

**Thurrock Community Safety
Partnership:**



Safety Advisory Group

Protocols and Terms of Reference

~~April 2011~~ September 2012

Making Thurrock Safer



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Local Authority Policy

It is the policy of Thurrock Council to uphold reasonable standards of public safety at all public events in Thurrock, to encourage the well being of the public at those events and to ensure as far as possible that any inconvenience to residents, businesses and the general public arising from the event is minimised.

The role of the Safety Advisory Group is to aid these objectives for public events through established partnerships with selected agencies offering specialist advice to the authority **and the event organisers**.

The role of the group is to consider large scale public events and their requirements. The groups remit includes outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other large events of a similar nature.

In general "large scale public event" will be treated as being an event where more than 500 people are expected to attend, although smaller events may still require the involvement of the SAG.

Thurrock ~~Borough~~ Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act taking into account the Councils 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.

The ~~Borough~~ Council is an enforcing authority as defined in the **h**Health and Safety (Enforcing Authority) Regulations 1998 for work activities where the main activity includes cultural, entertainment, or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of its 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.

Membership and Administration

The SAG will consist of:
a group of core members
invited representatives

The core members / agencies will be:

TBC Principal Licensing Officer

TBC, Principale Environmental Health Officer – Health and Safety: Tony Spracklingor
representative

TBC, Principle Licensing Officer: Paul Adams

Essex Police

Essex County Fire and Rescue Authority Service

Other members who may be included are:

TBC, Street services Manager: Darren Spring

TBC, Emergency Planning:

East of England Ambulance Service

TBC Highways

Liaison Liaison with other agencies as necessary, including:

Basildon and Thurrock University Hospital

British Transport Police

Event Management

Responsible Authorities

The principalle licensing officer, Thurrock Council will chair the SAG

Thurrock Council will be responsible for providing a minute taker and for circulating minutes from each meeting

Core members may invite representatives to SAG meetings. Although not a formal part of the SAGs decision making process invited representatives will be encouraged to take a full part and share their advice and expertise with core members. Their views are entitled to be presented, considered and recorded.

Sub groups of the SAG may be convened as deemed necessary by the chair to deal with specific operational issues

The SAG and any subgroups will be administered through the Public Protection Department and reportable to the Chair of the Thurrock Community Safety Partnership executive.

Terms of reference

To ensure as far as possible that risk to public safety is minimised for all large scale public events

To maintain an overview of forthcoming events in Thurrock

To advise the Local Authority in the exercise of its powers under the Licensing Act 2003 and as the enforcing authority as defined in the Health and Safety Regulations 1998 for enforcement of relevant statutory provisions

To act in an advisory capacity to both the organiser of an event, and other agencies / individuals involved

To provide a forum to develop a coordinated approach to spectator safety

To review each large scale event through a formal debrief and make recommendations as appropriate for improving (safety)

To advise and develop generic risk assessments / best practice where appropriate

To ensure that there are agreed contingency plans in place for dealing with major incidents

To monitor compliance with the agreed standards

All core members must declare any material conflict of interest in relation to any item put before the group prior to any discussion. If the interest is considered prejudicial then that person should consider if they should withdraw.

All members of the SAG and associated sub groups will operate within the areas identified as their roles and responsibilities in section 5 below.

Where a member of the SAG objects to a proposed event the objection will be in line with their identified roles and responsibilities as detailed in section 5 below

All members of the group will retain a high degree of professionalism at all times and will not at any time act in any way which may compromise the position of the group or members of the group.

3.14 The safety advisory group cannot take any decisions on behalf of the Local Authority. The Local Authority's decision making power remains with the licensing / appeals committee, or with relevant officers within the Councils approved Scheme of Delegation

Meeting of the SAG

The SAG will meet as necessary in response to events

Where matters arise which require consideration by the SAG a meeting may be called at short notice

All relevant agencies should be represented at a meeting of the SAG or sub group. Any representatives must be suitably briefed and equipped to enable decisions to be made and implemented as necessary

The chair of the group may request an inspection of a site, before, during or after and event in consultation with the event management.

