

SAFETY ADVISORY GROUP

TERMS OF REFERENCE

Covering festivals, road races,

sports grounds and other events.

Revised – January 2023

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*Whilst all due care has been taken in the preparation of this document, none of the participants nor their employers can be held responsible for any omissions or errors contained herein, or for any damage or injury arising from any interpretations of its contents.*

1. **INTRODUCTION**

1.1 This document has been produced by the Licensing Team of Broadland and South Norfolk Councils and members of the Safety Advisory Group (SAG). The document sets out the agreed policy and procedures with regards to the SAG process.

1.2 The SAG is there to provide advice and guidance to event organisers to enable them to hold their event safely and legally. It is the overall responsibility of event organisers, venue owner or operator and management team to ensure their event takes place safely. The 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. However, where there are concerns it will advise the appropriate members of the SAG of those concerns and they may take whatever action they feel necessary to fulfil their statutory obligations.

1.3 The policy aims to ensure that South Norfolk Council and Broadland District Council working with its partners as a SAG ensure the reasonable welfare of all those who attend events in South Norfolk and Broadland that fall within the SAG process.

1. **LOCAL AUTHORITY POLICY**

2.1 It is the policy of South Norfolk Council and Broadland District Council to uphold reasonable standards of safety at all public events in South Norfolk and Broadland, to encourage the well-being of the public at those events and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, South Norfolk Council and Broadland District Council maintains a SAG for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.

2.2 The role of the Group is to consider public events and their requirements which may have an impact on local residents and businesses. The Group’s remit includes events which require a licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other events of a similar nature.

**3 TERMS OF REFERENCE**

3.1 The SAG has been established to: -

* To promote the clarity of roles and responsibilities relevant to the event(s) within the SAG’s remit;
* To establish clear timelines for the provision of paperwork to the SAG and agree attendance and timelines with organisers;
* To advise the local authorities and/or event organiser 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 the local authority and/or event organiser in respect of the formulation of appropriate contingency and emergency arrangements;
* To provide the local authority and/or event organiser with appropriate advice, sign-posting, legislation and guidance in order to assist with the delivery of a safe event;
* To encourage arrangements to be made to minimise disruption to local communities;
* To consider the implications of significant incidents and events relevant to the surrounding areas and facilities;
* To consider emerging threats to events, such as terrorism methodologies, drone use and the still developing threat of cyber terrorism and deniability of service;
* To receive and consider reports relevant to debriefs, visits and/or inspections of the venue or event.

3.2 The SAG will operate in the following ways:

* Offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those who could be affected by such events. In this context, the ‘public’ includes not only those attending the event, but also those in the surrounding areas who may be affected by it;
* The 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 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;
* The decision-making authority is typically the local authority, which may be the chair of the 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 the SAG;
* The overall responsibility for the safety of persons at an event will lie with the event organiser, venue owner or operator and management team;
* Members of the 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 SAG will have arrangements to ensure that appropriate records of procedures and meetings are maintained;
* The lessons learned via the SAG processes and procedures will be applied for the benefit of all events within its area of responsibility.

**4 REFERRING EVENTS TO THE SAG**

4.1 In deciding whether an event or activity needs to be referred to the SAG, the following factors will be considered:

* The nature of the event;
* Levels of risk within the event;
* Numbers of attendees (at any one time).
  1. To assist the SAG in making a judgement on whether a SAG meeting is required or simply the documents maybe circulated to the Group, event organisers should complete the event notification form attached as Appendix B.

**5 TIMESCALE FOR SUBMISSION OF DOCUMENTS**

5.1 It is recommended that organisers aim to give the SAG 6 weeks notice for small events (up to 500 people and/or low risk) and 3 months notice for larger events (over 500 people and/or high risk).

5.2 Where documentation is received outside of this timeframe, the SAG reserves the right to decline to review the documentation. Each late submission will be decided by the Chair or Vice-Chair on a case-by-case basis.

