

Public Events - Safety Advisory Group Terms of Reference

Protocols

The Safety Advisory Group will:

"Promote the health, safety and welfare of all those involved with public events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, or to any arrangements ancillary to that event".

1.0 Introduction

- 1.1 It is recognised that public events positively promote community development, social cohesion, civic and cultural identity and enhance community life. However, given the numbers of people attending such events there is also a requirement to deal with both potential risks to public safety and any adverse environmental impact.
- 1.2 In recognition of this, a Safety Advisory Group (SAG) has been established to co-ordinate the efforts of relevant Local Authority directorates and all other agencies involved with the running of events.
- 1.3 The core of the group is comprised of senior officers (or their representatives) from Wolverhampton City Council, West Midlands Police, West Midlands Fire Service, and West Midlands Ambulance Service. Other stakeholders will be included dependant on the individual event. A list of the Safety Advisory Group members is attached at the final page of this document.
- 1.4 The group exists to offer advice and guidance to organisers and to ensure they are aware of their responsibilities. The group will not undertake the role and responsibilities associated with event organisers.
- 1.5 This document provides details of the terms of reference and responsibilities of the group.

2.0 Terms of Reference

- 2.1 The terms of reference for the group are to:
 - Ensure as far as possible that risks to public safety are minimised for public events.
 - Provide a forum in which all the agencies concerned can develop a consistent and proportionate corporate approach to public events and their safety.
 - Provide advice and guidance to ensure event organisers are aware of their responsibilities.
 - Accurately record and minute all of its business and ensure the minutes of all meetings are forwarded to members of the group and those organisers present at such meetings.
 - Continually seek improvements in the organisation and planning of events through seeking feedback from both organisers and other members of the group and make recommendations where appropriate for improving safety.
 - Agree contingency plans for dealing with major incidents.
 - Promote best practice and multi-agency partnership working with event organisers.
 - 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.
 - To ensure any detrimental effect of such events on the wider environment and on the environment of Wolverhampton are minimised and to encourage the application of the principles of sustainability whenever possible.

- To ensure damage to parks, streets and open spaces are minimised and to insist on agreed arrangements for clearing of litter and refuse after events.
- To keep up to date on the latest legislation and guidance.
- Where applicable, recommendations of the SAG are consistent with other Council policies.
- Promote the principles of sensible risk management, saving lives not stopping them, reducing admin burdens whilst addressing poor management at the point of creation of risk.

3.0 Meetings

- 3.1 The SAG shall meet a minimum of 4 times per calendar year. Any member of the group may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
- 3.2 Where matters arise which require consideration by the SAG such a meeting may be convened at short notice.
- 3.3 All relevant agencies should be represented at a meeting of the SAG.
- 3.4 Any agencies of the SAG can attend if deemed necessary and offer advice.
- 3.5 A record of the meetings will be maintained by Licensing Services and circulated to member organisations within ten working days of the meeting taking place.
- 3.6 The core members may invite representatives to SAG meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

4.0 Roles of Core Members

All Core Members

- All core members are advised to consider all documentation received from Licensing Services.
- To send recommendations for the event to Licensing Services who will circulate to the group.
- Can request a meeting of the Safety Advisory Group if their concerns are not satisfied by the Event Organiser.
- To send a representative to at least four SAG meetings each calendar year.
- To complete debrief form after the event if necessary to inform the group of any issues during the event.
- To inspect and advise event organisers on the documents submitted including risk assessments and public liability insurance.

- Where an agency has concerns regarding an event they should inform Licensing Services and the Event Organiser at the earliest opportunity.
- Advise on a communication plan, crowd safety, security and stewarding and entrance controls.
- Advise on safety and protection of lost/found children.
- Advise on site security and safety when in and out of use.
- Advise on the authenticity and safety of merchandise.
- Advise on any other activities which may give rise to concern.

Local Authority

- The L.A. will Chair the Safety Advisory Group, however, the Chair cannot be the event organiser. The Chair must remain independent, therefore must be from another service group within the L.A.
- The L.A. will lead the Safety Advisory Group in its considerations of the applicants' plans for the event.
- Advise on Licensing and Trading Standards/Merchandising issues.
- Advise on all matters relating to food sales, hygiene, water provision, and sanitation and noise control.
- Advise on the impact of the event on the City transport infrastructure and the provision of services to the event.
- Where appropriate, in liaison with the Police, traffic management on the highway.
- Controls on tents or caravans for overnight stays.
- Controls on animals, animal health and safety.
- Advise on food safety, health & safety at work, public safety and pollution issues.
- Licensing Services to circulate a list of current events that have been distributed to the group including the status of each.

West Midlands Police

- To advise and liaise on the preservation of order through keeping the peace
- To advise and liaise on the protection of life and property.
- To advise and liaise on the prevention and detection of crime
- To advise and liaise on the prosecution of offenders.
- Attaining the aims of the Local Policing Plan

- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and Public Safety
- Where appropriate in liaison with the local authority, traffic management on the highway.
- Co-ordinate and manage the effects of any emergency or major incident.
- Provide advice and support in relation to any other identified Policing issues.
- Controls on tents or caravans for overnight stays.

West Midlands Ambulance NHS Trust:

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Liaise and collaborate with all the other organisations that form part of the Safety Advisory Group.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.

West Midlands Fire Service:

- To provide advice on fire related matters in regard to operations, fire and community safety.
- To respond to Enforcing Authorities on fire related matters where legislation requires the Fire Authority to be consulted.
- To enforce fire safety legislation in accordance with the Regulatory Reform (Fire Safety) Order 2005, which requires the responsible person/s to carry out a Fire Risk Assessment for the event.
- Liaise and advise in relation to the Fire and Rescue Services Act 2004 sec 6

Membership of the Safety Advisory Group

Licensing Services
Environmental Health (Commercial)
Trading Standards
Parks and Contracts
Highways
Parking Services
Corporate Health and Safety
Public Health
W. M. Police - Planning
W. M. Police - Operations
W. M. Police – Licensing
British Transport Police
W.M. Fire Service
W.M. Ambulance Service
Bid - City Centre Company
Safeguarding Children
PCT
NHS