



SAFETY AT SPORTS GROUNDS

TERMS OF REFERENCE

ROLES, RESPONSIBILITIES AND PROCEDURES

2022 – 2024

SIGNED



Richard Roe, Corporate Director Place

CHAIR OF THE SPORTS GROUNDS SAFETY ADVISORY GROUP

DATE **September 2022**

AIM & Objectives

Ensuring reasonable safety at a sports ground involves considering the risks of physical injury or harm for all people present at a sports ground. This includes risks from crowd disorder and anti-social behaviour or terrorist activity. It also means ensuring that all people at a sports ground are protected, not just spectators

The aim of this Terms of Reference is to detail the format, procedures and operation of Trafford Council's Safety at Sports Grounds Certification System and the roles and responsibilities of the Safety Advisory Group, Safety at Sports Grounds Sub-Committee and key individuals.

TRAFFORD COUNCIL'S SAFETY AT SPORTS GROUNDS CERTIFICATION PROCEDURE

The certification procedure consists of:-

- (1) Safety at Sports Grounds Sub-Committee
- (2) The Chair of the Sports Grounds Safety Advisory Group
- (3) The Sports Grounds Safety Advisory Group
- (4) General Safety Certificate Annual Review Procedure
- (5) Special Safety Certificate Procedure
- (6) Safety Procedure Manuals
- (7) Sports Grounds Safety Management.

THE ROLE OF THE SPORTS GROUNDS SAFETY AUTHORITY AND THE CERTIFICATION SYSTEM

The Sports Grounds Safety Authority (SGSA) has a function to keep under review the discharge by Trafford Council of its functions under the Safety at Sports Grounds Act 1975 (as amended).

In exercising their duties the SGSA monitor all aspects, from the legislation itself to spectator safety at sports grounds.

The SGSA also has the function of licensing Manchester United's (MUFC) football ground. The licence they issue may control any matter the Secretary of State may determine.

Although the safety of all people at MUFC will not be controlled by SGSA Licences, as this will continue to be controlled by Trafford Council, it is incumbent on the SGSA and Trafford to ensure that our respective controls are harmonised as the safety of all people at the ground remains paramount.

(1) SAFETY AT SPORTS GROUNDS SUB-COMMITTEE

TERMS OF REFERENCE

To receive reports chiefly from the Sports Grounds Safety Advisory Group in relation to any matters concerning safety at sports grounds in the Borough.

To promote public awareness of safety issues arising from those reports and to undertake annual inspections of the sports grounds on behalf of the Council.

MEMBERSHIP

- Council members include Chairman, a Vice Chairman and one other member.

IN ATTENDANCE

- Council Officers drawn from the membership of the Advisory Group.
- The Emergency Services including senior representatives from the Police, Fire and Rescue and the Ambulance Authorities.

ALSO IN ATTENDANCE

- Safety Certificate Holders and/or their representatives as required.
- Sports Ground Safety Authority Inspector.

FUNCTION

The function of the Sub-Committee is as follows:

- To be informed of the decisions of the Safety Advisory Group and promote public awareness of safety issues arising from them.
- To acknowledge and comment on the Advisory Group's actions on all matters concerned with the safety of all people at Sports Grounds.
- To consider any advice or recommendations of the Sports Grounds Safety Authority.
- To attend an annual safety visit to designated sports grounds with Council Officers.

FREQUENCY OF MEETINGS

The Certification System will operate on an annual cycle. However, due to the seasonal operation of Sports Grounds, the Sub-Committee meets twice, once to consider the football grounds and once to consider the cricket and rugby ground.

In addition to the formal meetings, the Sub-Committee is kept informed throughout the year by a series of ground visits and informal presentations of current issues. These visits / presentations are distributed throughout the certification calendar and are aimed at promoting understanding, co-operation and team working between all parties.

