

Lincolnshire Event Safety Partnership
Safety Advisory Group Constitution
January 2022

Introduction

Following the Hillsborough Disaster Lord Justice Taylor recommended that “to assist the local authorities in exercising its functions, it should set up an advisory group consisting of appropriate members of its own staff, representatives of the police, fire and ambulance service and the building authority”.

Although the formation and retention of a Safety Advisory Group (SAG) is not a legal requirement their importance is widely recognised by many agencies and bodies including the Civil Contingencies Secretariat (Cabinet Office), the Sports Grounds Safety Authority and the College of Policing.

The Emergency Planning College has produced The UK Good Practice Guide to Working in Safety Advisory Groups and it is this guidance upon which these common terms of reference have been developed.

Scope

These terms of reference are developed for Boston Safety Advisory Groups (SAGs) to consider events which are either;

- Events of an unusual nature
- Events with significant numbers of attendees
- Events with a significant or unusual level of risk
- New venues
- Events or venues where there has been previous issues or incidents

The SAG may also consider small, low risk events if a Member of SAG wishes or should an event organiser request them to do so and resources permit.

The SAG will also request a debrief of event safety with an event organiser when have held an event or concerns are raised after an event to ensure continuous improvement. It is the responsibility of the event organiser to undertake a full de-brief of their event, and submit written information regarding safety matters to the SAG.

Lincolnshire Event Safety Partnership

Safety Advisory Groups in Lincolnshire remain at the heart of the Lincolnshire Event Safety Partnership.

This partnership consists of the following agencies;

Lincolnshire Police

Lincolnshire Fire and Rescue

East Midlands Ambulance Service

Boston Borough Council

City of Lincoln Council

East Lindsey District Council

Lincolnshire County Council

North Kesteven District Council

South Holland District Council

South Kesteven District Council

West Lindsey District Council

As members of the Lincolnshire Event Safety Partnership, all agencies commit to supporting and resourcing this constitution.

SAG Membership

Core Membership of the Safety Advisory Group (SAG) will include but is not limited to;

- Appropriate local authority representatives such as members of the events team, environmental health, emergency planning, highways, licencing, health and safety, media and communications and legal services.
- Police
- Fire and Rescue
- East Midlands Ambulance Service
- Lincolnshire County Council Highways
- Other Official Bodies as appropriate including but not limited to Health Boards, British Transport Police, Highways Agency or the Maritime and Coastguard Agency.
- Event organisers/promoters

It may also be necessary, or appropriate to invite other persons to attend the SAG such as;

- Venue owners/operators
- Stewarding and/or security provider
- Traffic planners
- Transport providers
- Medical service provider

Where these persons do attend SAGs, it will be at the request and cost (if any) to the event organiser.

Lincolnshire Event Safety Partnership strongly recommends that an event organiser engages with residents or the communities affected by the particular event, however, Lincolnshire Event Safety Partnership considers that in general this should take place outside of the SAG.

There are two primary reasons for this:

- Residents and communities have many and varied concerns and considerations regarding events. Most of these are not linked to safety matters. It is therefore a diversion of the SAG system for their concerns to be considered and addressed within a SAG meeting
- Some of the safety matters discussed in SAG meetings are of a confidential nature, e.g. matters relating artists, or matters relating to security or terrorism. To have persons present whose background or considerations is not known may compromise the confidentiality of a SAG, as well as compromise the safety of an event.

Roles and Responsibilities of Core Members

SAG Chairperson

The Chairperson is a core member of the SAG, a trained representative from the Local Authority.

The Chairperson will have the necessary competencies required for chairing a SAG and their key responsibilities are to ensure;

- That the group discharges its responsibilities fairly, effectively, efficiently and proportionately.
- Where practicable appropriate representation is on the group.
- That all members have the opportunity to participate.
- That an audit trail of group process is maintained.
- Circulate minutes of the meeting to attendees no less than four weeks after the meeting.

Secretariat Function

SAG will maintain its own arrangements for provision of an effective secretariat function. This function will be facilitated by the local authority and will not normally be carried out by a person participating in the SAG.

The role of the secretariat is to;

- Take minutes of the meetings
- Keep a record of key decisions made during meetings
- Produce an agenda and circulate to core members in advance of meetings
- Coordinate the Invitations sent to event organisers and the circulation and distribution of papers in advance of the meetings.

Local Authority Representatives (County Council and District/Borough Council)

These should include officers with the competency to advise of matters such as licencing, food safety and environmental health, emergency planning, highways and traffic and health and safety and any other officers as required to discharge their duties as appropriate to their position as a Category 1 Responder under the Civil Contingencies Act.

Other representatives may also be required to provide legal or media and communications support as appropriate.

Police

Police representatives attend with regard to matters such as public order and public safety, incident response planning, community policing, enforcement and any other duty as appropriate to their position as a Category 1 Responder under the Civil Contingencies Act.

