

BIRMINGHAM CITY COUNCIL

SAFETY ADVISORY GROUP

CONSTITUTION

Produced by
Acivico (Building Consultancy) Limited

Original Date of Issue: September 2017
Version no:
Date of last review: January 2018
Review Date: N/A

Document Author: S.M. Hancox

Document Authoriser: R. Cymler

Aim: To assist Birmingham City Council in the exercise of its powers as the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of designated grounds and regulated stands within Birmingham City Council boundaries.

Objectives: To encompass all matters concerned with crowd safety.

To provide specialist advice to the Councillors on the Licensing and Public Protection Committee so that they may effectively discharge their powers and duties on behalf of the City Council as required under the 1975 and/or 1987 acts.

To provide a forum within which the City Council and other agencies may develop a corporate approach to spectator safety.

To continually review and react to advice published in legislative and other guidance documents.

To assist the Council Statutory Function Officer, Strategic Services in enforcement of the above legislation and all other associated guidance on behalf of the City Council.

Membership

Chairperson of the Safety Advisory Group will be a member of the Council's Licensing and Public Protection Committee who will have the status and authority to act expediently where necessary and with sufficient time to commit to the post.

The Safety Advisory Group will include, as of right, representatives of:-

- Members of the Licensing and Public Protection Committee (inc. chair)
- Acivico Ltd; Safety at Sports Ground Officer (acting as agents of the Council)
- West Midlands Police
- West Midlands Fire Service
- West Midlands Ambulance NHS Trust
- Safety Officer(s) for the stadium

The roles of the core members are contained with Appendix 1.

Invitation to attend is also extended to the appropriate representatives of:-

- St John Ambulance / Red Cross / Medi-cover or other first aid care provider
- The Sports Grounds Safety Authority
- Representatives / supporters groups of the appropriate club/ground
- Any other relevant party
(In the case of a Special Safety Certificate – the person responsible for organising the event).

Meetings

The number of Safety Advisory Group meetings in any year will be flexible and responsive to particular circumstances. There will, however, be a minimum of four (three for cricket) meetings scheduled and spread throughout the year / season.

The Group will meet to:

- Inspect the general condition of the sports ground and stands to ensure continuing compliance with the condition of the General Safety Certificate.
- Receive reports from members of the Group in relation to any matters concerning the amendment / addition / deletion of any conditions contained within the General Safety Certificate.
- Discuss reports relating to any significant incident / event at the sports ground and consider appropriate action to take.
- To liaise with the management of the sports ground to promote good working practices.
- Carry out any specific meeting / inspection of the sports ground in relation to the issue of a Special Safety Certificate.
- Discuss reports regarding the outcomes of during performance inspections / attendance.

It will be within the remit of the Safety Advisory Group to constitute smaller working parties to address specific issues relating to a particular sports ground and any subsequent development. These groups may have the full authority of the Chairperson to enable decisions to be made on behalf of the Safety Advisory Group, dependent upon circumstances and with full knowledge of the Chairperson. The outcome of any such groups will be conveyed to all interested parties and reported at the next Safety Advisory Group meeting.

Safety Advisory Group members may be requested by the Chairperson to attend meetings or carry out additional duties, outside their own particular profession, to achieve the aim and objectives of the Safety Advisory Group.

Each meeting of the Safety Advisory Group will be to an agenda published in advance of the meeting with minutes recorded.

The Safety Advisory Group may not make any decisions on behalf of Licensing and Public Protection Committee, except within its own remit.

The Safety Advisory Group's agendas and reports regarding any meetings will be available to the appropriate parties upon request.

Role of the Chairperson of the Safety Advisory Group

- To ensure that the Safety Advisory Group properly discharges the responsibilities delegated to it by Birmingham City Council.
- To ensure that decisions taken by the Safety Advisory Group are implemented as soon as possible.
- To act as liaison officer to the Licensing and Public Protection Committee on behalf of the Safety Advisory Group.
- To report to the Licensing and Public Protection Committee on an annual basis, where enforcement action has taken place or on matters that could bring the Council into disrepute.
- To ensure that decisions made by the Safety Advisory Group reflect the policies of Birmingham City Council.
- To ensure that the membership of the Safety Advisory Group reflect the interests of all parties in accordance with the final recommendations in the Taylor Report.
- To enforce on behalf of Birmingham City Council all matters relating to safety of sports ground as required under the Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sports act 1987, The Regulatory Reform (Fire Safety) Order 2005 and all associated legislation and guidance.
- To support Prohibition / Enforcement Notices served by the Council Statutory Functions Officer on behalf of Birmingham City Council to sports grounds that place spectators at serious risk.
- To act on behalf of the Licensing and Public Protection Committee with full authority in cases of urgency in connection with any Safety of Sports Grounds issues regarding spectator safety.

