

Suffolk Event Safety Advisory Group (SESAG) Protocol

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Amendment Record

Amendment	Date	Amended by	Summary
1	Jan 2018	V Johnston	
2	Jan 2020	V Johnston	Changes to reflect new LAs
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Contents

Amendment Record	2
Foreword.....	4
Distribution	4
1. Introduction	5
2. Aim	5
3. Objectives.....	5
4. Safety Advisory Groups	5
5. Criteria for holding a SAG.....	6
6. Calling a SAG.....	7
7. Conflict of interests	7
8. Current existing SAGs under the Safety at Sports Grounds Act.....	7
9. Chair and review of the SESAG.....	7
Appendix A – Membership of Executive Group	8
Appendix B – Membership of SAGs (tailored for the specific event)	9
Appendix C - Suggested Agenda for SAG meetings	10

Foreword

This document is the multi-agency protocol for the organisation, role, governance and processes used by the Safety Advisory Groups throughout Suffolk.

It endeavours to achieve consistency in the process employed throughout Suffolk when considering the safety of event held in Suffolk.

Distribution

The information below details the recipients of this plan, together with their copy number if the plan is issued as a controlled document.

Addressee

Suffolk County Council – Highways

Babergh District Council

Mid Suffolk District Council

West Suffolk Council

Ipswich Borough Council

East Suffolk Council

East of England Ambulance Service NHS Trust

Suffolk Constabulary

Suffolk Fire and Rescue Service

Suffolk Joint Emergency Planning Unit

Health and Safety Executive

Maritime Coastguard Agency

Highways England

Civil Aviation Authority

1. Introduction

This plan is owned by the Suffolk Resilience Forum. Its formation was agreed by the Suffolk Chief Executives Group (SCEG) and is supported by all local blue light services. The SESAG will operate under the auspices of an Executive Group made up of representatives as set out in Appendix A.

2. Aim

To promote high standards of public safety at events for the well being of those attending and working at the event.

To provide advice to County and District authorities and other statutory agencies to assist them in discharging their public safety and well being duties.

3. Objectives

To promote the formation and support of Safety Advisory Groups (SAG) in Local Authority areas.

To help ensure that public safety is built into the planning stages of events.

To help develop consistency within authorities/agencies and by/for event organisers across the County in relation to public safety.

To provide a platform for the sharing of good practices in relation to public safety at events.

4. Safety Advisory Groups

The concept of SAGs was proposed by Lord Justice Taylor following a number of major tragedies particularly in relation to sports grounds. A SAG consists of representatives of Local Authorities (LA), blue light services and other partner agencies as appropriate who have sufficient experience and/or knowledge to enable them to consider issues in relation to public safety at events.

The SAG is a non-statutory group and all comments and observations are always advisory. It can not make any decisions on behalf of a LA or partner agency. The Local Government (Review of Decisions) Act 2015 will apply if the LA stops an event or imposes restrictions on an event on health and safety grounds. However individual members of SAG may have statutory duties/powers in their own right in relation to various aspects of any event and will exercise those powers as and when necessary and appropriate. It is also acknowledged that event organisers may have rights in relation to those matters e.g. appeals over decisions under the Licensing Act 2003 and will be able to exercise those rights as they choose regardless of the SAG process.

Events in the main are associated with a geographic location and SAGs based on the Local Authority administrative areas will operate in respect of those events where the criteria for holding one are met. These local SAGs will normally be chaired by a representative of the LA. Each will function independently to local agreed arrangements following principles laid down by the SESAG Executive.

SESAG and Suffolk SAGs shall in their operation have due regard to 'The UK Good Practice Guide to Working in Safety Advisory Groups' publication as authored by the Emergency Planning College.

The suggested membership of a SAG is attached as Appendix B. Membership should be tailored to the needs of the events being considered.

Some events operate across more than one LA area and where this occurs a SAG can be convened under the auspices of SESAG and would be chaired by the current SESAG Executive chair with relevant invited representatives. If the event only affects two LAs the chair of each SAG can agree which SAG will lead on the review and will ensure sufficient communication to allow both SAGs to review the event.

If it is felt appropriate to call SAG for a specific event the organisers would be invited to attend the meeting and to provide their plan in relation to public safety. For some events it may be appropriate for the event to be reviewed by documentation rather than face to face meeting. The responsibility for safety at any event rests with the event organiser and the SAG must not take on any aspect of this role. The SAG will consider the plan and the SAG Chair will contact the appropriate regulator (LA or HSE) if it feels that the plan doesn't appear to sufficiently promote public safety. A suggested agenda for SAGs is attached as Appendix C.