(2) THE CHAIR OF THE SPORTS GROUNDS SAFETY ADVISORY GROUP

The Chair of the Sports Grounds Safety Advisory Group is the Corporate Director, Place or the Director of Growth and Regulatory Services. The Chair has the delegated authority through the Council's Constitution to undertake the responsibility for the Safety at Sports Grounds Certification System.

On behalf of the Council the Chair regulates safety at sports grounds by:-

- The monitoring and review of all matters relating to Safety Certificates
- The monitoring of safety management by audit and during performance inspection
- The monitoring of the built environment of sports grounds by inspection, test and assessment
- The review, assessment and amendment of safety procedure manuals.

The Chair will ensure that all relevant parties have been satisfactorily consulted before any Safety Certificate is signed. The Sports Grounds Safety Advisory Group, led by the Chair, will consider and decide on all relevant issues in connection with safety at sports grounds.

Note of Delegations made by the Council

The Corporate Director, Place, the Director of Growth and Regulatory Services, and the Head of Regulatory Services have the delegated authority of the Council to make all decisions relating to the content, issue, service, review and amendment of the General Safety Certificates and Special Safety Certificates under the provisions of the Safety at Sports Ground Act 1975 (as amended) and authority to sign such Certificates.

The Corporate Director, Place, the Director of Growth and Regulatory Services, and the Head of Regulatory Services have the delegated authority to serve prohibition notices under Section 10 of the Safety at Sports Grounds Act 1975 (as amended) by the Fire Safety and Safety at Places of Sports Act 1987. This is in respect of sports grounds within the Borough where it is considered that the safety of persons attending the event is seriously at risk, on the understanding that any such notice would be served only after full consultation with the Police Sports Grounds Event

Commander and other emergency services as appropriate. The Corporate Director, Place has further delegated this authority to the Regulatory Services Manager (Environmental Health), the Team Leader (Environmental Health and Safety at Sports Grounds) and Environmental Health Officers in the Environmental Health team.

The Constitution also delegates authority to bring legal proceedings or issue cautions under the Safety at Sports Ground Act 1975 as amended, in consultation with the Director of Legal and Governance.

THE CHAIR IS RESPONSIBLE TO THE COUNCIL FOR:-

- The effective operation of the Council's Safety at Sports Grounds Certification System.
- The application and enforcement of all relevant Sports Ground Legislation.
- Adherence to the directives of the Sports Grounds Safety Authority.
- The production review and enforcement of Safety Certificates.
- Keeping the Sub-Committee informed of safety issues at Sports Grounds.
- The review of each Club's Annual Safety Report.
- Monitoring the suitability of each Club's Safety Procedure Manual.
- The programming of periodical inspections in accordance with Section 10B of the Safety at Sports Grounds Act 1975 (as amended).
- The co-ordination of information provided to the Advisory Group.
- The monitoring of Sports Grounds Safety Management.
- The assessment and approval of major ground development programmes.
- Implement the dispute resolution procedure
- The Deputy Chair is the Head of Regulatory Services.

(3) THE SPORTS GROUNDS SAFETY ADVISORY GROUP

TERMS OF REFERENCE

To advise and assist the Council on all issues in connection with Safety at Sports Grounds. The group itself cannot exercise the Certifying Authority's decision making powers.

IN ATTENDANCE

Chair – Corporate Director, Place or the Director of Growth and Regulatory Services

Deputy Chair – Head of Regulatory Services

Other membership will be drawn from:

- Greater Manchester Police Authority/CT Advisor
- Greater Manchester Fire and Rescue Service

- Greater Manchester Ambulance Service
- Trafford and / or AGMA Emergency Planning
- Regulatory Services
- Highways
- Legal and Democratic Services
- Structural Engineer – AMEY / One Trafford
- Transport for Greater Manchester
- Other Directorates and organisations on ad hoc basis.

ALSO IN ATTENDANCE: Sports Grounds Safety Authority Inspector

Supporters groups will not normally be in attendance at the Sports Grounds Safety Advisory Group, however, they will be subject to separate liaison arrangements.

