



TRAFFORD COUNCIL

SAFETY OF SPORTS GROUNDS ACT 1975 (AS  
AMENDED)

FIRE SAFETY AND SAFETY OF PLACES OF  
SPORT ACT 1987

**GENERAL SAFETY CERTIFICATE  
2023**

FOR

**ALTRINCHAM FOOTBALL CLUB**

SAFETY AT SPORTS GROUND ACT 1975  
AS AMENDED  
GENERAL SAFETY CERTIFICATE  
**ARRANGEMENT**

GENERAL SAFETY CERTIFICATE

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**SAFETY OF SPORTS GROUNDS ACT 1975  
AS AMENDED  
INFORMATION**

It is important to know all the provisions of the Safety of Sports Grounds Act 1975, which are relevant to stadia within its scope.

The following points are particularly important but reference should be made to the Act itself for authoritative information.

(i) **Right of Entry and Inspection**

Section 11 of the Act gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

(ii) **Alterations and Extensions**

Section 8 of the Act requires notice to be given to the Council before work is begun on any proposed alteration or extension to the-sports ground.

(iii) **Offences and Penalties**

For the following offences, that is to say: -

- (a) Contravening any term or condition of this certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) Knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement, or
- (c) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine not exceeding level 5 on the standard scale.

(iii) **Prohibition Notices**

Section 10 of the Act (as amended) provides that if the local authority are of the opinion that the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until

steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a "prohibition notice") on the Holder of the general safety certificate or the person responsible for the management of the ground, prohibiting or restricting the admission of spectators.

(iv) **Appeals**

Section 5(3) of the Act (as amended) provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a safety certificate.

(v) **Transfer of the Certificate**

If the Holder of the safety certificate ceases to be the person responsible for the management of the ground, an application must be made to the Council for the transfer of the certificate to some other qualified person.

(vi) **Other Legislation/guidance**

The holder should be aware that apart from the legislation detailed in (i) above there may be other acts and guidance that apply to the sports ground. These include health and safety legislation, legislation relating to people with disabilities, civil contingencies legislation, The Regulatory Reform Fire Safety Order (2005), Sports Ground and Stadia Guide No.4: 'Safety Management' document and any other specific pieces of legislation or guidance that may have relevant safety implications.

**NOTE:** No temporary variation of the terms and conditions of the certificate will be permitted other than in accordance with the terms and conditions of any relevant letter of consent by the certifying authority

## FIRESAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

### GENERAL SAFETY CERTIFICATE

1. In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 (as amended) and all other enabling powers, **Trafford Council** hereby issues to: -

#### ALTRINCHAM FOOTBALL CLUB

("The Holder"), this General Safety Certificate in respect of **ALTRINCHAM FOOTBALL CLUB, THE J DAVIDSON STADIUM, MOSS LANE, ALTRINCHAM, WA15 8AP** covers the safety of all persons in the whole sports ground to ensure that parts of the ground in the immediate vicinity of the regulated stands (The Main Stand, The Popular Stand and the Golf Road Stand) do not affect the safety of people within the regulated stands.

2. This Certificate includes the Appendices and Drawings attached hereto.
3. The words used in this Certificate and the appendices attached hereto shall have the meaning assigned to them by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and current edition of the Guide to Safety at Sports Grounds.
4. The Holder shall retain control over the whole and each part of the sports ground and shall take all necessary precautions for the reasonable safety of all people admitted to the sports ground. The responsibility for the safety of all people at the sports ground lies at all times with the Holder.
5. The Holder shall inform the Council of the name of the person at senior level in the organisation who is responsible for safety policy and its implementation, together with those of the safety officer and deputy safety officer who shall be of sufficient competence, status and authority to take responsibility for safety at the ground and be able to authorise and supervise safety measures. Either the safety officer or a nominated deputy shall be present at any event during which all people are admitted to the ground.
6. Unless a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Council, is present, the capacity of the sports ground will be zero.
7. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the sports ground is in use for a specified activity. In relation to a Specified Activity, this Safety Certificate will be in operation **TWO** hours before the start and **ONE** hour after the end of the activity. The responsibility for safety of those present at the sports ground lies at all times with the Holder.
8. The use of the sports ground for spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 3 and is

subject to the terms and conditions set out in this Certificate. No ancillary activities, apart from those listed in Appendix 3, are permitted without the prior written consent of the Council.

9. The Holder shall produce and comply with a written statement of event safety policy for all people and employees, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations. The Holder shall also ensure that the policy is reviewed annually and revised as necessary. A copy shall be included in the operations manual and a copy of the policy shall be forwarded to the Council.
10. The Holder shall maintain and comply with all sections of the Operations Manual at appendix 1 which relates to the safety of all people at the sports ground.

