

Safety Advisory Group – Guidance notes for Event Organisers

If you are invited to attend a Safety Advisory Group (SAG) meeting, it may be the first time and you may not know what to expect. The following guidance aims to answer some of the questions you may have.

Introduction

The Safety Advisory Group (SAG) is co-ordinated and chaired by the Council and made up of representatives from different the local authority services, the Emergency Services (Police, Fire and Ambulance) and Transport Authorities.

Purpose and scope of SAG

SAG provide a forum for discussing and advising on public safety at events. They encourage cooperation and coordination between all relevant agencies to help organisers with their planning and management through specialist advice. It is the group's main objective that all events held in the Kirklees District uphold the highest standards of public safety and wellbeing of the public, operatives, participants, etc.

It is important to note, event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety and members of SAG will not accept or adopt any responsibilities of the organiser. It is also not the role of SAG to assist in the planning of an event or writing of plans. SAGs are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to 'rubber stamp' event plans, approve or prohibit events from taking place. Permission for events to go ahead remains with the landowner or responsible department with whom the booking has been made.

Who will be at the SAG meeting?

The SAG is hosted by a Chair. The following partners are core members of the SAG:

Internal partners (Kirklees Council)

- Licensing
- Environmental Health (health and safety & food safety/noise)
- Highways
- Culture & Tourism
- Building Control
- Emergency Planning

External partners

- West Yorkshire Fire Service
- Yorkshire Ambulance Service
- West Yorkshire Police (Force Planning/Licensing)
- West Yorkshire Combined Authority (Transport)

Depending on the size, location and nature of the event not all partners may be in attendance at a SAG meeting. Additional partners may also attend depending on the size and nature of the event.

Why might I be asked to attend a SAG meeting?

You may be invited to a SAG meeting for various reasons, such as it being a condition of your licence or premise booking, due to the size or nature of your event (may include high risk activities), because there were known issues at previous events or it is a new event, because you are new to event organising or not known to Kirklees SAG.

Will I get permission by SAG for the event to go ahead?

No. SAGs are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to 'rubber stamp' event plans or approve or prohibit events from taking place.

Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety and members of SAG will not accept or adopt any responsibilities of the organiser.

Permission for events to go ahead remains with the landowner or responsible department with whom the booking has been made.

Does Kirklees SAG consider all events?

Event notification forms that are submitted to SAG are triaged to determine which events need to be considered by SAG partners. As a general guide, events presenting a significant public safety risk (whether in terms of numbers and profile of people attending, or the nature of the event activity and/or complexity) are considered. Where given the opportunity events may be considered pre-application, following the submission of a complete application and after the event where anything of significance has occurred. Lower risk events are unlikely to need consideration by SAG. The group will advise the event organiser about significant matters that they think need further attention, explaining their reasons. It is the event organiser's responsibility to take any appropriate action.

SAG also considers and discusses matters which extend beyond safety and the boundaries of the event site including the impact on local transport, the highway network and local community.

Is the SAG meeting very formal?

SAG members are aware it can appear daunting, so we try to keep proceedings informal and friendly.

SAG members will need to ask some questions about your plans so come prepared. You will be asked to give a brief presentation to the group about your event and then the members of SAG will be invited to make comments and ask questions. You will also be able to ask any questions of SAG members and get advice from them. It may be that you will be put in contact with a particular SAG partner to discuss more detailed plans outside of the meeting.

Do I need to provide any information in advance?

The type and detail in your paperwork will vary and will be dependent on the size and nature of your event. Before attending SAG, you should provide any relevant documentation, for example event safety management plans (including site plans, traffic management plans, first aid/medical plans, stewarding & security plans, etc), risk assessments and methods statements. It is useful for SAG members to have this before the meeting so they can read it and identify any areas they may want to discuss further and provide advice on. Depending on the timing of your event these may be early drafts, but it will be understood by SAG members that these will be documents which will be amended as plans continue to be made and changed.

Can I bring someone along to the meeting?

Yes. Depending on the nature of your event you should consider if it may be relevant or helpful to bring others along who may have more detailed knowledge of certain areas e.g. a

nominated safety advisor, security company, representative of pyrotechnics company etc. If your event is small scale and you are nervous about attending, you can bring someone along for moral support.

How long will the meeting take?

This will depend on various factors such as size and complexity of the event. For some smaller events the SAG members may only ask about one aspect of the event and the meeting may only take 30 minutes. However, for large, more complex events it may take about 1 hour and you may also be invited to further SAG meetings.

Will I have to attend in person?

SAG appreciates that event organisers, or additional people that you want to bring to SAG, may not always be local. So currently, most SAG meetings take place virtually on Microsoft Teams although on occasion there may be a need for the meeting to take place in person (or as a hybrid meeting).

What will SAG want from me at the meeting?

You will be asked to present an overview of your event when you attend SAG. It is advisable to prepare in advance what you intend to present at the meeting. In doing this it will make your experience less daunting and you are likely to receive less questions from SAG partners that can sometimes appear to be an intense period of questioning if you only provide minimal information.

Some organisers prepare and provide a presentation that can be shared with SAG partners at the meeting. This demonstrates good practice and thorough planning and preparation.