The advice the SAG offers would be based on the experience of its members, relevant legislation and guidance available including that within the public domain. The event organiser may be able to address any concerns at the time or may wish to come back to the SAG with different ideas. Alternatively the organiser may choose to ignore the issues and therefore individual members may need to resort to their own powers as previously noted. A note of the meeting must record and highlight matters of evident concern from the SAG over any safety issues.

5. Criteria for holding a SAG

A SAG can be called in relation to any event where a LA or partner agency has potential concerns over public safety. Whilst the numbers of attendees may contribute towards elevated risks, numbers attending should not be the only criteria used.

Other issues that could be a trigger point include:

- A particular event, operator or venue carries any unusual or elevated risk by its nature, content, activities or anticipated attendees (including large numbers or demographic)

- The event, operator or venue is new or new to this type of event
- The event, operator or venue has a history of, or there is intelligence to suggest, safety related issues may occur.
- Where there is an identified clash of events in a local area presenting potential safety or well being risks.

When it is felt appropriate to call a SAG in relation to a specific event the benefits should be made clear to the organiser such that the process is not seen as a hindrance or red-tape burden. Some organisers may be deterred by the process or there may be political sensitivities however the safety of the public must have the overriding priority.

6. Calling a SAG

Details on how to contact each SAG are published on the Suffolk Resilience Forum web site 'Running an event safely' pages (<http://www.suffolkresilience.com/running-an-event-safely/>) or by ringing the Local Authority in which the event is going to be held.

Where an event will impact upon more than one district or borough then the person being initially notified of the event should notify the SRF Partnership Manager. The SRF Partnership Manager will discuss with the chairs of the SAGs concerned the best way to handle the event SAG.

7. Conflict of interests

The invited members of any SAG must declare any material conflict of interest in relation to any item put before them, prior to any discussion on the matter. If the issue could be considered prejudicial, then the group under the guidance of the Chair should consider whether they should withdraw from group for that matter.

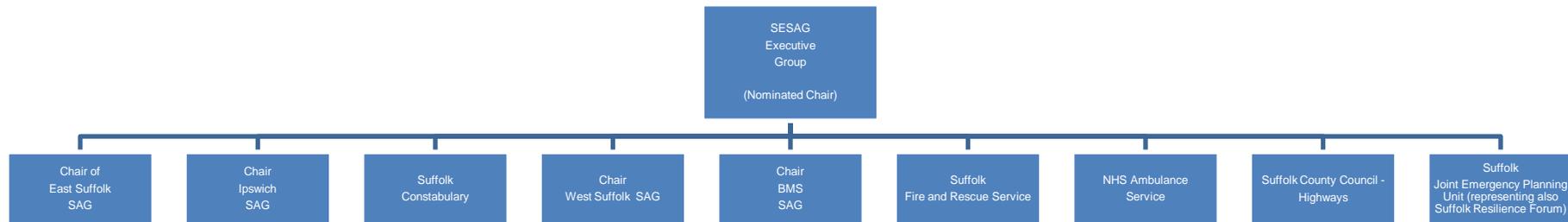
8. Current existing SAGs under the Safety at Sports Grounds Act

Currently there are two statutory SAGs in existence under the above legislation as amended. These relate to Ipswich Town Football Club and the Rowley Mile Race Course, Newmarket. The premises operate under a Certificate issued by Suffolk County Council (SCC). The SAGs are chaired by SCC but operate under similar principles to above, these will remain in their current form. Any events at these premises are covered by the existing Certificate and SAG.

