

**Luton Council**

**Safety at Sports Grounds**

**Safety Advisory Group (SAG)**

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## **1.0 Purpose of the Safety Advisory Group**

- 1.1 Luton Borough Council (LBC) (“The Council”) has a statutory duty under the Safety of Sports Grounds Act 1975 (As amended) to issue a General Safety Certificate (“the Certificate”) in respect of Kenilworth Road Stadium, 1 Maple Road, Luton, LU4 8AW (“the Stadium”) containing such terms and conditions as it considers necessary or expedient to secure the reasonable safety of all persons admitted to the Stadium.
- 1.2 The Council may serve a prohibition notice in respect of all or part of the Stadium, if it considers that the admission of all persons involves or will involve a risk to them so serious that the admission of all persons ought to be restricted or prohibited.
- 1.3 The Council has delegated all functions in relation to Safety at Sports Grounds to the Service Director of Property & Construction.
- 1.4 To assist the council in carrying out its statutory function a Safety Advisory Group (SAG) has been established to provide specialist advice to the Council, not the Stadium management. The Group will consider all matters within its remit and make recommendations. The SAG will operate within a defined recorded role, in order that it effectively carries out this function.

## **2.0 Terms of Reference**

- 2.1 Advise the Council on policies and procedures to be adopted in the implementation of the Safety of Sports Grounds Act 1975 (“the Act”) and associated legislation /guidance in respect of the General Safety Certificate to the Stadium.
- 2.2 Monitor the implementation of the General Safety Certificate and give relevant advice.
- 2.3 Consider aspects of and possible changes to the terms and conditions in the General Safety Certificate.
- 2.4 Receive and review relevant reports or details of matters found during inspections/visits to the Stadium by SAG members.
- 2.5 Receive and review any significant incident with actual or potential safety implications to those present during an event.
- 2.6 Receive and advise on any proposals for alterations to the Stadium or safety management operations.
- 2.7 Advise the Council on activities or occurrences outside the Stadium which may affect the safety of those present during an event whilst they are in the Stadium.
- 2.8 If conflict of opinion arises between SAG members,

## **3.0 Membership of the Safety Advisory Group**

- 3.1 The SAG comprises authorised representatives from the following:-  
LBC Civil Protection and Business Continuity Manager (Chairman),

LBC Service Manager – Building Control Consultancy,  
LBC Service Manager – Public Protection,  
Sports Ground Safety Authority,  
Luton Town Football Club,  
Bedfordshire Police Service,  
East of England Ambulance Service,  
Bedfordshire Fire Authority.

- 3.2 Invited representatives are those invited to SAG meetings to make a presentation or offer advice to the Group but cannot be party to the decision making process of the Group. However they will be permitted to freely contribute to any meeting to which they are invited and have their views considered and recorded. Such representatives to include but not limited to:-
- LBC Highways
  - LBC Licensing
  - LBC Building Control
  - Stadium medical services providers
  - Counter Terrorism Police
- 3.3 Individual supporters and supporter group representatives are not members of the SAG however they can engage with the Club at any engagement meetings that may be arranged and with other SAG members at any time.
- 3.4 Arrange provision for LBC Building Control Officers attendance at SAG and other inspections or meetings as required providing support to the SAG.

## 4.0 Conflict Resolution

- 4.1 It is acknowledged that members of SAG operate under different legislations and on occasion these may result in a conflict of opinion/advice.
- 4.2 On the occasion a difference of opinion may occur, these will be minuted as part of the SAG meeting.
- 4.3 SAG will provide a safe environment for each member, who will act in a professional manner during any difference of opinion and seek a satisfactory outcome.
- 4.4 If SAG is unable to provide an environment for a conflict resolution, the SAG member will seek this within their own organisational policies and procedures.