**6 COMPOSITION**

6.1 The core membership of each group is the same however other individuals and/or authorities may be invited as and when necessary. Set out below is the core membership for the group.

South Norfolk Council/Broadland District Council –

**Environmental Food and Health & Safety**

* provide advice and guidance on matters relevant to food, safety and public health
* has statutory powers and is responsible for enforcement of food safety and (where the Enforcing Authority) health and safety and matters of public health where relevant

**Licensing**

* provide Chair and secretarial duties of the SAG
* ensure compliance with each of the licensing objectives under the Licensing Act 2003 –
  + the prevention of crime and disorder
  + public safety
  + the prevention of public nuisance
  + the protection of children from harm
* provide advice on all aspects of licensing – Licensing Act 2003, Gambling Act 2005, and the Miscellaneous Provision Act 1916

**Building Control**

* review and comment on temporary structures, stages, etc at large events

**Environmental Protection**

* provide advice and guidance on matters relevant to community impact (e.g. due to matters such as noise, dust, smell and artificial lighting), waste and litter management, air quality, private drinking water supplies (e.g. borehole and well supplies) and private drainage.
* is responsible for enforcement of legislation relating to statutory nuisances (e.g. noise, dust, smell and artificial lighting), environmental crime (e.g. waste management, littering, fly posting and graffiti), air quality, private drinking water supplies (e.g. borehole and well supplies) and private drainage.

**Emergency Planning**

* comment on event management plans as required with regard to potential opening of emergency rest centres
* work with partner agencies to consider possible impacts of emergencies at events and how multi-agency response structures can be supported

Other Agencies –

**NCC Highways**

* responsible for agreeing to and signing off traffic management requirements on the public highway
* provide information and guidance to highway related issues
* a Category 1 responder under the Civil Contingencies Act.
* looks at wider pressures on the highway network to minimise any impact

**Norfolk Constabulary**

* statutory powers
  + responsible for dealing with public order.
  + intelligence-gathering and coordination capabilities.
  + provide information and guidance relating to terrorism and threat and risk.
  + responds to incidents where and when appropriate
* responsible for crime investigation and reduction.
  + community policing.
  + responsible for health and safety and duty of care in respect of its staff.
  + a Category 1 responder under the Civil Contingencies Act.
  + may provide policing, where applicable, for an event.
  + offers guidance around licensing
  + may form part of a response to manage licensing issues.

**Norfolk Fire & Rescue**

* responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (FSO)
* respond to fire safety complaints
* offer guidance in regards to the FSO
* engage with businesses in relation to fire safety
* responsible for dealing with emergency incidents under the Fire and Rescue Services Act 2004
* provide advice to the SAG regarding prevention and response
* advise local crews, where necessary, if there is an increased risk due to a SAG event
* create response plans for events where necessary

**East of England Ambulance Service**

* provide specialist knowledge to guide and advise anyone who is planning or organising an event. Ambulance Trusts are commissioned on behalf of the wider NHS to represent and safeguard the wider NHS from any event that is being promoted within a local authority area.
* support the process to ensure that every event has a detailed medical plan based on a comprehensive risk assessment. The key objectives are to provide a safe, effective and resilient medical/clinical service and to minimise the impact of the event on the local NHS commissioned resources in their entirety.
* it is to be noted that for smaller sized events, the NHS Ambulance service may provide consistent advice with a view to improve the safety and medical contingencies at an event.
* the NHS Ambulance Service is a Category 1 responder under the Civil Contingencies Act.

**National Highways**

* leads the resolution of incidents on the strategic road network to keep traffic moving by:
* keeping road users moving safely through helpful, accurate and

timely information.

* providing appropriate traffic management.
* efficiently restoring the strategic road network capacity through

incident management.

* working with partners to restore safe use of the carriageway as soon as possible.
* traffic management at the inner cordon (the scene).
* traffic management at the outer cordon including the approach to the incident and wider national/regional intervention across the strategic road network.
* implementation of diversion routes (in collaboration with Highways England maintenance contractors and local highways authorities)
* co-ordinating the emergency response with the other core responders and supporting the lead agency.
* scene clearance following collaboration with emergency services if present.
* assessing, planning and implementing the restoration of:
  1. The carriageway for safe use.
  2. Infrastructure at the scene including declaration of the asset as being of a standard safe for use.