FUNCTION

To advise and assist the Council on:-

- The issue, review and enforcement of Safety Certificates.
- The assessment, review and amendment of Safety Procedure Manuals.
- Review of each Club's annual safety report.
- An effective response to all issues arising in connection with Safety at Sports Grounds.
- Keeping the Sub-Committee informed of safety issues at Sports Grounds.
- The programming of periodical inspections in accordance with Section 10B of the Safety at Sports Grounds Act 1975 (as amended).
- The assessment and approval of major ground development programmes.

FREQUENCY

Meetings of the Advisory Group will be convened by the Chair of the Advisory Group or under his authority as required.

COUNTER TERRORISM

Where a meeting will discuss confidential counter terrorism information and/or intelligence, only the following people/representatives shall be present:

- Chairman
- Deputy Chairman
- Officers from Regulatory Service as appropriate
- Greater Manchester Police
- North West Ambulance Service
- Representatives from the club
- Any other person deemed appropriate by the chair.

Any written papers with confidential counter terrorism information and/or intelligence shall be marked in accordance to the government's security classification policy (GSCP). The minutes of the meetings will be adapted to ensure that in relation to counter terrorism information and/or intelligence the aims of the GSCP are not compromised.

(4) GENERAL SAFETY CERTIFICATE ANNUAL REVIEW PROCEDURE

The General Safety Certificate annual review procedure will apply to:-

- **Manchester United Football Club**
- **Lancashire County Cricket Club**
- **Altrincham Association Football Club**
- **Sale Rugby Football Club**

The procedure will follow an annual cycle and is a continuous process of monitoring, review and control culminating, annually in the re-issue of the General Safety Certificate to re-affirm the Certifying Authority's approval of safety at a particular sports ground.

The revocation of a General Safety Certificate is not an option available to the Council.

The Corporate Director, Place, the Director of Growth and Regulatory Services, and the Head of Regulatory Services can amend the conditions of a General Safety Certificate at any time and in any way they consider necessary to ensure reasonable levels of safety for all persons and can enforce those conditions in law.

If levels of safety at any sports ground are such that spectators ought to be prohibited, then the Corporate Director, Place, the Director of Growth and Regulatory Services, and the Head of Regulatory Services have the delegated authority to serve a prohibition notice under Section 10 of the Safety at Sports Grounds Act 1975 (as amended) prohibiting access by spectators to any part of a sports ground or to the sports ground as a whole. The Corporate Director, Place has further delegated this authority to the Regulatory Services Manager (Environmental Health), the Team Leader (Environmental Health and Safety at Sports Grounds) and Environmental Health Officers in the Environmental Health team.

The annual procedure –

1. Individual Certificate Holders implement all the conditions of their respective General Safety Certificate and the policies and procedures contained within their Safety Procedures Manual.
2. The Chair of the Sports Grounds Safety Advisory Group, assisted by the Advisory Group, monitors the implementation of the Certificate conditions throughout the year by:-

- a) Condition Inspections of Sports Grounds.
 - b) Assessment of drawings, reports and other documentation.
 - c) Attendance at training exercises.
 - d) Meetings with Club officials, consultants and other Club representatives.
 - e) Investigating reports from others.
 - f) Performance Inspections of Sports Grounds.
 - g) Liaison with the local Sports Grounds Safety Authority Inspector.
3. At the end of the sporting season each Club will produce and submit an annual safety report.
 4. Towards the end of the season a review will be undertaken in conjunction with individual Club Safety Management.
 5. A meeting of the Advisory Group will be held prior to each Sub- Committee meeting.
 6. The year's activities will be reported to the Sub-Committee, including the details of the certificates issued and the conditions made within them.

