

## **Kirklees Council Safety Advisory Group (SAG)**

### **TERMS OF REFERENCE**

#### **Purpose:**

To promote a strong culture of safety, risk management and responsibility for public events held within the Kirklees District.

#### **Aim:**

- To promote high standards of public health and safety
- To promote good practice in safety and welfare planning
- To promote a coordinated multi agency approach to event management
- To promote the formulation of appropriate contingency and emergency arrangements
- To provide advice on the safe facilitation and minimise any adverse impact from events

#### **Role:**

The role of the SAG is to provide advice to event organisers to ensure their events are run safely. The SAG is not involved in the operational management of any event. It is the event organiser/management team that will be ultimately responsible for the planning and running of a safe event.

The SAG has an advisory capacity only and provides independent advice to event organisers. The event organisers retain the legal responsibility for acting on advice as they deem appropriate to best ensure that their event is a safe event.

Events are prioritised using a standard risk matrix in order to concentrate effort on areas of greatest risk.

For pre-event advice contact Kirklees Council events team at [events@kirklees.gov.uk](mailto:events@kirklees.gov.uk) or contact the Safety Advisory Group direct at [SAG@kirklees.gov.uk](mailto:SAG@kirklees.gov.uk).

Outdoor event space booking forms and other useful advice and resources can be found on the [Outdoor Event Planning webpages](#).

#### **Core Membership:**

- West Yorkshire Police
- West Yorkshire Fire and Rescue Service
- Yorkshire Ambulance Service
- Kirklees Council (including Events, Highways, Building Control, Environmental Health, Licensing and Emergency Planning)
- NHS England

#### **Additional Invitees:**

- Event Organiser (inc. medical, security, traffic management)
- British Transport Police

- West Yorkshire Combined Authority – bus / rail operators
- Kirklees Child Protection
- Venue/Landowner
- Environment Agency
- Additional representatives determined by the nature of the event

### **Protocols:**

- Minutes of meetings will be circulated to members and event organisers in attendance at the meeting. Minutes may be circulated to additional third parties where necessary, however this is at the discretion of Kirklees Council.
- Decisions of the SAG are non-binding and non-enforceable. The SAG will make recommendations to the event organisers and provide advice on the safety of an event.
- Component parts of SAG have delegated enforcement powers
- The responsibility for event safety lies with the event organiser and any management team
- Events are risk assessed using a standard risk matrix to help prioritise events for SAG. This means that not all events will be asked to attend SAG.
- Papers and event plans to support the meetings will be shared with SAG members using Resilience Direct (access restricted to SAG members only)

### **Legislation:**

- There is no legal requirement for organisers of events to refer their event to or liaise with the SAG. However, referring events to, and liaising with, the SAG process gives considerable benefits to the organisers and enforcement agencies by better ensuring compliance with associated legislation and event safety guidance.
- The organisers may be required to obtain the following before an event goes ahead:
  - Street Closure Order
  - Premises Licence/Temporary Event Notice (under the Licensing Act 2003)
  - Street Trading Consents
  - Planning Permission
  - Public liability and other insurances
  - Landowner consents(This is not exhaustive and event organiser may wish to take their own legal advice)
- In all cases the responsibility to comply with the Health and Safety at Work Act 1974 and relevant statutory provisions rests with the organisers. Further advice on health and safety requirements and how these may be met by event organisers are available on the [Health and Safety Executive \(HSE\) website](#).
- The event organisers will be encouraged to seek their own legal advice on all matters relating to health and safety.

### **Meetings:**

Meetings of the SAG will be called at the discretion of Kirklees Council.

Meetings follow an agreed standard agenda.

The SAG will meet monthly, upon request from an event organiser, or in circumstances where intelligence suggests that an event of potential high risk is due to take place within the boundaries of the Kirklees District.

For the SAG process to be effective, event organisers should submit event documents at least 2 - 3 months prior to the event date; (depending on the details of the event plans). Where documents are not received by the SAG within this time period, the SAG may defer the meeting until such time as the event documents are provided.

Meetings are usually held the first Wednesday of each month throughout the year, with some exceptions, or if additional meetings are required.

Event organisers are encouraged to read the appropriate event guidance that is available on the [Council's website](#) before submitting documents to SAG. In addition, event organisers are encouraged to subscribe to [The Purple Guide](#) (major events) or [The Purple Guide Lite](#) (aimed at community events). This online guidance, written by UK event professionals, is produced by the Event Industry Forum Ltd and supported by the HSE.

Meetings are recorded for the verification of the accuracy of the meeting minutes. The recordings are destroyed once the minutes are approved.

Minutes will be circulated usually within 1 week of the SAG meeting.

Meetings are held on a hybrid basis (face to face and virtual).

**Chair:**

The SAG is chaired by Sean Westerby, Corporate Safety and Resilience Manager, Kirklees Council.

**Deputy:**

A member of Kirklees Emergency Planning Team

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