



LOCAL RESILIENCE FORUM **SAFER EVENTS WORKING GROUP**

SAFER EVENTS POLICY

This policy statement has been drawn up following consultation between representatives of the following statutory agencies:

- Local Authorities of Northumberland and Tyne & Wear
- Northumbria Police
- North East Ambulance Service NHS Trust
- Tyne & Wear Fire and Rescue Service
- Northumberland Fire & Rescue Service
- NHS

The overall objective of this policy is, so far as reasonably practicable, to ensure that all events are organised with the safety of the participants, spectators and officials foremost in the planning process. More specifically, the aims of the policy are to:

- minimise any adverse impact from events
- provide a framework for event organisers and statutory bodies to work in partnership to promote event safety
- promote good practice in safety and welfare planning
- allow all SAG partners and the event organisers to give appropriate and timely consideration to the need for staffing and other resources
- identify the need for adequate and appropriate controls to effectively manage health and safety risks
- identify the need for appropriate contingency arrangements

All of the named statutory agencies and those who may be involved in the Safety Advisory Group process will use reasonable endeavours to minimise public safety risks arising from an event, but ultimately event safety is the responsibility of the event organiser and/or landowner.

The members of the Local Resilience Forum, in making this policy, acknowledge:

Absolute Right

1) The positive duty to protect life incorporated in article 2 of the Human Rights Act 1998.

Qualified Rights

2) The rights conferred by articles 8, 9, 10,11 and 14 of the Convention – right to respect for private and family life, freedom to manifest individual beliefs, freedom of expression, freedom of assembly and prohibition of discrimination are also acknowledged.

It is the intention of the partner bodies that these rights will be respected and balanced in a way which ensures that all events are planned and managed with safety as a priority.

Individual partner bodies, will only impinge upon the above qualified rights where they have lawful authority to do so and it is necessary, in the interests of public safety, to protect health, to protect the rights and freedoms of others, or to prevent disorder or crime. This will only be done to an extent which is proportional in the circumstances and in a manner which represents the least intrusive action which will achieve the stated aim.

Safety Advisory Groups (SAG's)

Safety Advisory Groups are made up of representatives from relevant statutory agencies (see below) and other organisations (invited to attend as appropriate), the purpose of which is to promote effective planning and safety at public events through the provision of advice and guidance to event organisers through a multi-agency approach. The event Organiser can also be asked to attend a SAG meeting where required, but will not be a member.

Statutory Agencies

- i) Local Authorities of Northumberland and Tyne & Wear
- ii) Northumbria Police
- iii) North East Ambulance Service NHS Trust
- iv) Tyne & Wear Fire and Rescue Service
- v) Northumberland Fire & Rescue Service
- vi) NHS

SAG's ordinarily operate on the basis of an individual local authority area but may, subject to the nature and scale of the event, be established to consider events which span or impact on multiple local authority areas.

The formation of the SAG should always be considered where it is believed that there is a significant public safety risk, whether in terms of the number of people attending or the nature of the event and/or the challenge of the environment.

Safety Advisory Process

On receipt of notification of a proposed event by any of the core constituent body members they will notify other core members. Consultation will then take place at a local level to determine the need or otherwise for holding a Safety Advisory Group (SAG). There is no minimum size of event that may warrant the SAG but in all instances, public safety risks posed by the event must be the primary reason for doing so.

There will be a number of small scale events that may not warrant consideration by the SAG where there are no anticipated significant public safety risks and/or the event is routine in relation to the activities normally carried out at the site.

Co-ordination of views will normally be coordinated by the Local Authority in whose area the event takes place. If an event transcends more than one Local Authority area, the Local Authority which is affected the most by the event will normally chair, coordinate and administer the SAG, ensuring that all discussions and advice are documented and communicated in writing to all SAG members and the event organiser.

Safety Advisory Groups (SAG)

The SAG is not responsible for the organisation and management of an event or accountable for any failing on behalf of the event organiser, either generally or specifically.

The SAG will offer professional advice based upon the information supplied by the organiser having regard to the relevant legislation and guidance which is in place at the time the event is being planned.

The policy requires event organisers to provide appropriate information commensurate with the nature of the event, which may include a detailed safety event plan to enable an assessment to be carried out of the potential public safety risks.

The initial SAG will consider, based upon the information supplied by the event organiser, the proposals for the event and conduct an assessment of the safety requirements and control measures proposed by the event organiser. If the SAG members are satisfied with the event's proposals to mitigate apparent public safety risks then the decision will be recorded and circulated to each core constituent member and communicated, in writing, to the event organiser.