*Note: It should include but not be limited to: - the safety policy statement, the written event safety policy statement, the chain of command, the steward training policy, the counter terrorism plan, the crowd disorder and anti-social behaviour plan, the stewarding plan, planned preventative maintenance schedule, medical plan, fire risk assessment, fire safety plan, event day procedures, contingency plans, capacity calculations, on site vehicle movement and parking plan, the method of ensuring the safety of persons, site plans (which must include details and widths of all Ingress/Egress gates, doors and/or number of turnstiles) and details of safety equipment. The Operational Manual shall be fully accessible to the council and emergency services at all times.*

11. The Holder shall keep under review the effectiveness of the Operations Manual and undertake a formal review as soon as practicable after any incident in which safety may have been put at risk. The Holder shall notify the Council in advance of any proposed change to the Operations Manual and provide full details of such proposals.
12. The Holder shall ensure that the maximum number of spectators and staff that may be admitted at any one time to the sports ground and to each part thereof shall not exceed the capacities specified in Appendix 2 and shall also ensure that any measures for managing crowds prescribed in the Operations Manual and this certificate are observed.
13. The Holder shall, on the basis of a risk assessment, identify and apply precautions to prevent the outbreak and spread of fire; measures to ensure the safety of all people should fire break out; provision and maintenance of fire safety equipment and the training of staff to deal with an outbreak of fire. These shall be set out in a fire safety plan in the Operations Manual, a copy of which is Appendix 1 to this Certificate.
14. The Holder shall undertake or commission a medical needs assessment from a competent person or organisation. In undertaking this assessment, the local ambulance NHS trust, event doctor or event practitioner and first aid

providers should be consulted. From the results of this assessment the Holder shall produce a medical plan defining the levels of medical and first aid provision for staff and all people at the sports ground which shall be set out in of the Operations Manual, a copy of which is at Appendix 1 to this certificate.

15. The Holder shall, on the basis of a risk assessment, identify the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist all people during specified activities.
16. The Holder shall, on the basis of a risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of all people. The Holder shall set out the frequency of the inspection and testing in of the Operations Manual, a copy of which is at Appendix 1 to this certificate. The frequency of any such inspection and test should not exceed the frequency indicated by the equipment manufacturer.
17. The Holder shall keep a record of all inspections and tests specified in the Operations Manual. These records shall be available for inspection by authorised officer's at all reasonable times.
18. The Holder shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations and produce a plan of action to deal with all contingencies. The plan of action shall be produced in consultation with the Police, Fire Brigade, Ambulance Service and the Council where appropriate. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the sports ground and shall identify appropriate individuals and their respective tasks. The plans shall be reviewed annually, after any incident, near miss or exercise.
19. The plan of action shall also be reviewed when any permanent or temporary change is made to the structures or installations at the ground. Where following any review the Holder revises the plan of action in the Operations Manual, a copy of the revisions should be forwarded to the council.
20. The Holder shall assess in writing, the risk of crowd disorder and anti-social behaviour which may cause physical harm or injury occurring at the ground and shall develop a written plan to deal with such risks. The Holder shall set out the written crowd disorder and anti-social behaviour plan in the Operations Manual. The plans shall be reviewed annually, after any incident, near miss or exercise.
21. The Holder shall assess in writing, the risk of a terrorist incident occurring at the ground which may cause physical harm or injury and shall develop a written plan to deal with such risks. The written plan shall be produced where possible following consultation with the Police. The Holder shall set out the written counter terrorism plan in the in the Operations Manual, a copy of which is at Appendix 1 to this Certificate. The plans shall be reviewed annually, after any incident, near miss or exercise.

22. After conducting all the necessary risk assessments, the holder shall produce detailed capacity calculations in accordance with the guidance set out in the current edition of the Guide to Safety at Sports Grounds. These calculations shall be reviewed at least once a year, after any structural changes made at the sports ground and/or after any incident that involves implementing the Holder's emergency plans. The calculations shall be submitted to the council. The Holder may within this document specify different capacities for different events that might be held within the Sports Ground.
23. The Holder shall also carry out training exercises at least once a year so as to ensure the emergency procedures as set out in the "plan of action" operate correctly. The Holder shall notify the Council, the police and the other emergency services not less than 14 days before a training exercise is to take place to enable them to observe the standards of staff training. Details of training exercises, including its duration, the instruction provided and the personnel involved shall be entered in a log book.
24. The Holder shall use his or her best endeavours to agree a Statement of Intent with the police over their respective roles.
25. The Holder shall give not less than 35 days' notice to the Council, Police, Fire Brigade and Ambulance Service of all forthcoming specified events, together with details of any activity that might require a change to this certificate and not less than 3 months' notice before the sports ground is used for activities not specified in Appendix 3.
26. The Holder shall notify the Council, in writing, at least 28 days before any change of circumstances affecting this certificate. Any changes, which may involve alterations or conditions at the ground, shall be accompanied by sufficient information:-
  - (a) Such information shall include two sets of drawings to an appropriate scale to clearly show the proposed works, capacity calculations and risk assessments and such other drawings as may be necessary,
  - (b) Such calculations, risk assessments and other details as are necessary, or are further required by the council to enable them to undertake the necessary consultation and to make an informed decision on the application.
27. No alteration or addition shall be made to the sports ground or its structures or installations without the prior written consent of the Council.
28. No specific activity, which is specially presented for children, shall take place until the Council's consent has been given in writing. At least 28 days' notice in writing shall be given to the Council of any intention to provide such a specified activity.
29. The Holder shall draw up and keep up to date plans showing the layout of the sports ground, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate and shall upon request supply the Council with copies.