All attendees at the meeting of the SAG will be expected to sign a confidentiality clause at the start of the meeting

All minutes and papers in relation to the SAG meeting will be marked Restricted

Any requests for SAG related papers from a person that did not attend the group must be considered by the Chair of the TCSP SAG in consultation with the Chair of the TCSP Executive.

Roles and Responsibilities of SAG members

Chair of group

Making Thurrock Safer

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Comment [1]: Paul do you want this?

To ensure that meetings of the SAG take place as necessary
To ensure that due account is taken of all members of the SAG, including invitees
To ensure meetings and site visits are minuted

Thurrock Council Licensing officer

To determine whether an event needs licensing
To ensure that correct processes are in place where an event requires licensing
To process applications for licences in accordance with statutory requirements
To coordinate consultations/meeting with relevant agencies and organisers for licensed events. (NB for non-licensed events this is the responsibility of the organiser)
To develop conditions to be attached to a licence in accordance with the operating schedule and any representations from responsible authorities
To ensure compliance with licence conditions, food safety and health and safety legislation (where responsibility does not lie with the HSE), through, pre and during inspections of event
To coordinate debrief post event
To provide advice / guidance as necessary where no formal licence requirement

Thurrock Council Legal Services

To provide legal advice to the SAG

Thurrock Council Street cleansing ~~Environmental Health~~

~~To control noise levels at any event to prevent statutory noise nuisance~~

To ensure that cleansing issues prior to and post event are addressed by the event organiser.

To ensure that cleansing issues on the Highway are addressed by the event organiser

~~5.4.4 To provide technical support to the SAG in relation to the above~~

5.4.4 Thurrock Council Environmental Health ~~Food & Health & Safety~~

To advise officers in ensuring compliance with food safety / health & safety legislation where the event does not require a licence

To provide advice and assistance as required in relation to food safety, health and safety and street trading where an event requires a licence

5.4.7 To provide technical support to the SAG in relation to ~~the above~~ Environmental Health Issues

5.4.8 To control noise levels at any event to prevent statutory noise nuisance

Thurrock Council Building Control (there may be a charge for this service)

For licensed events to ensure compliance with relevant legislation / guidance in respect of temporary stands, stages and structures

For unlicensed events to examine details of temporary stages and stands

Thurrock Council Communications and Events teams ~~Corporate Services~~

The team can act in capacity as the event promoter where they will be responsible for complying with all the requirements as laid down for the licence and will be responsible for the event organisation

The teams can act as the joint promoter and will clarify roles and responsibilities with the promoter so that the SAG is aware of the situation and the department will work with joint promoter to ensure compliance with any requirements of the license

The teams can act as site lessee where they will ensure that the promoter is given clear guidance on roles and responsibilities and will strive to ensure that the promoter is contractually responsible for stated provision and compliance. In

this case the team will strive to ensure compliance with the license but cannot accept responsibility for breach of compliance.

Thurrock Council Licensing Committee

- 5.7.1 ~~5.8.1~~ To determine applications for a premises licence having regard to the licensing objectives and relevant representations

Thurrock Council ~~Civil Protection~~Emergency Planning Team

Responding to a major incident by activation and mobilising of relevant organisations to cater for the threat of death, serious injury or homelessness to a large no. of people. Services may include specialist equipment, reception centres and emergency accommodation

Alerting procedures

Responsibility for identification and equipping of a temporary mortuary

~~If appropriate~~ Be a member of event management team and assist in preparation of the event

Have a coordinated major incident plan, including cross boundary liaison

5.9 Thurrock Council ~~Highways & Essex County Council Highways~~

~~5.9 To cater for all authorised events where the highway is affected~~

Provide advice on maintenance of clear and safe routes for emergency vehicles and traffic of all categories, including pedestrians

~~Advise on any traffic management plan including range as necessary~~ any road closures or temporary traffic management

~~With regards to road closures send notice to statutory consultees.~~

~~Liaison with statutory undertakers~~

Essex ~~County~~ Fire and Rescue Service

Deal with site issues relating to location, design, density factors (capacity), barrier configuration, amusements/attractions and concessionaries

Advise on access issues in relation to means of entry and egress, siting of ingress/egress routes, migration on and off site, emergency evacuation routes, holding areas and emergency vehicle access/egress

Planning issues in relation to major incident plan, emergency evacuation procedures, and fire risk assessment

Fire safety issues relating to: lighting (normal and emergency), fire warning systems, signage, fire fighting equipment, stewards, water supplies, flammability of fabrics/textiles, pyrotechnics, camp sites, marquees/tents, portable structures, field kitchens, L.P.G. usage and storage, generators (fuel storage etc.)