Fire and Rescue Service

Fire and Rescue representatives attend with regard to matter such as public safety, incident response planning, community policing, provision of advice on matters relating to fire safety, enforcement and any other duty as appropriate to their position as a Category 1 Responder under the Civil Contingencies Act.

East Midlands Ambulance Service (EMAS)

EMAS representatives attend with regard to matters such as incident response, medical provision advice and guidance, scrutiny of a private medical company's medical plans and any other duty as appropriate to their position as a Category 1 Responder under the Civil Contingencies Act.

Event Organisers

An event organiser is responsible for all health, safety and welfare related matters for those affected by the event including visitors to the event, staff or volunteers working at the event, contractors and others such as neighbours and responding emergency services personnel.

These responsibilities include;

- Documented arrangements necessary to safeguard visitors (normally documented in an Event Management Plan)
- Arrangements for identifying and controlling risks associated with the event including the build-up and break down phases of the event. This would normally be a documented risk assessment and safety systems/methods of work.
- Fire safety arrangements
- Traffic planning and management
- Crowd safety and security management
- Emergency and Contingency arrangements (in discussion with the emergency services)
- Communication arrangements
- Medical and first aid provision

- Insurance, licencing and certification provision

Meetings

Safety Advisory Groups within Lincolnshire will meet periodically to a timetable as appropriate to the number of events within the District/Borough. Meetings will be cancelled if there are no events on the agenda or matters to be discussed.

For minor events or those of little concern a meeting may not be necessary and the event dealt with by circulation of papers electronically. It is acknowledged that this method can provide vital support to event organisers without the need for a formal meeting. Notwithstanding, if the Safety Advisory Group members feel that the presence of the organiser or other parties is crucial, then a formal meeting may be called.

Policy

- It is the policy of the BBC SAG to offer advice in order to ensure the highest reasonably practicable standards of public safety at events and to encourage the wellbeing of those who could be affected by such events. In this context 'public' includes not only those attending the event, but also those in the surrounding areas who may be affected by it.
- The BBC SAG is not responsible for reviewing safe systems of work of the event organisation or crew. However, it will be relevant to consider the consequences of work related incidents during periods of public access.
- The BBC SAG does not make any decisions on behalf of the local authority or other agencies as its role is advisory and as such it has no authority to either approve or ban events or give permissions for the use of land, highway or building.
- The decision making authority is typically the local authority, which may be the chair of the BBC SAG. Where other agencies may exercise their own statutory decision making authority it is stressed that this is the determination of that authority and not of the BBC SAG.
- The overall responsibility for the safety of persons at an event will lie with the event organiser, venue/land owner or operator and management team.
- Members of the BBC SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing, to be replaced by an appropriate party agreed with the group.
- The BBC SAG will have arrangements to ensure that appropriate records of procedures and meetings are maintained.
- The lessons learned via the BBC SAG processes and procedures will be applied for the benefit of all events within its area of responsibility.

Terms of Reference

- To promote clarity of roles and responsibilities relevant to the event(s) within the SAGs remit
- To provide advice in order to ensure high standards of health and safety
- To promote the principals of sensible risk management and good practice in safety and welfare planning

- To promote a consistent, coordinated, multi-agency approach to event planning and management
- To advise in respect of the formulation of appropriate contingency and emergency arrangements
- To advise in respect of relevant legislation and guidance
- To encourage arrangements to be made to minimise disruption to local communities
- To consider the implications of significant relevant incidents and events
- To receive reports relevant to de-briefs, visits, or inspections of the venue or event
- To advise the event organiser in respect of licensing or safety certification

In addition to the references above from LESP, BBC SAG also;

- Will endeavour to meet on a monthly basis, emergency SAGS will be organised as and when required in addition.
- Encourage a positive culture of Event Safety
- Firmly establish a spirit of co-operation between responding agencies and event organisers
- Share lessons learnt from joint experiences of emergency situations

Limitations

- Safety Advisory Groups have no bespoke powers of enforcement however, individual organisations represented on the group do.
- The Safety Advisory Group is not an enforcement body and whether or not an individual agency determines to report to use its' own powers of enforcement is a decision for that agency and not the Safety Advisory Group.
- Collectively or as individuals, members of the Safety Advisory Group will provide advice and guidance based on the facts known at the time.
- If an event organiser refuses to engage with the Safety Advisory Group or does not act on the advice given, the Safety Advisory Group will remain as supportive as possible and will take reasonable steps to maintain a positive relationship whilst acting in the best interest of public safety.
- It is recognised however that should an event organiser continue to proceed with the event and act against the advice of the Safety Advisory Group steps may be taken to ensure public safety. In some situations the Safety Advisory Group may withdraw their support but will continue to monitor the planning and do whatever is permitted within their individual powers to maintain public safety.