Members details can be found at Appendix A.

Invited representation

6.2 The persons/services/bodies invited to the SAG meetings to make a presentation or offer advice to the group are not party to the decision-making process of the group. However, they must be allowed to be able to freely contribute to any meeting to which they are invited and must have their view considered, reported/recorded.

6.3 The following are considered as persons/services/bodies that should be invited to all SAG meetings –

The safety certificate holder or safety officer

Event organiser/licence holder

Land/premises owner

6.4 The following maybe invited either to all SAG meetings, or to a particular meeting as appropriate.

Health & Safety Executive

Norfolk Trading Standards

First aid representative

Primary care trust

Legal service representation

The relevant solicitor for the local authority

Administrative services

Elected members of the local authority

Local Supporters Associations/Groups representation

Local Tourism representation

6.5 The above list is not exhaustive. The Chair may invite such other specialist as the Chair feels appropriate to assist the Group to fully consider any issue.

**7 ADMINISTRATON**

Chair – Licensing Enforcement Officer

Vice-Chair – Licensing Enforcement Officer

Lead Service – Licensing Team

Secretariat – Business Support

Consultation – The SAG will consult all core members of the Group, invited representation, other Council services and national bodies as considered appropriate.

**8 CHAIRPERSONS ROLE**

8.1To ensure that the SAG properly discharges the responsibilities delegated to it by the local authority fairly, effectively, efficiently and proportionately;

8.2 To ensure that the decisions/recommendations made by the SAG accord with the overall strategic policies of the local authority.

8.4 To ensure that due account is taken of the views of all members of the SAG, including those attending by invitation.

**9 FORMAT AND FREQUENCY OF MEETINGS**

9.1 The SAG will review documents associated with an event electronically where applicable/possible and with agreement of the core members.

9.2 Where it is not possible to review documents electronically, a meeting of the SAG will be held.

9.3 The SAG may wish to make site visits in addition to the agreed meetings. These visits may be to observe specific/general issues at public events, or to attend a table top exercise.

9.4 The SAG visits are considered as separate from the inspections that are required to be undertaken by the local authority as during performance inspections. Such inspections will be carried out by officers of the local authority in conjunction with other appropriate authorities, as determined by their enforcement policy.

9.5 A record of the meeting/inspection will be circulated to all relevant parties.

**10 FORM OF MINUTES**

10.1 Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded.

10.2 The minutes of the meetings will be circulated to all Group members and to such other parties as may be determined with as much prior notice ahead of the event as time permits.

**11 REQUESTS FOR INFORMATION**

11.1 Requests for information received under the Freedom of Information Act 2000 (FOIA) and General Data Protection Regulation (GDPR) for data disclosed and discussed at SAG meetings will be dealt with by the organisation which the request was sent to in accordance with relevant legislation. If the requested information has originated from another partner organisation, this organisation should be advised within 3 days of receipt of the request and consulted on whether to release the information.