Legislation relating to: Fire precautions Act 1971, Fire Precaution Workplace Regulations 1997 and Safety at Sports Ground Act 1975

Essex Police

Prevention and detection of crime

Prevention of/stopping breaches of the peace

Traffic regulations within legal powers provided by statute i.e. road closure order or traffic regulation order

Activation of a contingency plan where there is an immediate threat to life and coordination of resultant emergency service activities

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.

East of England Ambulance Service

To act as communication link for all first aid, paramedics, doctors and other emergency medical services who are required to attend events and advise on adequate cover for the events

~~On site to coordinate~~ Cooperation with all medical ambulance service resources, doctors and first aid volunteer agencies within the event and if the event is large enough to warrant statutory NHS Ambulance Service presence, attend as required or, in the event of a Major Incident assume command and control of all medical resources on site.

To ~~ensure~~ advise if that the event cover is all within the event safety guidelines and major incident site evacuation plan

~~5.12.4 To supply a communication system that links the ambulance service and other first aid, emergency services and emergency liaison teams when it is necessary to do so.~~ In the event of a Major Incident occurring the East of England Ambulance Service may provide Airwave radio to private or voluntary ambulance services on site, if deemed necessary by the Silver Commander.

Notification of events

Where an event is notified to a member of the SAG it is the responsibility of that member to notify in writing the other members of the SAG

Where an event involves regulated entertainment or the sale of alcohol or late night refreshment the licensing team must be informed immediately to make a decision regarding licensing requirements

For events > 10,000 people a minimum of 6 months' notice should be sought~~given~~.

For events involving 500 -10,000 a minimum of 3 months' notice should be sought~~given~~.

Procedures for dealing with events

The SAG should follow the following procedure:

Proforma or intelligence received by agency

Receiving agency notifies other agencies

Proposals acknowledged by chair through standard letter (appendix 1)

~~At each meeting of the SAG group a diary of events is presented by the Councils' communication manger, including licensed and unlicensed~~

Events considered in principle by SAG and either receives instruction or instructs sub group to investigate

The first consideration is does the event require a licence?

If a licence required the Licensing team will organise the appropriate meeting with the organisers, emergency services and other agencies as necessary

If the event does not require a licence but the event needs consideration or already holds an appropriate licence the Chair will convene a sub group.

The SAG sub group will receive details of the event from the organisers and members will identify further information or action required for the event to proceed safely. The SAG will take into account previous history of an event.

The chair will be responsible for producing and communicating minutes which will be marked restricted

The responsibility for completion of actions lies with the promoter and or appropriate agency

Any issues of policy or matters which cannot be resolved by the sub group are to be referred to the SAG.

Existing Major Events

A complete list of all major public events is to be produced by the SAG

Where possible venues used regularly will be the subject of standard risk assessments and a guide incorporating standard conditions will be produced for each type of event (including variations for different crowd profiles)

Appendix 1 Notification of proposed entertainment

Date

Dear Title, Surname

Re: DETAIL event and When

I have received notification regarding your proposed event as above.

This acknowledgment confirms that all the statutory agencies have been informed about your proposals. If there are any concerns or the event is considered to be an event with implications for any of the agencies you will be invited to a Safety Advisory Group meeting to discuss your event in detail.

Alternatively for small events which have taken place before or where there is no undue concern individual agencies may contact you separately.

If there is a need for you to attend to discuss the event I will contact you again. Please comply with any requirements that any of the agencies may request of you and if there is no need to meet, may I wish you well with your event.

Please note that as an organiser you should ensure that you have adequate risk assessment, employee and public liability insurance as appropriate.

Yours sincerely

Chair of Thurrock Safety Advisory Group