At this stage, if there are minor or specific safety considerations, advice must be given in writing, to the event organiser by the relevant constituent member who will liaise directly with the organiser and seek resolution of those issues,

If the initial SAG is unable to arrive at a decision due to the lack of information, is not satisfied with the proposals or considers that the event requires more detailed safety considerations then further information will be requested and/or a safety advisory group(s) will be arranged by the chair.

The chair of the group will ordinarily be a representative of the lead Local Authority except in those circumstances where there is a potential conflict of interests. In which case, the lead local authority will identify a chairperson for approval by the SAG. Consideration should be given to this being an officer from the lead authority of a

discipline not actively involved in the promotion/presentation of the event but who possesses the necessary skills to perform the role.

The role of the SAG will, through the provision of advice, be so far as is reasonably practicable, to minimise any risk to the public, participant or worker. .

To that end, the SAG will expect in giving consideration to the proposals and the Event Safety Management Plan that:

- The Event Organiser is able to demonstrate the required level of experience and competence commensurate with the proposed event.
- The Event Organiser is able to demonstrate that appropriate management arrangements are in place to ensure the health and safety of employees and the public during all stages of the event.
- There is, if deemed appropriate an agreed contingency plan in existence for dealing with major incidents.
- As appropriate, a Memorandum of Understanding is prepared which sets out the roles and responsibilities of relevant organisations involved in the delivery of the event or the provision of services.

- As appropriate undertake a thorough debrief of the event in accordance with the Local Resilience Forum protocol.

Local Network

Each member of the core constituent body will identify nominated contacts within each of their areas to form a local structure through which information can be communicated and cascaded to relevant persons in respect of any notified event.

Communication in respect of events is vital to the process. The sharing of information

is essential in order to identify any event where safety may be an issue.

Notification of Events

It is expected having regard to the nature, size, location and all other relevant factors, that an event organiser will provide suitable and sufficient notice of an event so as to allow the Safety Advisory Group process to function correctly and for the event to be planned safely. In circumstances where the event organiser fails to provide adequate notice of an event, the Safety Advisory Group reserve the right to advise the organiser not to proceed with the event as planned.

It is acknowledged that there may be exceptional circumstances which prevent the event organiser from giving suitable and sufficient notice of an event due to circumstances beyond their control. Whilst it is desirable to have sufficient notice of events it remains within the professional judgement of the members of the core constituent body to determine whether there is sufficient time for an event to be planned safely, taking into account all the relevant factors.

Non Notification

By their very nature, events which take place without the prior knowledge of the core constituent bodies may present more demands upon partners. It is therefore recognised that the response to this type of event may well be of an operational nature, reacting to the event rather than being proactive in promoting event safety.

Any response will also be determined by the availability of resources from each of the organisations involved and the statutory powers available to them.

Event Safety Management Plan

An Event Safety Management Plan should include:

- A policy statement, detailing the hierarchical structure for event organisation, management and safety
- Aims and objectives for the event
- Details of the event
- Site safety arrangements

- Crowd management arrangements
- Transport management arrangements
- Security arrangements
- Welfare arrangements
- Medical and first aid arrangements
- Communications plan
- Emergency/Contingency arrangements

The Event Safety Management Plan will enable each organisation to assess the impact of the event on resources.

Resolution of Safety

It is unlikely that a safety issue will be raised which cannot be addressed by current legislation. If however a situation arises whereby the SAG identifies a significant safety issue which cannot be resolved with the organisers and it is considered that the issue is fundamental to event safety, it will detail the risks posed and clearly state what action is required by the organiser to reduce the risk to an acceptable level. This will be conveyed to the organiser in writing identifying their responsibility for public safety and advising that should the organiser fail to comply with the Safety Advisory Group advice, members would not be in a position to support the event.

If the event organiser then fails to make adequate safety arrangements and proceeds with the event, the SAG will consider what other actions it could appropriately take. SAG members will also consider what actions may be appropriate for their own organisations to take.

Such actions might include the chair of the SAG writing to professional bodies and insurers, the withdrawal of permission to use land or roads, withdrawal of resources from the event or enforcement action being taken.

Review Procedure

The Safer Events Working Group will reconvene on an annual basis to review this policy and other related documents. The member organisation who will host the review meeting will be determined as part of the review process.