**APPENDIX A – MEMBERS**

SNC – South Norfolk Council BDC – Broadland District Council

|  |  |
| --- | --- |
| **Responsible Authority** | **Contact Details** |
| Licensing Authority | [Licensing.snc@southnorfolkandbroadland.gov.uk](mailto:Licensing.snc@southnorfolkandbroadland.gov.uk)  [Licensing.bdc@southnorfolkandbroadland.gov.uk](mailto:Licensing.bdc@southnorfolkandbroadland.gov.uk) |
| Environmental Food and Health & Safety | [foodandsafety@southnorfolkandbroadland.gov.uk](mailto:foodandsafety@southnorfolkandbroadland.gov.uk) |
| Emergency Planning | [emergencyplanning@southnorfolkandbroadland.gov.uk](mailto:emergencyplanning@southnorfolkandbroadland.gov.uk) |
| Environmental Protection | [cpandeq@southnorfolkandbroadland.gov.uk](mailto:cpandeq@southnorfolkandbroadland.gov.uk) |
| CNC Building Control | [paulaldous@cncbuildingcontrol.gov.uk](mailto:paulaldous@cncbuildingcontrol.gov.uk)  [johndowney@cncbuildingcontrol.gov.uk](mailto:johndowney@cncbuildingcontrol.gov.uk) |
| Norfolk Constabulary | [snandbroadlandevents@norfolk.police.uk](mailto:snandbroadlandevents@norfolk.police.uk) |
| Norfolk Fire & Rescue | [HQ@fire.norfolk.gov.uk](mailto:HQ@fire.norfolk.gov.uk) |
| East of England Ambulance Service | [rob.hayes@eastamb.nhs.uk](mailto:rob.hayes@eastamb.nhs.uk) |
| Security Industry Authority | [chris.barron@sia.gov.uk](mailto:chris.barron@sia.gov.uk) |
| Norfolk County Council Highways Authority | [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk) |
| National Highways | [Catherine.dent@nationalhighways.co.uk](mailto:Catherine.dent@nationalhighways.co.uk) |

**APPENDIX B – EVENT NOTIFICATION**

**Event Notification Form**

## The role of the Safety Advisory Group (SAG) is to encourage events, whilst ensuring that event organisers hold their events safely and legally. The responsibility for the management, health, safety and welfare of an event remains with the event organiser(s).

The SAG does not issue any approvals for events nor does the group have the power to stop, limit or place restrictions upon any event. This is without prejudice to the Council or other agencies acting under their own legal powers.

Please complete this form with as much information as you can for proposed events in the districts of Broadland District Council and South Norfolk Council.

|  |  |
| --- | --- |
| Event name | Click or tap here to enter text. |
| Event description | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Event organiser details** | |
| Full name | Click or tap here to enter text. |
| Contact telephone number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event details** | | | | | |
| Event location (including postcode) | | Click or tap here to enter text. | | | |
| Proposed date(s) | Start time | | Finish time | Site arrival time | Site vacation time |
|  |  | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Is this a free event? | Yes | | No |
| If no, will you be selling tickets? |  | | |
| How many people do you think will be attending (including staff) | | | |
| At any point in time? | | Throughout the event? | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
| **Do you intend to use the following?** | | |
| Highway directional signs | Yes | No |
| Site banners/posters | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Will the event involve any of the following?** (if you answer yes to any question, please provide further detail) | | |
| Animals | Yes | No |
| Fireworks/pyrotechnics | Yes | No |
| Bonfire | Yes | No |
| BBQ | Yes | No |
| P.A. system | Yes | No |
| Vehicles | Yes | No |
| Licensable activity | Yes | No |
| Generators | Yes | No |
| Marquees/temporary structures | Yes | No |
| Barrier fencing | Yes | No |
| Temporary WC’s | Yes | No |
| Stewarding/security | Yes | No |
| On site caterers | Yes | No |
| Medical provision | Yes | No |
| Inflatables | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Other information | Is there anything that you feel we should know about your event that has not been covered in the above topics? | | |
| Click or tap here to enter text. | | | |
| Other permissions | | | |
| I have applied for or will be applying for the following (please provide licence/notice reference or copies where possible) | | | |
| Premises licence | | Yes | No |
| Temporary Event Notice | | Yes | No |
| Land owners consent | | Yes | No |
| Road closure | | Yes | No |

I confirm that the information provided on this form is accurate, to the best of my knowledge.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

**Useful Enclosures**

a) Certificate of public liability insurance

b) Site plan showing entrances, exits, temporary structures, licensable areas, etc

c) Programme of the event

d) Event management plan

e) Risk assessment

Please email to the [Safety Advisory Group](mailto:sag@southnorfolkandbroadland.gov.uk?subject=Event%20Notification)