Role of the Local Authority Safety at Sports Ground Officer

Acivico Ltd will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group.

- To be the lead officer within the Safety Advisory Group on technical matters on behalf of the Local Authority.
- To report on the findings of the during performance inspections from the Local Authority view point.
- To provide technical support to the Safety Advisory Group in relation to all matters concerning allied legislation, appraisal of published documents relating to Safety of Sports Grounds and inform on any implications arising.
- To contribute to the preparation, monitoring and amendment, as necessary of the General / Special Safety Certificate in consultation with members of the Safety Advisory Group.
- To act in a co-ordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for meetings.
- To identify and take appropriate action in respect of any breach of Safety at Sports Ground legislation or any structural, fire safety or safety matters which present a danger to spectators.
- To advise the Safety Advisory Group on any physical dangers or managerial issues within the Sports Ground that could affect the safety of spectators.
- To make recommendations to the Safety Advisory Group on ground and stand capacities.
- To report on breaches of the General / Special Safety Certificate in relation to any Safety at Sports Grounds issues.

Role of the West Midlands Police

West Midlands Police will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group in their respective area within Birmingham City Council boundaries.

The Service will advise on:

- All technical / legal aspects of legislation within the remit of West Midlands Police.
- Policing, public safety and crowd management matters referred to in the Guide to Safety at Sports Grounds and other relevant publications.
- Any issues that the Police are aware of that might impinge on the safety of spectators for consideration by the Safety Advisory Group
- Matters relating to the issue of the General / Special Safety Certificate in relation to the Police role and relevant issues.
- To identify any breaches of the General / Special Safety Certificate in relation to the Police role, public order and other relevant issues affecting spectator safety.
- To contribute to the preparation, monitoring and amendment, as necessary of the General / Special Safety Certificate in consultation with members of the Safety Advisory Group.
- To act in a co-ordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for meetings.

Role of West Midlands Fire Service Birmingham

West Midlands Fire Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group in their respective area within Birmingham City Council boundaries.

The Service will advise on:

- All technical / legal aspects of fire safety legislation within the remit of West Midlands Fire Service.
- Fire Safety matters and access for Fire Service personnel referred to in the Guide to Safety at Sports Grounds and other relevant publications.
- Matters relating to the issue of the General / Special Safety Certificate in relation to the Fire Service role and relevant issues.
- Any breaches of the General / Special Safety Certificate and/or fire risk assessment in relation to the Fire Service role and other relevant fire safety issues.
- To contribute to the preparation, monitoring and amendment, as necessary of the General / Special Safety Certificate in consultation with members of the Safety Advisory Group.
- To act in a co-ordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for meetings.
- To identify and take appropriate action in respect of any breach of the Fire Safety Regulations or fire risk assessment which present a danger to spectators.

Role of West Midlands Ambulance NHS Trust

West Midlands Ambulance Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group in their respective area within Birmingham City Council boundaries.

The Service will advise on:

- All technical / legal aspects of legislation within the remit of West Midlands Ambulance NHS Trust.
- Medical provision and risk assessment referred to in the Guide to Safety at Sports Grounds and other relevant publications.
- Matters relating to the issue of the General / Special Safety Certificate in relation to the Ambulance Service role and relevant issues.
- Any breaches of the General / Special Safety Certificate and/or medical risk assessment in relation to the Ambulance Service role and other relevant medical issues.
- To contribute to the preparation, monitoring and amendment, as necessary of the General / Special Safety Certificate in consultation with members of the Safety Advisory Group.
- To act in a co-ordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for meetings.
- To identify and take appropriate action in respect of any breach of the Fire Safety Regulations or fire risk assessment which present a danger to spectators.

Role of Safety Officers for the Stadium

The Club / Stadium will be represented by an appropriately qualified Safety Officer from within the Club / Stadium management organisation and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group.

- To be the lead officer within the Safety Advisory Group on technical and managerial matters on behalf of the Club / Stadium.
- To report on the findings of the during performance inspections from the Club / Stadium view point.
- To provide technical support to the Safety Advisory Group in relation to all matters concerning allied legislation, appraisal of published documents relating to Safety of Sports Grounds from the Club /Stadium view point and inform on any implications arising.
- To contribute to the preparation, monitoring and amendment, as necessary of the General / Special Safety Certificate in consultation with members of the Safety Advisory Group.
- To act in a co-ordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for meetings.
- To identify and take appropriate action in respect of any breach of Safety at Sports Ground legislation or any structural, fire safety or safety matters which present a danger to spectators.
- To advise the Safety Advisory Group on any physical dangers or managerial issues that could impinge the safety of spectators within the Safety Certificate curtilage of the Sports Ground.
- To make recommendations to the Safety Advisory Group on ground and stand capacities.
- Any breaches of the General / Special Safety Certificate in relation to any Safety at Sports Grounds issues.