

# SAFETY ADVISORY GROUP PROTOCOL

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Next Review – March 2017

## SAFETY ADVISORY GROUP

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## **1 GENERAL STATEMENT OF EVENT SAFETY**

- 1.1 The South Norfolk Safety Advisory Group is there to provide advice and guidance to event organisers to enable them to hold their event safely and legally. It is the responsibility of event organisers to ensure their event takes place safely. The Safety Advisory Group will neither sanction nor stop events taking place: that is not its role. However, where there are concerns it will advise the appropriate members of South Norfolk Safety Advisory Group of those concerns and they may take whatever action they feel necessary to fulfil their statutory obligations.

## **2 LOCAL AUTHORITY POLICY FOR SAFETY ADVISORY GROUP**

- 2.1 It is the policy of South Norfolk Council to uphold reasonable standards of safety at all public events in South Norfolk, to encourage the well-being of the public at those events, and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, South Norfolk Council maintains a Safety Advisory Group for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.
- 2.2 The role of the Group is to consider public events and their requirements which may have an impact on local residents and businesses . The Group's remit includes outdoor events, which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other events of a similar nature.

## **3 MEMBERSHIP & ADMINISTRATION**

- 3.1 The South Norfolk Safety Advisory Group will consist of: -

- (a) A group of core members;
- (b) Invited representatives

- 3.2 The core members will comprise officers (or their representatives) from the following agencies: -

South Norfolk Council

- Environmental Health
- Licensing
- Building Control
- Environmental Protection
- Emergency Planning
  
- NCC Highways
- Norfolk Constabulary Events Planning
- Norfolk Constabulary Licensing
- Norfolk Fire & Rescue
- East of England Ambulance Service

- 3.3 The South Norfolk Safety Advisory Group will be chaired by the South Norfolk Licensing, Food and Car Park Team Leader and coordinated by the South Norfolk Licensing Officer. For situations where either the Chairman or Coordinator are unavailable a suitable representative will be appointed.

- 3.4 The core members may invite (either from time to time or by a standing invitation) other representatives to South Norfolk Safety Advisory Group meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members.
- 3.5 The South Norfolk Safety Advisory Group will be convened to deal with specific operational issues or events as required. The Chairman or any other core member may request a meeting, and the Chairman/Coordinator shall invite such representatives as are considered appropriate.
- 3.6 The South Norfolk Safety Advisory Group shall be administered by South Norfolk Council.

#### **4 TERMS OF REFERENCE**

- 4.1 To ensure as far as possible that risk to public safety is minimised for all public events.
- 4.2 To maintain an overview of forthcoming events within South Norfolk.
- 4.3 To advise the Local Authority in the exercise of its powers under the Licensing Act 2003 in line with the four statutory objectives: -
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - The protection of children from harm
- 4.4 To advise the Local Authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions.
- 4.5 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 4.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
- 4.7 To review with organisers each large event through a formal de-brief (including any significant incidents or “near misses”) and make recommendations, where appropriate, for improving safety.
- 4.8 To advise and develop generic risk assessments/best practice where appropriate.

- 4.9 To ensure that there are in existence agreed contingency plans for dealing with major incidents.
- 4.10 To monitor compliance with the standards agreed.
- 4.11 The South Norfolk Safety Advisory Group cannot take any decision on behalf of the Local Authority. The Local Authority's decision-making power remains with the relevant officers within the Council's approved scheme of delegation.
- 4.12 The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the group.
- 4.13 To advise and ensure the disruption to the highway network is minimised by the event taking place.

## **5 MEETING OF THE SOUTH NORFOLK SAFETY ADVISORY GROUP**

- 5.1 The South Norfolk Safety Advisory Group shall meet a minimum of 4 times per calendar year. Any core member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
- 5.2 Where matters arise which require consideration by the South Norfolk Safety Advisory Group a meeting may be called at short notice.
- 5.3 All relevant agencies should be represented at a meeting of the South Norfolk Safety Group, and representatives must be fully briefed to ensure a consistent approach and senior enough to enable decisions to be made and implemented.
- 5.4 The Safety Advisory Group may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

## **6 ROLES AND RESPONSIBILITIES OF MEMBERS OF SOUTH NORFOLK SAFETY ADVISORY GROUP**

- 6.1 Chair of the Group/ Licensing, Food and Car Park Team Leader
  - (a) To ensure that meetings of the Safety Advisory Group take place on a regular basis;
  - (b) To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation;
  - (c) To ensure minutes are taken at each meeting and reported to the core members of the Safety Advisory Group;

- (d) To lead in ensuring compliance with both food safety and health and safety legislation.
- 6.2 Coordinator of the Group/South Norfolk Council Licensing Officer
- (a) To determine whether an event requires licensing;
  - (b) To process applications for licences in accordance with statutory requirements;
  - (c) To develop conditions to be attached to a licence in accordance with the operating schedule and any representations from responsible authorities;
  - (d) To monitor and enforce compliance with licence conditions;
  - (e) To provide advice/guidance, where an event does not require a formal licence;
  - (f) To provide technical support to the South Norfolk Safety Advisory Group.
  - (g) To coordinate the meetings of the Safety Advisory Group.
  - (h) To take minutes at each meeting and report to the core members of the Safety Advisory Group
  - (i) To ensure an up-to-date list of planned events is maintained.
- 6.3 South Norfolk Environmental Protection Manager
- (a) To provide technical support to the South Norfolk Safety Advisory Group.
  - (b) To advise on appropriate noise control measures at any event to minimise public nuisance.
- 6.4 Building Control Officer
- (a) To ensure compliance with relevant legislation/guidance in respect of temporary stands, stages and other temporary structures
- 6.5 South Norfolk Emergency Planning Officer
- (a) To provide technical support to the South Norfolk Safety Advisory Group.
- 6.6 Norfolk County Council Highways
- (a) To monitor all authorised events where the highway is affected.
  - (b) To maintain clear and safe routes for emergency vehicles and traffic of all categories including pedestrians
  - (c) To provide advice on road closures and other temporary traffic management measures which may be necessary
  - (d) To ensure the impact of the event taking place causes the least disruption to the highway network as possible
- 6.7 Norfolk Fire and Rescue
- (a) To provide advice relating to fire risk assessment and general fire precautions
  - (b) To provide advice on access relating to means of entry/exit, emergency evacuation routes, holding area and emergency vehicle routes.
  - (c) To provide technical support to the South Norfolk Safety Advisory Group
- 6.8 Norfolk Constabulary Events Planning Officer
- (a) To provide advice on the prevention and detection of crime