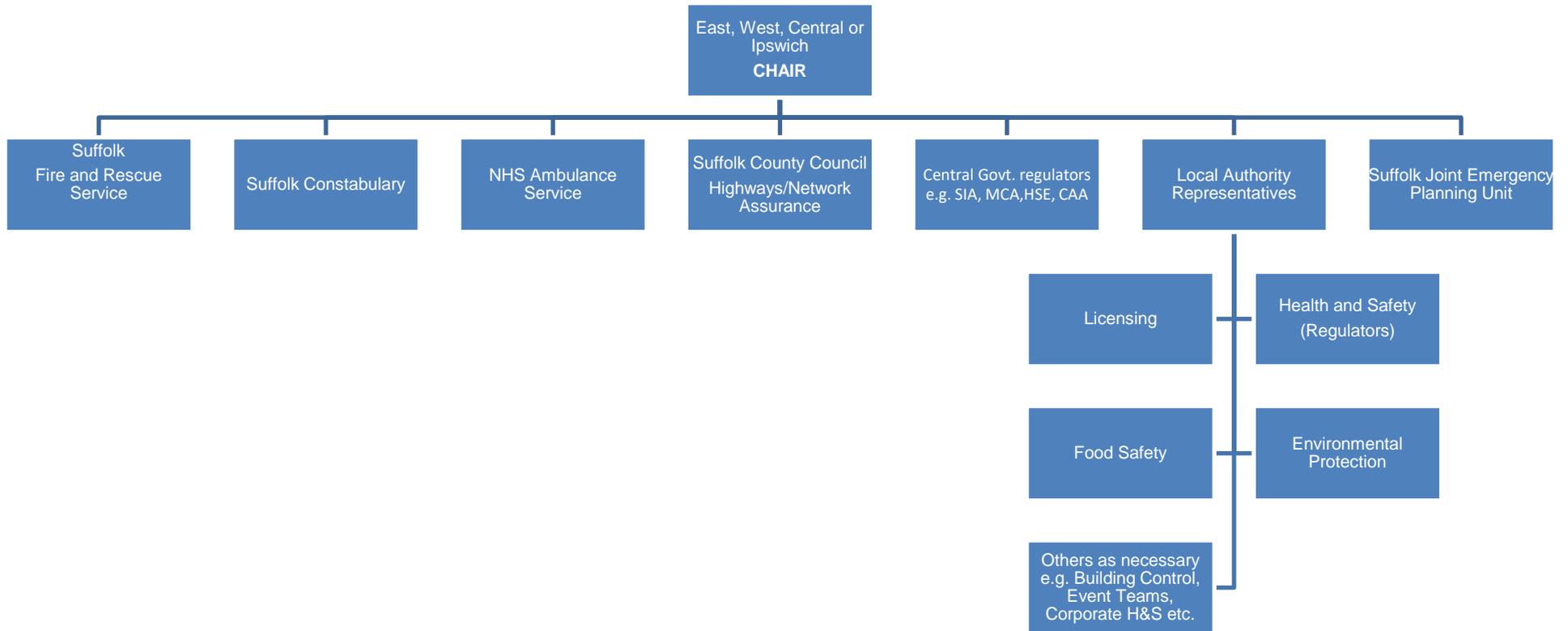
9. Chair and review of the SESAG

The Executive group will nominate a Chair from its membership annually. The Executive will meet twice a year or as needed. The Executive will review this document and develop policies, procedures, protocols and guidance as necessary in relation to the operation of the Safety Advisory Groups (SAGs).

Membership of Executive Group



Membership of SAGs (tailored for the specific event)



Safety Advisory Group standard event review agenda

SAG members present

.....

Introductions

The chair opens the meeting by informing the group SAG meeting is convened to allow the relevant regulatory agencies to gain intelligence prior to any event to allow for emergency planning and advise each other on any areas of concern. The group will also advise the event organiser of ways in which they can manage the event safely although the group as a whole does not have statutory powers and any regulation of the event will be done using primary legislation.

1. Overview of Event/Review of Event Details

- Date
- Event Type
- Insurance
- Visitor demographics
- Visitor Numbers (total and at any one time)
- Site Plan

2. Traffic Management

- Road Closures
- Emergency Services routine access / emergency access routes / RVPs
- Site access routes (ground surfaces)
- Car parking
- Pedestrian
- Participants

3. Emergency Services issues

- Fire safety
- Medical provision
- Policing

4. Risk - assessments and controls

- Management
- Extreme cold/heat, severe weather, flood risks etc.
- Temporary Demountable Structures
- Vendors - food / retail
- Site Previous Use
- Camping activities
- Road based activities
- Water based activities
- Aeronautical displays (CAA regulated)
- Vehicular displays
- Animal displays / rides / livestock
- Pyrotechnics
- Fire
- Safeguarding
- External threats/counter terrorism

5. Event Control, Stewards, Marshalls and Security Staffing

- Event Safety Officer
- Event management structure & Event Control
- Communication methods
- Staff numbers, deployment and shift impacts on staff levels
- Steward / marshal Qualifications
- Event staff medical / fire fighting / security capability
- Volunteers (age range / responsibilities & limitations)
- Public access and egress (including disabled attendees)
- Venue - crowd capacities and management
- Crowd management
- Notification of incidents
- Routine for escalating and requesting emergency services assistance

6. Emergency plans

- Event Control declaration of 'Major Incident'
- Process for contacting the emergency services
- Show stop routine
- Emergency services access and RVPs
- Nominal FCPs
- Event Control handover to emergency services / lead agency
- Evacuation plan (evacuation time, exit capacities, holding areas)
- Media

7. Agreed action to take forward