avon Fire and Rescue Service

## 5.2 Invited Representation

The following are considered as people/services/bodies that may be invited to meetings, as appropriate:

- Event organiser – (licence holder, event organiser or Event Safety Officer as appropriate)
- Medical provider
- Trading Standards (South Gloucestershire Council)
- Directorate for Children and Young People (South Gloucestershire Council)
- Building Control (South Gloucestershire Council)
- British Transport Police
- Maritime and Coastguard Agency
- Media representatives
- Communications teams for Core Member organisations
- Local business representation

The above list is not exhaustive.

## **6.0 Roles of Individual Members**

See Appendix 1 for member roles.

See Appendix 2 for member contact details.

## **7.0 General**

1. If, at any time, a representative of any members of the Group witnesses/observes a matter that is the responsibility of another member then they shall inform the responsible member immediately.
2. SAG members will have regard to the 'Health, Safety and Welfare at Music and other Events' (Purple Guide) and other relevant publications. [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)
3. These Terms of Reference will be reviewed annually.

## Appendix 1

### Roles of Individual Members

#### Chair

- Ensures that the Safety Advisory Group (SAG) properly discharges its responsibilities,
- Ensure that decisions made by the SAG are implemented in a timely manner,
- Organises a programme of meetings, invites event organisers or other invited representatives to meetings,
- Circulates agenda and minutes to relevant parties.
- Prepares an annual report. The report will highlight: –
  - (i) Any significant policy or legislative changes within the events sphere
  - (ii) Review events considered by SAG during the year
  - (iii) Outline events for consideration in the forthcoming year
  - (iv) Recommend ways in which to improve the efficiency, effectiveness and profile of SAG

#### Minute-taker

- Attends SAG meetings as required,
- Takes minutes and produces an accurate record of matters discussed, decisions made and action points agree,
- Minutes to be sent to Chair within 5 working days of the meeting.

#### Environmental Health

- Provides information as required and ensures compliance with laws relating to health, safety and welfare of people working at the event and those affected by their work activities (where the Council is the enforcing authority for the particular activity). The representative also ensures compliance with laws relating to food safety, communicable diseases and noise nuisance,
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#### Licensing

- Provides information as required and ensures compliance with laws relating to licensing matters where licensable activities form part of the event,
- Ensures compliance with any stated licence conditions before and during the event,
- Ensure compliance with laws relating to street trading during events.

#### Emergency Planning

- Considers the potential impact of each event to the surrounding areas and facilities in terms of incident planning and wider emergency planning, in accordance with the Civil Contingencies Act.

### Highways South Gloucestershire Council

- Considers traffic management planning detail in event management plans to minimise disruption to local communities,
- Considers road closures as appropriate,
- Considers the impact of event parking on the local area.

### Highways England

- Considers traffic management planning detail in event management plans ensuring national networks keep moving.

### Avon and Somerset Constabulary

- Provides information and takes action relating to core policing matters including:
  - the prevention and detection of crime,
  - the prevention of/or stopping of breaches of the peace,
  - enforcing traffic regulations within the legal powers provided by statute i.e. road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984),
- Activates a contingency plan where there is an immediate threat to life, and coordinates resultant emergency service activities,
- Special note: Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

### South West Ambulance Service NHS Trust

- Provides information on all technical/legal aspects of legislation within the remit of South West Ambulance Service,
- Provides information to ensure that appropriate medical provision is addressed within the event management plan.

### Avon and Somerset Fire and Rescue Service

- Provide advice regarding fire risk assessment, fire safety precautions and emergency evacuation procedures.
- Ensures compliance with any stated licence conditions before and during the event.

## **Appendix 2**

### **Contact details**

#### SAG Chair (01454 868001)

Shaun Fudge

SAG@southglos.gov.uk

#### Environmental Health South Gloucestershire Council (all 01454 868001)

Environmental Protection (noise)      Environmental.Protection@southglos.gov.uk

Food Safety      FoodandHealth@southglos.gov.uk

Health and Safety      Hsw@southglos.gov.uk

#### Licensing Team South Gloucestershire Council (01454 868001)

Licensing@southglos.gov.uk

#### Emergency Planning South Gloucestershire Council (01454 868009)

EmergencyPlanning@southglos.gov.uk

#### Highways South Gloucestershire Council (01454 868009)

HighwaysOps@southglos.gov.uk

#### Highways England (0117 3165765)

emergencyplanningsw@highwaysengland.co.uk

#### Avon and Somerset Constabulary

www.avonandsomerset.police.uk

#### South Western Ambulance Service NHS Trust

epr.bnssg@swast.nhs.uk

#### Avon Fire and Rescue Service

fire.safety@avonfire.gov.uk