(5) SPECIAL SAFETY CERTIFICATE PROCEDURE

The Special Safety Certificate issue procedure applies to:-

- **Manchester United Football Club**
- **Lancashire County Cricket Club**
- **Altrincham Association Football Club**
- **Sale Rugby Football Club**

Whenever these grounds are put to any use other than an event expressly included within the Safety Procedure Manuals, a Special Safety Certificate will be required.

The type of event most likely to require a Special Safety Certificate would be a live outdoor music event.

The procedure is:-

- 1 Initial feasibility meeting.
- 2 Multi-agency consultations to determine requirements.
- 3 Written application for Special Safety Certificate.
- 4 Multi-agency consultations to develop and complete an Event Safety Procedures Manual.

- 5 Issue of a Special Safety Certificate.
- 6 Monitor Event.
- 7 De-brief and subsequent report.

An application for a special safety certificate will only be accepted once the application has been submitted in writing and the local authority is in receipt of any relevant documentation and evidence of consultation with partners listed on the application form.

The Advisory Group will be formally consulted in connection with an application for a Special Safety Certificate.

(6) SAFETY PROCEDURES MANUALS

There are two forms of Safety Procedures Manual:-

1 THE SAFETY PROCEDURES MANUAL

This is produced by a Club as a condition of a General Safety Certificate. A copy of which is made available on request, held virtually by the club (for view by key SAG members)

2 THE EVENT SAFETY PROCEDURES MANUAL

This is produced by a Club in connection with a Special Safety Certificate.

The format and content of the Safety Procedures Manuals will be determined by the Chair of the Advisory Group on the advice of the Sports Grounds Advisory Group.

(7) SPORTS GROUNDS SAFETY MANAGEMENT

If Sports Grounds are to be operated safely and in accordance with the Safety Certificates it is essential to encourage and support competent, organised and accountable Safety Management at each Sports Ground.

The necessary level of expertise and organisation of individual Safety Management will be assessed by the Chair of the Advisory Group, assisted by the Advisory Group, and may vary from ground to ground and from one special event to another.

INDIVIDUAL TERMS OF REFERENCE

(A) Team Leader (Environmental Health & Sports Ground Safety)

SERVICE AREA – Regulatory Services

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- The assessment and review of Safety Procedures Manuals and Safety Certificates
- The co-ordination of information for the Advisory Group
- The assessment of Annual Safety Review Reports
- The assessment and review of Ground / Stand Capacities, Safety Management and Stewarding
- The monitoring of safety management by audit and during performance inspection
- Fire Safety and Life Safety Systems
- Clubs, Sports Grounds Safety Authority and Emergency Services Liaison
- The Service of Section 10 Notices
- Providing advice on the relevant provisions of the Health and Safety at Work etc. Act 1974 and associated regulations for all designated sports grounds and regulated stands.
- Enforcement of the above legislation in relation to the people at the sports ground. (Enforcement in relation to spectators if there is a risk of serious personnel injury and immediate action is required in order to eliminate or reduce it).
- Receive statutory notification of all reportable accidents and dangerous occurrences which occur within the sports grounds in accordance with RIDDOR Regulations 2013
- Advise the group on any relevant matters in relation to Zone Ex

RELATED DOCUMENTS

- Safety Certificates and Safety Procedures Manuals
- Green Guide: Guide to Safety at Sports Grounds
- Statutory Guidance, British Standards and Codes of Practice

GENERAL

- Attendance at all Sub-Committee and Advisory Group Meetings
- Circulated with all information.

(B) Head of Regulatory Services

SERVICE AREA – Regulatory Services

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Deputising for the Chairman of the Safety at Sports Grounds Advisory Group.
- Overview of all Regulatory Services.

- Overview of Safety at Sports Grounds and Health & Safety at Work issues.
- Overview of enforcement of the Safety at Sports Grounds Act 1975.
- The Service of Section 10 Notices.

RELATED DOCUMENTS

- Safety Certificates and Safety Procedures Manuals

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings
- Circulated with all information.

