



Event Safety Advisory Group – Terms of Reference

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1. Introduction

- 1.1 Caerphilly County Borough Council is responsible for the establishment of the Event Safety Advisory Group (ESAG) and this document provides details of the constitution and terms of reference together with a summary of the roles of the group members
- 1.2 Event Safety Advisory Groups (ESAGs) are a fundamental core around which the safety planning of all public events can be considered
- 1.3 The Council is responsible for the establishment of the ESAG and will enforce the relevant statutory provisions 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. ESAG will be available for events and can set up sub-groups, if required, for individual or groups of venues/events and their technical issues

2. Policy of the Event Safety Advisory Group

- 2.1 The main role of the ESAG is to provide specialist advice to event organisers and to help the Authority to discharge its functions on public events legislation. The group shall consider all matters within its remit and make recommendations to any appropriate Committee/Service of the Local Authority
- 2.2 The objectives of the ESAG are:-
 - To provide advice and assistance to event license holders, event planners and sports grounds certificate holders on public safety related issues
 - To consider aspects and possible changes to the terms and conditions in the General/Special Safety certificate/Licensed conditions
 - To advise event organisers in the Local Authority's exercise of its powers under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of a safety certification
 - To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety
 - To receive and discuss all proposals for new sports grounds and alterations to existing regulated stands
 - To receive notification of the issue of any prohibition notice and any prosecutions under sports ground legislation
 - To advise on the exercise of its powers under the Regulatory Reform (Fire Safety) Order 2005 for specific events and venues
 - To advise on the exercise of its powers under the Licensing Act 2003

- To advise on its powers as defined in the Health and Safety (Enforcing Authority) Regulations 1998
- To advise on its Traffic and Highway powers, regulations and requirements
- To advise event organisers of the need to ensure that there are current Emergency plans in place to deal with incidents that might occur during the course of their event
- To receive any relevant reports in relation to matters found during inspection by the group members
- To monitor any matters raised by the group have been reported to the Local Authority, any other relevant Authority, certificate holders or, event licence holder and that these matters are reported back to the group
- To discuss any significant incident with potential safety implications or “near miss” at a sports ground/event
- To receive notification of the issue of any notice and any prosecutions under legislation relevant to events
- To consider the advice published in all guidance documents

3. Status of the Event Safety Advisory Group and any Conflict of Interest

- 3.1 The ESAG cannot take any decisions on behalf of the Local Authority as its role is advisory only
- 3.2 Any members of ESAG must declare any material conflict of interest in relation to any item put before the group, prior to discussion on that matter. If the interest could be considered prejudicial then that person should consider withdrawing and be replaced by an appropriate party agreed with the group

4. Composition of the Event Safety Advisory Group

- 4.1 The Group shall consist of persons with sufficient seniority, experience, competency and knowledge on their Services’ strategic/policy/practical issues; to be able to advise on operational decisions on behalf of their service/body
- 4.2 The group shall consist of core members and invited representations
- 4.3 The Core Members are as follows:-
- Chair and Vice Chair from Caerphilly Council with representatives as necessary from:
 - Public Protection which includes:
 - Licensing

- Environmental Protection (Noise, Air/Odour, Water & Waste Management)
- Food Hygiene & Health & Safety
- Trading Standards
- Emergency Planning

- Corporate Health & Safety
- Building Control
- Traffic Management and Highways
- Heddlu Gwent Police
- South Wales Fire and Rescue Service
- Welsh Ambulance Service

4.4 The ESAG may also invite other such specialists/representatives as it feels appropriate to assist the ESAG to fully consider any issue

5. Administration of the Event Safety Advisory Group

5.1 The administrative roles are as follows:-

- **Chair:** The Chair will be a senior representative from Caerphilly Council
- **Consultation:** The ESAG will consult all core members of the group, invited representation, other council services and national bodies as considered appropriate

5.2 The ESAG shall meet for a minimum of five times a year, unless any core member requests an additional special meeting or series of meetings

5.3 Each meeting of the ESAG will be prearranged to an agenda published in advance of the meeting with minutes recorded in accordance with the Council's set procedures. The minutes of the meetings will be circulated to all group members and to such other parties as may be deemed necessary by the Chair

6. Roles and Responsibilities of the Core Members of the Event Safety Advisory Group

6.1 It is important that the core members' responsibilities are recorded, in order to clarify the level/limitations of accountability within the ESAG that is offering recommendations to organisers on compliance with national legislation

6.2 Role of the Chair of the ESAG

- To ensure that the Event Safety Advisory Group properly discharges its core responsibilities and to act in a co-ordinating role to the ESAG on all matters relating to the local authority in the production of any items or reports to be placed on the agenda for the meetings

6.3 Role of Environmental Services and Public Protection Service

- The service will be represented by a senior officer(s) or appointed deputy who will attend all meetings of the ESAG
- To provide technical advice and appraisal of published documents relating to safety of public events and inform on any implications arising. Such matters may include:
 - On the relevant provisions of the Health and Safety at Work etc. Act 1974, as they apply to a given event, and any relevant regulations made thereunder
 - In respect of licensable activities for the purposes of the Licensing Act 2003 and the Gambling Act 2005
 - Food safety and hygiene requirements and recommendations in respect of catering activities
 - Control of noise and prevention of nuisance to surrounding land users
 - Protection of the environment, including air & water quality (where applicable)
 - Guidance on the provision of suitable sanitary facilities
- To conduct or arrange such additional inspections as may be necessary during an event
- To identify and take appropriate action in respect of any breach of the general/special safety certificate/licence conditions
- To contribute any local information and regional or national intelligence that may have a bearing on public safety, as required