- (b) To provide advice on the prevention of/ or stopping of breaches to the peace
- (c) To provide technical support to the South Norfolk Safety Advisory Group
- (d) To obtain information and a security/stewarding plan from the designated providers.

6.9 East of England Ambulance Service

- (a) To provide advice on medical and first aid provision
- (b) To ensure the event has minimal/no impact on EEAS operations
- (c) To obtain information and an Emergency Management Plan from the designated providers.

## **7 NOTIFICATION OF EVENTS**

7.1 Where an event is notified to a member of the South Norfolk Safety Advisory Group, it is the responsibility of that member to notify, in writing, the Chairman/Coordinator of the group for dissemination.

7.2 On receipt of formal event notices, the event will be acknowledged by the South Norfolk Safety Advisory Group coordinator, using the proforma included as Appendix A.

7.3 Where an event involves regulated entertainment, sale of alcohol or late night refreshment, the Licensing Section must be informed immediately to allow a decision to be made regarding licensing requirements.

Note: When planning an event involving 10, 000 people a minimum of 6 months should be sought. For an event involving between 500 and 10, 000 people, a minimum of 3 months should be sought.

## **8 PROCEDURES FOR DEALING WITH EVENTS**

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

- (a) Event details received by agency
- (b) Other agencies notified by proforma by receiving agency
- (c) Proposals acknowledged with standard letter (Appendix A)
- (d) At each meeting of the South Norfolk Safety Advisory Group a diary of events is presented by the Chairman. The events diary to include all major events whether licensed or unlicensed.
- (e) Events considered in principle by the South Norfolk Safety Advisory Group. South Norfolk Safety Advisory Group decides to either receive presentation or investigate further.
- (f) The first consideration is whether the event requires a licence.
- (g) If the event requires a licence, the Licensing Officer will organise the appropriate meetings with organisers, emergency agencies and other agencies as deemed necessary to process the licensing application.

- (h) If the event does not require a licence or the South Norfolk Safety Advisory Group needs to consider the event then such a group will be convened by the Chair. The organisers, emergency services and other relevant agencies will be invited to attend.
- (i) The purpose of the South Norfolk Safety Advisory Group will be to receive details of the event from the organisers and for the emergency services and other agencies to identify further information or action necessary to enable the event to proceed safely.
- (j) The Chairman will be responsible for producing minutes of the meetings and communicating those decisions to all necessary parties (including non-attenders).
- (k) The responsibility for completion of any actions identified at (i) lies with the promoter/appropriate agency.

## **9 EXISTING MAJOR EVENTS**

- 9.1 A complete list of all existing major public events is to be produced.
- 9.2 Where possible, venues used regularly for events will be the subject of standard risk assessments and amended variations will be submitted for each type of event.



## SAFETY ADVISORY GROUP CONTACT LIST

Organisation	Name	Job Title	Contact Details
South Norfolk Council	Grizelle Britton	Chairman - Licensing, Food & Car Park Team Leader	01508 533697 gbritton@s-norfolk.gov.uk
	Amanda Cox	Co-ordinator - Licensing & Enforcement Officer	01508 533621 acox@s-norfolk.gov.uk
	Adrian Nicholas	Environmental Protection Manager	01508 533722 anicholas@s-norfolk.gov.uk
	Jenny Bloomfield	Emergency Planning Officer	01508 533607 jbloomfield@s-norfolk.gov.uk
CNC	Alan Osborne	Operations Director	01508 535301 alanosborne@cncbuildingcontrol.gov.uk
NCC	Clive Derry	Team Manager (Network Management)	01603 228885 clive.derry@norfolk.gov.uk
	Adrian Stout	Streetworks Coordinator	01603 819839 adrian.stout@norfolk.gov.uk
Norfolk Constabulary	PC Paul Ray	Event Planning	01953 423858 rayp@norfolk.pnn.police.uk
	Michelle Bartram	Licensing Officer	01603 276020 bartramm@norfolk.pnn.police.uk
Norfolk Fire & Rescue	Glen South	Station Manager	07795825488 Glen.South@fire.norfolk.gov.uk
East of England Ambulance Service	Rob Hayes	Resilience Manager	01603 422718 Rob.hayes@eastamb.nhs.uk

## Appendix A

Following notification of your event I am writing to advise you of the South Norfolk Safety Advisory Group. It is the policy of South Norfolk Council to uphold reasonable standards of safety at all public events in South Norfolk, to encourage the well-being of the public at those events, and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, South Norfolk Council maintains a Safety Advisory Group (SAG) for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.

The role of the Group is to consider public events and their requirements which may have an impact on local residents and businesses. The Group's remit includes outdoor events, which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other events of a similar nature.

The SAG is not compulsory but it is always recommended to gain contact if you are planning an event that involves a large number of spectators, road closures, excessive noise, etc. Please rest assured this is an **informal process** whereby we will provide you with guidance for your event and associated required documentation.

Should you require any further advice or assistance please do not hesitate to contact me.