

**Newark & Sherwood
Event Safety Advisory
Group
(S.A.G.)**

**Procedure &
Terms of Reference**

Procedure Statement

It is the aim of Newark & Sherwood District Council to ensure reasonable standards of public safety at events taking place in the District, safeguarding the well-being of all residents and visitors at those public events and ensuring that, as far as reasonably possible, any inconvenience to residents, businesses and the general public arising from such events is minimised.

In order to achieve this, the Council will maintain a district Safety Advisory Group (SAG) comprised of various partnership agencies who will offer specialist advice on issues related to public safety.

The role of the SAG is to consider, when deemed appropriate, proposals for a wide range of events, specifically focusing upon events which are either:

- A) Large in scale – a mass gathering of over 3000 people
- B) Have hazardous elements to them
- C) Have never been delivered before in the District
- D) Have a significant public profile

Statutory Provisions

Newark & Sherwood District Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act through the SAG, taking into account the Council's statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.

Newark & Sherwood District Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 at certain premises where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions through the SAG to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.

The Health & Safety Executive are the enforcing authority for those premises where the Local Authority has no enforcement responsibility and includes those activities undertaken by the Council and at Council premises.

The central principles of the document "The Event Safety Guide" (HSG195) and any successor documents or other industry codes of practice shall be the baseline for safety standards expected by the SAG at events in the District and may be referred to by the group.

Role of the Safety Advisory Group

The role of the SAG will be to ensure that, as far as reasonably possible, the risk to public safety posed by events is minimised and that event organisers appropriately discharge their responsibilities under public events legislation and industry guidance documentation.

The SAG will scrutinise the plans made by organisers of events expecting that:

- a) Management Plans are in place and SAG members have had opportunity to review them
- b) A sufficient risk assessment is completed by the organiser and available to SAG members.
- c) All relevant legal authorities, insurance cover and licenses are obtained
- d) A contingency plan in existence for dealing with major incidents,
- e) When appropriate, a Statement of Intent is prepared which sets out the responsibilities of the relevant organisations involved in the event.
- f) A thorough debrief is held after the event, making recommendations as necessary.

Composition of the Safety Advisory Group

The SAG will consist of persons with sufficient seniority / experience/ competence / knowledge of their organisation's strategic / policy / practical issues and be able to take operational decisions on behalf of their service body, save where these raise new policy issues.

Core Members:

Newark & Sherwood District Council Environment Health and Licensing teams

Newark & Sherwood District Council Community Safety and Building Control teams

Nottinghamshire County Council Highways

Nottinghamshire County Council Emergency Planning

Nottinghamshire Police

Nottinghamshire Fire and Rescue Service

East Midlands Ambulance Service

The Chair will be appointed by Newark & Sherwood District Council's Director Community, with secretariat support from the Council.

Invited Representation:

The following are considered as persons/bodies that may be invited to a Safety Advisory Group meeting to make a presentation or offer advice to the Group:

- Event Organiser – this may also include delegated contractors
- Legal Services representative from the Council
- Other relevant Local Authority service representatives, e.g. Community Safety, Parks or Facilities Manager, Environmental Health & Food Safety Officer or any other specialist as the Chair feels appropriate to assist the Group to fully consider any issue.

Those persons/Services/Bodies who are invited to the Safety Advisory Group meetings to make a presentation or offer advice to the Group cannot be party to the decision making process of the Group. However, they will be allowed to freely contribute to any meeting, to which they are invited and will have their view considered, reported and recorded.

Review Procedure

Requests for an event to be considered by the SAG will be preliminarily assessed by the Chair, secretariat and at least one other regular group member considering the need for scrutiny based upon:

- a) the history of the event and the organiser
- b) the numbers and demographics of those attending
- c) the location and
- d) any hazards relating from event activities

Event Organisers will be expected to play an active part in the preliminary SAG assessment process and supply written information and evidence to help the group with decision making.

If, in the professional judgement of the Chair's assessment group, the event does not require a full SAG then the decision will be minuted and circulated to other group members via email. If the preliminary group considers that the event requires more detailed safety considerations, then a full SAG will be arranged by the chair.

Event Organisers will be expected to present an Event Management Plan at the full SAG, including details of:

- a) the areas of potential harm to people
- b) the seriousness of the potential for harm
- c) the provisions that are being made to minimise the risks to public safety.

The full Safety Advisory Group shall meet at least twice times per annum. However, the number of SAG meetings in any year will be flexible and responsive to particular circumstances. Any core members may request an additional special meeting or series of meetings, such requests shall be considered by the Chair.

The Chair or nominee may convene an 'Urgent Matters Group' at short notice to consider any specific issue that falls within the general remit of the group or respond to incidents of concern or note.

Constitution

Newark & Sherwood District Council welcomes recommendations from the SAG to aide it in the exercising of its statutory duties as a Health and Safety Enforcing Authority and as a Licensing Authority, however it will retain the ultimate decision making power in regards to these provisions. Decisions in meetings will be made by the Chair.

The core members of the SAG must declare any material conflict or 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. If the member is the Chair then the Police will assume the role of Chair for the item.

The quorum of the group or any sub-group shall be a minimum of three key representatives (one of whom must be the Chair or appointed nominee) from at least two of the core member organisations.

Each meeting of the Safety Advisory Group will be pre-arranged to an agenda circulated in advance of the meeting, and minutes will be taken to record the discussions in accordance with the Councils' set procedures.

The minutes of the meeting will be circulated to all Safety Group members and to such other parties as may be determined by the Chair.

The minutes of the Safety Advisory Group will be held by the council as a public record and be subject to the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 1998.

Resolution

It is unlikely that a safety issue will be raised which cannot be covered by current legislation. If, however, a situation arises whereby the SAG identifies a significant safety issue which cannot be resolved with the organisers and it is considered that the issue is fundamental to event safety, it will detail the risks posed and clearly state what action is required by the organiser to reduce the risk to an acceptable level. This will be conveyed to the organiser in writing identifying their responsibility for public safety and advising that should the organiser fail to comply with the Safety Advisory Group requirements, members would not be in a position to support the event.

If the event organiser then fails to make adequate safety arrangements and proceeds with the event, the SAG will consider what other actions it could appropriately take. SAG members will also consider what actions may be appropriate for their own organisations to take. Such actions might include the chair of the SAG writing to professional bodies and insurers, the withdrawal of permission to use land or roads, withdrawal of resources from the event or enforcement action being taken.