

***The University of Bolton
Stadium***

Safety Advisory Group



CONSTITUTION
TERMS OF REFERENCE GUIDANCE
DOCUMENT

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Introduction

In paragraph 31 of the Final Report of his inquiry into the Hillsborough Stadium Disaster, the then Lord Justice Taylor recommended that –

To assist the Local Authority in exercising its functions, it should set up an Advisory Group (if this has not already been done) consisting of appropriate members of its own staff, representatives of the police, of the fire and ambulance services and of the building authority. The Advisory Group should consult representatives of the club and of a recognised supporters' organisation on a regular basis. The Advisory Group's terms of reference should encompass all matters concerned with crowd safety and should require regular visits to the ground and attendance at matches. The Advisory Group should have a chairman from the local authority, and effective procedures. Its resolutions should be recorded and it should be required to produce regular reports for consideration by the local authority.

The Sports Grounds Safety Authority (SGSA) in its recent publication - Safety Certification – reaffirmed this recommendation in relation to football and gave broad advice to Local Authorities regarding Safety Advisory Groups for football. The SGSA recommended, among other matters that Local Authorities consider written policy statements identifying the specific responsibilities of particular individuals or groups of staff and that the Safety Advisory Group should be properly constituted and have written terms of reference with effective procedures.

Local Authority policy for the Safety Advisory Group

It is the policy of Bolton MBC to uphold reasonable standards of public safety at the University of Bolton Stadium and to encourage the wellbeing of the public at the ground. To aid this the Council maintains a Safety Advisory Group for the stadium and partnerships with selected agencies to offer specialist advice to the Local Authority.

The Local Authority will exercise its powers 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 the University of Bolton Stadium.

Safety of Sports Grounds Act 1975 (as amended),

The Local Authority has a statutory duty under the above legislation to –

- Issue General and Special Safety Certificates for the University of Bolton Stadium containing “such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety at the ground”.

And;

- If necessary, serve a Section 10 prohibition notice in respect of the stadium if the 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 to that part of the ground ought to be prohibited or restricted

Terms of reference for the Safety Advisory Group

- To provide specialist advice to the Council so that it may effectively discharge its powers 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 the University of Bolton Stadium
- To provide advice and assistance to the certificate holders, event license holders and event planners on public safety related issues
- To encompass all matters concerned with crowd safety.
- To provide a forum within which the Council and other agencies may develop a co-ordinated approach to spectator safety
- To consider, continually review and react to the advice published in legislative and all available guidance documents
- To provide assistance and guidance on related matters to Bolton Wanderers Football Club (the event organiser)
- To receive any relevant reports in relation to matters found during inspections by Group members
- Monitor that any matters raised by the Group have been reported to the Local Authority, other relevant Authority, certificate holders or, event license holder and that these matters are reported back to the Group.
- To discuss any significant incident with potential safety implications or “near miss” at the University of Bolton Stadium
- Consider aspects of and possible changes to the terms and conditions in the General/Special Safety Certificate/ Licensed Conditions
- To receive and discuss all proposals for new events and alterations to the existing Stadium
- Receive and discuss proposals for any material alteration to the structure or to the activities permitted within the stadium.
- to liaise with the management of the University of Bolton Stadium to promote good working practices

The Safety Advisory Group as such cannot take any decisions on behalf of the Local Authority. The Local Authority's decision making power is delegated to the Chair of the Safety Advisory Group who holds the power of approval on any recommendations made by the Group.

The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

Composition of the Safety Advisory Group

Core members

The core members are those authorities whom the certifying authority is required to consult under sports ground legislation and as recommended in the Paragraph 31 of the Final Report into the Hillsborough Stadium Disaster.

The Chair of the Safety Advisory Group is appointed by Bolton MBC and will be the Development Manager Building Control who will have the status and authority to act quickly where necessary and with sufficient time to commit to the post.

Other Council representation will likewise be in suitably senior positions within their respective professions.

The Safety Advisory Group will include as of right senior representatives of

- Bolton MBC
- Greater Manchester Police
- Greater Manchester Fire and Rescue Service
- North West Ambulance Service

Invited representation

The following are considered as Persons/Services/Bodies that should be invited to all Safety Advisory Group meetings –

- Certificate Holder and Safety Officer of Bolton Wanderers Football Club and their representatives
- The Sports Grounds Safety Authority
- St John Ambulance
- In the case of a Special Safety Certificate – the person responsible for organising the event.

The following may be invited either to all Safety Advisory Group meetings, or to a particular meeting as appropriate.

- Emergency Planning Unit
- Relevant Local Authority service representation – this may be Licensing, Environmental Health, Highways
- Bolton Wanderers Supporters Associations/Groups
- Elected Members of the Bolton Council.

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

Administration of the Safety Advisory Group

Chair: The Chair is appointed by the Local Authority.

Lead Service: Bolton Building Control will act as Lead Service to the Safety Advisory Group.

Secretariat: Bolton Building Control provides the administrative support to the Safety Advisory Group.

Consultation: The Safety Advisory Group will consult all core members of the Group, invited representation, other Council Services and national bodies as considered appropriate.