(C) Regulatory Services Manager (Environmental Health)

SERVICE AREA – Regulatory Services

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Overview of Safety at Sports Grounds and Health & Safety at Work issues.
- The Service of Section 10 Notices.
- Overview of enforcement of the Safety at Sports Grounds Act 1975.

RELATED DOCUMENTS

- Safety Certificates and Safety Procedures Manuals

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings
- Circulated with all information.

(D) Solicitor

SERVICE AREA – Legal Services

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Giving legal advice as and when required on the issue, variation, implementation and enforcement of Safety Certificates, and on any directives or other aspects of legislation affecting safety at Sports Grounds.
- Ensuring all necessary liaisons between the Corporate Director, Place, the Director of Growth and Regulatory Services, and the Head of Regulatory Services and the Director of Legal and Governance over issues relating to the granting of Premises Licences in respect of Sports Grounds.

- Giving advice to Sub-Committee and ensuring legal propriety of the Sub-Committee's actions.

RELATED DOCUMENTS

- Safety Certificates and Safety Procedure Manuals
- All relevant legislation

GENERAL

- Attendance at Sub-Committee Meetings
- Periodic attendance at Advisory Group Meetings
- Circulated with all information relative to the responsibilities above.
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(E) Environmental Health Officer

SERVICE AREA – Regulatory Services

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Providing advice on the relevant provisions of the Health and Safety at Work etc. Act 1974 and associated regulations for all designated sports grounds and regulated stands.
- Enforcement of the above legislation in relation to the people at the sports ground. (Enforcement in relation to spectators if there is a risk of serious personnel injury and immediate action is required in order to eliminate or reduce it).
- Receive statutory notification of all reportable accidents and dangerous occurrences which occur within the sports grounds in accordance with RIDDOR Regulations 2013.
- The assessment and review of Safety Procedures Manuals and Safety Certificates
- The assessment and review of Ground / Stand Capacities, Safety Management and Stewarding
- The monitoring of safety management by audit and during performance inspection
- The Service of Section 10 Notices
- Advise the group on any relevant matters in relation to Zone Ex.

RELATED DOCUMENTS

- Safety Policy Statements and Risk Assessments at each Sports Ground
- Health and Safety at Work etc. Act 1974 and associated regulations
- Safety Certificates and Safety Procedure Manuals.

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings
- Circulated with all information relative to the responsibilities above
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(F) Structural Engineer

SERVICE AREA – AMEY CONSULTING / ONE TRAFFORD PARTNERSHIP

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Monitoring the condition of the structural fabric of Sports Grounds
- Advising on the suitability of structural design
- Maintaining records of structures and crowd control elements at sports grounds
- Assessment of structural reports by others.

RELATED DOCUMENTS

- The Guide to Safety at Sports Grounds.
- The Institution of Structural Engineers Publication: 'Appraisal of Sports Grounds'.
- Drawings and Specifications of structures at Sports Grounds.

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings.
- Circulated with all information relative to the responsibilities described above.
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(G) Emergency Planning Manager

SERVICE AREA – Regulatory Services

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Providing advice on Emergency / Contingency Planning matters.
- Safety at Sports Ground issues.
- Advise the group on any matters in relation to Zone EX

RELATED DOCUMENTS

- Safety Certificates and Safety Procedures Manuals
- Trafford Council's Emergency Plans

GENERAL

- Attendance at Sub-Committee Meetings and Advisory Group Meetings.
- Circulated with all information.

(H) Director of Highways, Transport & Environment / Highways Manager

SERVICE AREA – Highways, Transport and Environment

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- Advising on Highways, Transport and Parking Services matters
- Advising on Traffic Management Plans
- Advising on Street Cleaning matters
- Advise the group on any relevant matters in relation to Zone Ex.

RELATED DOCUMENTS

- Safety Policy Statements and Risk Assessments at each Sports Ground
- Traffic Management Plans
- Safety Certificates and Safety Procedure Manuals.