30. All stewards shall be trained and assessed to a Level 2 spectator safety qualification within the National Qualifications Framework, or be undergoing such training. Stewards should not work unaccompanied until they have satisfied the following criteria:
- a) they have received training to provide the underpinning knowledge for the following units in the latest National Occupational Standards (NOS) at Level 2 for Spectator Safety:
- Prepare for spectator events
  - Control the movement of spectators and deal with crowd issues at events
  - Deal with incidents at spectator events
  - ACT Awareness e-Learning
- b) they have attended four events as a steward. All stewards shall complete their training, assessment and qualification within 12 months of commencement.
31. All directly employed in-house stewards undertaking licensable activities as defined in the Private Security Industry Act 2001, shall be subject to initial and ongoing vetting every three years comprising:
- i) Identity check informed by relevant gov.uk guidance; and,
  - ii) Standard Disclosure and Barring Service (DBS) check (criminal records check)
- Such initial and ongoing vetting will be undertaken in accordance with relevant guidance and best practice, including SGSA policy guidance on the SIA sports ground exemption.
32. The Holder may choose to employ agency stewards to undertake licensable activities as defined in the Private Security Industry Act 2001 to deliver some or all of the agreed stewarding plan to host football matches at the ground. In such circumstances, the Holder shall undertake checks in advance to satisfy themselves that those agency stewards undertaking licensable activities at the ground each hold a valid and appropriate Security Industry Authority (SIA) licence.
33. The Holder shall produce a post-match report in writing and provide a copy to the Local Authority within 48 hours, unless otherwise agreed.
34. The Holder shall notify the local authority of any accident or incident / near miss which occurs as soon as reasonably practicable.
35. This Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder. The specific requirements of this certificate shall not be regarded as the limit of

the obligation placed on the Holder to take all necessary precautions for the reasonable safety of all people admitted to the sports ground.

36. The previous Certificate, effective from 21<sup>st</sup> December 2021 is replaced by this Certificate with effect from the date below. The Council will review this Certificate annually.

**Signed:**

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Richard Roe

Corporate Director, Place

Trafford Council

Town Hall

Talbot Road

Trafford

M32 0TH

**Date: 18<sup>th</sup> December 2023**

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## **APPENDIX 1**

### **Operations Manual**

**A Copy is held by Trafford Council's Regulatory Services at  
Trafford Town Hall, Talbot Road, Stretford, M32 0TH**

## APPENDIX 2

### PERMITTED NUMBERS OF SPECTATORS AND OTHERS PRESENT

Golf Road Stand (Standing): 1568

Popular Stand (Standing): 1584 (P Factor 0.87)

Main Stand: 877 (including 54 directors seats)

**Total Capacity = 4029**

Match day personnel: 100

The figures below relate to the remaining sections of the ground and have been recorded for information only.

Community Sports Hall: 160

Away End (Standing): 1535

Family Stand: 190

Total Ground Capacity: 5460

## **APPENDIX 3**

### **SPECIFIED ACTIVITIES**

#### **ACTIVITIES COVERED BY THE CERTIFICATE**

The activities covered by this certificate are as follows: -

- Group A: Playing of Football
- Group B: Televised Screening of Football / Rugby Matches for all people attending the event.

Any pre-match entertainment, including live music and dancing, shall not be commenced until the gates to the sports ground have been opened for the admittance of the public to the activities listed above and covered by the terms and conditions of the certificate.

## **APPENDIX 4**

### **GENERAL GROUND ARRANGEMENT DRAWINGS**

**A plan outlining the extent of the safety certificate plus**

#### **LIST OF DRAWINGS**

<b>CERTIFICATE DRAWING NO.</b>	<b>ARCHITECTS DRAWING NO.</b>	<b>DESCRIPTION</b>
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## **APPENDIX 5**

### **AMENDMENTS TO GENERAL SAFETY CERTIFICATE**

## **APPENDIX 6**

### **DOCUMENTS TO BE KEPT WITH THE GENERAL SAFETY CERTIFICATE**

1. Statement of Intent between Greater Manchester Police and Altrincham Football Club (Located in the Operations Manual: See Appendix One)
2. Safety Officers Job Description and details of responsibility and reporting (located in the operations Manual: See Appendix One)
3. Copies of any Council letters giving permission as required within this document
4. Schedule listing deviations to the Green Guide that apply to the sports ground