6.4 Role of the Building Control Service

- The service will be represented by an officer or appointed deputy who will attend all meetings of the ESAG and advice on all technical/legal aspects of legislation within the remit of the service as they relate to sports grounds/ public events. This may include advice on the following matters, in consultation with the Fire and Rescue Service where appropriate:
 - Means of ingress and egress to and from events including widths of routes, staircases, gates and doors
 - Siting of crush barriers and other spectator restraints
 - Control and siting of all signage
 - Requirements in current building regulations
 - Provisions of the Building Control Act 1984
 - Provisions of the Disability Discrimination Act 1995 (as amended)
 - All structural matters including components, installations and structures e.g. terraces, stands, barriers and walls
 - Proposed installations of any temporary structures for events such as pop concerts. This may include a visual inspection of the completed structures. NB It must be remembered that Building Control Surveyors are not structural engineers. It is ultimately the responsibility of the event organiser to ensure that any structure is inspected and certified as necessary by a competent and suitably qualified structural engineer
- To prepare, monitor enforce, review and amend as necessary the general/special safety certificates/licences and conditions on a regular basis following consultation with members of the ESAG
- To contribute any local information that may have a bearing on public safety

6.5 Role of Traffic Management and Highways

- The service will be represented by an officer or appointed deputy who will attend all meetings of the ESAG and advise on all technical/legal aspects of legislation within the

remit of the service as they relate to public events. This may include advice on the following matters:

- Traffic Regulation Orders
- Transport Infrastructure considerations
- Any other relevant highway matters
- Consult with the emergency services on traffic management and signage and also consulting other organisations regarding highways responsibilities

6.6 Major Incidents – Civil Contingency Arrangements

The Emergency Services (Police, Fire, Ambulance & Coast Guard) together with the Local Authority and Health Sector are responsible for putting in place Emergency Response Arrangements in relation to Major Incidents under the Civil Contingencies Act, 2004. Generic and specific arrangements already exist in relation to local hazards and threats. Further advice can be sought from the Gwent Local Resilience Forum or Emergency Planning / Civil Contingency unit of each agency as necessary

6.7 Role of the Emergency Services

Each Service will be represented by a person of appropriate experience/ competency (or his/her appointed deputy) who has the full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advice

Specific areas of concern in respect of each Emergency Service are outlined below:

Role of Fire and Rescue Service

To advise on:

- a. The enforcing action of the local authority in respect of the requirements of the Regulatory Reform (Fire Safety) Order 2005 for designated sports grounds and regulated stands requiring a safety certificate
- b. Determination of the provision of fire-fighting resources and water supplies
- c. To advise on the suitability of fire risk assessments
- d. Control of flammable materials and storage areas at events
- e. Control of heating installations at events
- f. Control and location of catering and merchandising outlets and other temporary structures, installations and provisions
- g. Control and siting of all fire and emergency signage
- h. To provide advice on public safety issues in connection with any provision of licensable activity as defined by the Licensing Act 2003

Role of Heddlu Gwent Police

- a. To provide advice and where appropriate, take action relating to the prevention and detection of crime
- b. To provide advice and where appropriate, take action relating to the prevention of disorder or breaches of the peace
- c. To provide advice and where appropriate, enforcement of Traffic regulations within legal powers provided by statute
- d. To provide advice regarding the activation and implementation of contingency plans for foreseeable incidents. Where appropriate, coordinate emergency service activity

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 powers

Role of Welsh Ambulance Service Trust

- a. Advice on the provision of First Aid/Ambulance and medical facilities
- b. Advising on the standards required in respect of First Aid facilities and equipment
- c. Advising on the standards expected to ensure that proper equipment and properly trained staff are available with any ambulance provision at an event
- d. Advising on the requirements in respect of attendance of medical practitioners at events
- e. Agreeing arrangements for access and egress of emergency ambulances, before, during and after events
- f. To ensure that wherever arrangements are made in respect of ambulance and first aid provision, that these arrangements link in with the Welsh Ambulance Service to ensure that no problem exists between the provisions of services and to be satisfied there is appropriate co-ordination. Organiser and anyone providing first aid cover at events should aim to provide minimum disruption to the Welsh Ambulance Service's normal service delivery

NB in discharging their roles within the ESAG, each core member Service are mindful that the operation of the event and its installations on the day are under the control of the Event Organiser.

The Event Organiser is the person in control and is most familiar with the activities connected with that event until conclusion. It is accepted that on occasions unforeseen hazards may present themselves close to or at the time of the event, however it remains the responsibility of the event organiser to continue to assess the risks created by the event in the light of such occurrences and to seek to eliminate hazards before resorting to managing them if avoidance is not practicable. Such occurrences, if brought to their attention, may be subject to scrutiny by members of the ESAG and/or other agencies both during and after the event.

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