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings
- Circulated with all information relative to the responsibilities above
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(I) Greater Manchester Police Authority/ Counter Terrorism Authority

OFFICER – Chief Superintendent or nominee

DEPUTY – Force Events Officer

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- The co-ordination of the Police Operational Orders with the Club's Safety Procedures Manuals.
- Policing and Public Safety matters referred to in the Guide to Safety at Sports Grounds and other publications from agencies or bodies that produce documents which have been issued by or received the approval of the Sports Grounds Safety Authority.
- Technical / legal support to the Ground Safety Advisory Group in relation to all matters concerning Police Authority legislation.
- Providing information on the Police response to declared major incidents.
- Advise the local authority on matters in relation to counter terrorism
- Advise the local authority on matters relating to crowd dis-order and anti-social behaviour

- Advise the local authority on any of the above in relation to Zone Ex

RELATED DOCUMENTS

- Police / Club Statement of Intent
- Safety Certificates and Safety Procedures Manuals
- Operational Orders

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings
- Circulated with all information relative to the responsibilities above
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(J) Greater Manchester Fire and Rescue Service

OFFICER – Group Manager Fire Safety (Trafford)

DEPUTY – District Liaison Officer (Trafford)

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- The co-ordination of Fire Certificates with Safety Certificates
- Fire Safety matters referred to in the Guide to Safety at Sports Grounds and other publications from bodies or agencies that produce documents which have been issued by or received the approval of the Sports Grounds Safety Authority.
- Technical / legal support to the Ground Safety Advisory Group in relation to all matters concerning Fire Authority Legislation.
- Information on the Fire and Rescue Services response to fire.
- Providing advice on Fire Safety.
- Advise the local authority on any relevant matters in relation to Zone Ex

RELATED DOCUMENTS

- Relevant Fire Certificates and Fire Risk Assessments
- Safety Certificates and Safety Procedures Manuals
- Green Guide: Guide to Safety at Sports Grounds

GENERAL

- Attendance at the Sub-Committee and Advisory Group Meetings
- Circulated with information relative to the responsibilities above
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(K) North West Ambulance Service

OFFICER – Manager

DEPUTY – Operational Manager

RESPONSIBLE TO THE CHAIR OF THE ADVISORY GROUP FOR:-

- The co-ordination of the Ambulance Service Operations with Safety Procedures Manuals
- Advice on the Ambulance Service Emergency Incident Plan
- Medical provision referred to in the Guide to Safety at Sports Grounds and other publications from bodies or agencies that produce documents which have been issued by or received the approval of the Sports Grounds Safety Authority
- Technical / legal support to the Grounds Safety Advisory Group in relation to all matters concerning Medical Legislation.
- Advice on medical (including First Aid) provision generally.
- Advise the local authority on any relevant matters in relation to Zone Ex.

RELATED DOCUMENTS

- Ambulance Statement of intent
- Safety Procedures Manuals
- Operational Orders
- Green Guide: Guide to Safety at Sports Grounds

GENERAL

- Attendance at Sub-Committee and Advisory Group Meetings.
- Circulated with the minutes of Sub-Committee and Advisory Group Meetings.

(L) Democratic Support Officer

SERVICE AREA – Democratic Services

RESPONSIBLE TO THE CHAIRMAN OF THE ADVISORY GROUP FOR:-

- Maintaining membership / distribution lists for the Sub – Committee
- Circulating Agendas and Reports for the Sub – Committee
- Making all necessary meeting arrangements e.g. venue, bookings, etc for the Sub-Committee
- Clerk meetings for the Sub-Committee and circulate copies of minutes / action sheets upon their approval by the Chair of the Advisory Group
- Advice on the constitution and membership of the Sub-Committee and Committee proceedings generally.

RELATED DOCUMENTS

- Membership / distribution lists

- Agendas and minutes / action sheets.

GENERAL

- Attendance at all Sub-Committee Meetings.