Frequency of meetings of the Safety Advisory Group

- 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 2 meetings scheduled and spread throughout the year; usually in May and November.
- An agenda and minutes of the previous meeting will be circulated by the Chair of the SAG a minimum of 2 weeks in advance of meetings.

The Safety Advisory Group may request an inspection/s of the sports ground or a sporting event/ public event as determined by the Chair of the Group in consultation with the sports ground/ event management.

Such members as the Group considers appropriate can attend the inspection. Formal minutes/ a record of the inspection will be circulated to all relevant parties.

It will be within the remit of the Safety Advisory Group to constitute smaller working parties to address specific issues relating to the stadium and its development.

The outcome of any such groups will be reported to the next Safety Advisory Group meeting.

Form of minutes of the Group

- Each meeting of the Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with minutes recorded in accordance with the Council's set procedures.
- The Safety Advisory Group's agendas and minutes of any meetings will be circulated to all Group members, the SGSA and to other such parties as may be determined by the Chair and will be made available to the responsible Executive Cabinet Members.

Roles and responsibilities of the Core Members of the Safety Advisory Group

Role of the Chair of the Safety Advisory Group

- To ensure that the Safety Advisory Group properly discharges the responsibilities delegated to it by Bolton MBC
- To ensure that the conditions of the safety certificate issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis
- To ensure that decisions taken by the Safety Advisory Group are implemented as soon as possible.
- To ensure that decisions made by the Safety Advisory Group reflect the policies of the Council.
- To ensure that the membership of the Safety Advisory Group reflect the interests of all parties in accordance with the final recommendations made in the Taylor Report.
- To ensure that all meetings of the Safety Advisory Group are reported to the responsible Executive Cabinet Members at Bolton Council in accordance with the Local Authority's set procedures and committee structure.
- To ensure that due account is taken of the views of all members of the Safety Advisory group, including those attending by invitation.

Role of Bolton MBC

The Council will be represented by the Development Manager Building Control and/or such other appointed deputy who will attend all meetings of the Safety Advisory Group.

- To provide technical support to the Safety Advisory Group in relation to all matters concerning building control and allied legislation.
- To prepare, monitor, enforce and amend as necessary the General Safety Certificate following consultation with members of the Safety Advisory Group
- To issue, suspend or withdraw Prohibition Notices.
- To act in a coordinating 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 the meetings.
- To provide technical advice and appraisal of published documents relating to Safety of Sports Grounds and inform on any implications arising.
- To identify and take appropriate action in respect of any breach of the General Safety Certificate.
- To conduct or arrange such additional inspections as may be necessary during a sporting event/ public event to monitor compliance with the conditions of any General/Special Safety Certificate.
- To issue, suspend or withdraw Prohibition Notices.
- To contribute any local information that may have a bearing on public safety.

Role of Greater Manchester Police

The service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -

- all technical/legal aspects of legislation within the remit of Greater Manchester Police
- Policing, public safety and crowd management matters 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 Police role and Policing issues
- any breaches of the General Safety Certificate in relation to the Police role and policing issues
- To contribute any local information that may have a bearing on public safety.

Role of Greater Manchester Fire and Rescue Service

The service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -

- all technical/legal aspects of legislation within the remit of Greater Manchester Fire and Rescue Service
- Fire Safety and access for Fire Service personnel referred to in the Guide 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 Brigade issues
- any breaches of the General Safety Certificate in relation to the Fire Service role and Brigade issues.
- To contribute any local information that may have a bearing on public safety.

Role of North West Ambulance Service

The service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -

- all technical/legal aspects of legislation within the remit of North West Ambulance Service
- medical provision 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 issues
- any breaches of the General Safety Certificate in relation to the Ambulance Service's role and issues.
- To contribute any local information that may have a bearing on public safety.

Dispute Resolution Procedure

- In case of a dispute between a member of the SAG and the sports ground, the chair of the SAG will endeavour to work with both parties to find a mutually agreeable solution.
- If the dispute relates to police attendance at the ground, it is important to note that police are not obliged to provide officers under special police services (SPS) but once special police services are requested by the ground and agreed by both parties, it is the responsibility of the police to determine the number of police officers required for the event. However, the club can only be charged fees to cover the costs of those police officers who are carrying out their duties within the footprint of the ground.
- If the SAG chair is unable to negotiate a mutually agreeable settlement between the club and other party, then the Council's designated officer will consider whether the matter constitutes a risk to the safety of people attending events at the ground. Both parties will be given the opportunity to present their case and any solution they wish to propose.

The designated officer on behalf of BMBC as the certifying authority will then decide whether:

- A condition should be inserted into the Safety Certificate for the ground
- Enforcement action should be taken under Safety at Sports Grounds legislation
- Where the dispute is between the police and club in relation to counter terrorism measures, the matter should be referred to a national counter terrorism expert, facilitated by the Sports Grounds Safety Authority, along with a representative of the relevant competition organiser. If a workable solution still cannot be agreed, the certifying authority will make determination under the powers provided to it under the safety certificate

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Reviewed by Martin Rimmer - Development Manager Building Control