Tips for SAG meeting preparation

SAG partners seek assurances that your event will be well managed and safe for people to attend. This is generally based on organisers being able to demonstrate that they can uphold the four licencing objectives. This is regardless of your event having any licensable activities.

The four objectives are listed below and include examples of the type of factors that impact on the objectives as well as examples of control measures.

As an event organiser you should consider if any of these factors apply at your event and if they do, demonstrate how you will control them. You may wish to use the four objectives as subject areas demonstrating to SAG how you intend to address the various factors.

1. The prevention of crime and disorder:

Factors that impact on crime and disorder include: -

- Underage drinking
- Drunkenness on premises
- Public drunkenness
- Drugs
- Violent behaviour
- Anti-social behaviour

Examples of control measures include:

- Effective and responsible management of premises/site
- Provision of a management command and control structure
- Training and supervision of staff
- Adoption of best practice guidance

- Provision and monitoring of CCTV
- Employment of Security Industry Authority Licensed Stewards
- Provision of plastic glasses
- Provision of secure deposit boxes for confiscated items ('sin bins')
- Provision of litter bins and other security measures, such as outside lighting
- Entry screening and searches
- Ejection policy

2. Protection of Public Safety

Factors that impact on the standards of public safety include: -

- The occupancy capacity of the premises/site
- The design/layout of the premises/site
- The nature of the licensable activities to be provided
- The hours of the operation
- Customer/attendee profile, expected numbers attending and crowd densities
- Proximity to roads and live traffic
- The use of special effects, such as lasers, pyrotechnics, smoke machines etc...
- Terrorist Threat

Examples of control measures

- Suitable risk assessments
- Provision of a site layout plan showing infrastructure, entrances, exits, emergency routes etc
- Proportionate to the event, a Counter Terrorism Security Plan
- Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons/attendees
- Hostile Vehicle Mitigation (where applicable)
- Appropriate instruction, training and supervision of those employed including ACT Counter Terrorism training
- Traffic Management including Road Closures and diversions
- Adoption of best practice guidance
- Provision of effective CCTV
- Provision plastic glasses
- Implementation of crowd management measures and stewarding numbers
- Regular testing (and certification) of procedures, appliances etc.
- Provision of fire safety controls
- Food safety controls
- Details of any temporary structures
- Appropriate levels of First Aid/Medical provision
- Contingency plans and Emergency evacuation procedures
- Communication strategy

3. The prevention of public nuisance:

Factors that impact on the likelihood of public nuisance

- Noise emanating from premises/site
- The location of premises
- The hours of operation
- The nature of activities to be provided
- The design and layout of premises
- The occupancy capacity
- The availability of public transport
- Disbursement from premises/site
- Local residential premises
- Parking by attendees
- The likelihood of any violence

- The position of external lighting
- Problems of litter in the vicinity

Examples of control measures

- CCTV
- Registered SIA stewards
- Appropriate instruction, training and supervision to prevent incidents of public nuisance
- Control of operating hours
- Adoption of best practice guidance
- Resident/Business consultation
- Control of noise nuisance
- Positioning of generators
- Positioning of food vendors
- Traffic Management
- Liaison with public transport providers
- Position of external lighting
- Positioning of toilets
- Collection and disposal of litter

4. The protection of children from harm

Factors that impact the protection of children from harm include: -

- Purchase, acquire or consume alcohol
- Be exposed to drugs, drug taking or drug dealing
- Be exposed to gambling
- Be exposed to activities of an adult or sexual nature
- Be exposed to incidents of violence or disorder
- Be exposed to environmental pollution
- Be exposed to special hazards such as falls from a height
- Selling to underage individuals
- Lost individuals

Examples of control measures

- Sufficient number of DBS accredited staff to secure the protection of children from harm
- Appropriate instruction, training and supervision of staff in respect to determining the age of a customer
- Adoption of best practice guidance
- Safeguarding policy
- Lost Children Procedure
- Limitations on the hours when children may be in the premises/site
- Limitations or exclusions by age when certain activities are taking place
- Imposition of requirements for children to be accompanied by an adult
- Acceptance of accredited 'proof of age' cards and/or 'photo' driving licences

What happens after a SAG meeting?

After a SAG meeting you will be sent a copy of the minutes which were relevant to your event. One of the members of SAG may also contact you to discuss matters in further detail and give advice.

Depending on the size and nature of the event you may also be invited back to SAG after the event to give a debrief.

What happens if I don't provide the necessary assurances to SAG?

As an event organiser with responsibility for overall safety you will be expected to demonstrate competence, giving the necessary assurances that you have applied due diligence and best practice so that SAG members are confident the event is safe to go ahead.

Occasionally, where plans have been considered and SAG do not have the necessary assurances the event organiser will be asked to address any particular areas of concern, resubmit plans and re-attend SAG.

If there are still outstanding concerns and a limited timeline in which to address them the SAG Chair will liaise with the landowner to highlight SAG's concerns. This may lead to the landowner reconsidering the use of land for your event.

What if I have any further questions?

If you have any further questions, please email SAG@kirklees.gov.uk