## 5.0 Roles and Responsibilities of Members

### 5.1 The role of the Chair of SAG

- To ensure the SAG properly discharges the responsibilities delegated to it by LBC.
- 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 SAG 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 through to the LBC Safety Advisory Forum and elected members at LBC.
- To ensure that due account is taken of the views of all members of the SAG, including those attending by invitation.

## 5.2 The role of LBC

- The Council will be represented by the Service Manager – Building Control Consultancy and Service Manager – Public Protection and /or other such appointed deputy who will attend all meetings of SAG.
- To provide technical support to the SAG 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 SAG.
- To issue, suspend or withdraw Prohibition Notices in line with the LBC SAG Enforcement Policy.
- To act in a coordinating role to the SAG 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 advise 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 an event to monitor compliance with the conditions of any General/Special Safety Certificate
- To contribute any local information that may have a bearing on public safety

## 5.3 The role of Safety Ground Sports Authority

- Arrange for the Regional Inspector to attend SAG meetings and inspections of the Stadium in an advisory capacity.

## 5.4 The role of Luton Town Football Club

- Participate in the discussions of the SAG and provide information on the Club's arrangements regarding safety management and general operations of the Stadium and surrounding areas.
- Advise the SAG of any proposed alterations to the Stadium.
- Report to the SAG on the performance of safety management arrangements and of any occurrences which did or could have affected the safety of the spectators at the Stadium or surrounding areas.
- Take primary responsibility for the reasonable safety and security of spectators at the Stadium and own the operational and contingency plans. These plans should be developed, reviewed and tested with effective consultation involving members of the SAG and others as appropriate.
- Report to the SAG on the application of the standards and recommendations of the Guide to Safety at Sports Grounds ("the Green Guide"), Football Licensing Authority

Safety Management (“Pink Book”) and any other relevant legislation, guidance and best practice to achieve safe conditions.

- Participate in discussions and respond to consultation on any decision to be taken affecting the provisions of the General Safety Certificate.
- Keep the SAG apprised of any matter or information known to the Club relating to football matches and other events to be held at the Stadium that may impact on spectator safety arrangements at the Stadium.
- Arrange for representative(s) including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for match day operations to attend SAG meetings and ensure appropriate contact between the Club and SAG members.
- To ensure appropriate contact between representatives including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for match day operations with the Police Commanders and other relevant services.

## **5.5 The role of Bedfordshire Police Service**

- Advise the SAG on issues of compatibility and compliance of the Club’s spectator safety and security plan and contingency plan with relevant policing policies and procedures and other emergency services plans.
- Advise of the Police classification (in line with National guidelines), for forthcoming football fixtures based on current intelligence and agree with LTFC, the Police resourcing levels for each individual event.
- Advise in relation to possible public disorder issues inside or in the immediate vicinity of the Stadium on football match days and other Stadium uses, where they may impact upon the reasonable safety of those persons attending the Stadium.
- Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- Arrange for local representative(s) to attend SAG meetings and to ensure appropriate contact between Police Commanders of events and the Safety Officer of the stadium and other relevant parties.
- Participate in inspection of the Stadium relating to policing provisions and facilities and report the findings to the SAG.

## **5.6 The role of East of England Ambulance Service**

- Advise on all matters relating to the provision of first aid and medical services at the Stadium to ensure compliance with relevant current guidelines and requirements.
- Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with other emergency services plans.
- To act as liaison for the Stadium’s first aid and medical service providers, the Certificate Holder and local hospitals as required.
- Arrange for an appropriate East of England Ambulance Service representative to attend SAG meetings.
- Participate in an annual visual inspection of the Stadium relating to first aid and medical services provision and report the findings to the SAG.

## **5.7 The role of Bedfordshire Fire Authority**

- Assist the Council with matters related to fire safety at the Stadium and to provide professional advice in respect of building design and construction in consultation with LBC Building Control.
- Advise the SAG on the Contingency Plans for the Stadium to ensure that they are

compatible with other emergency services plans.

- Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of those attending the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- Arrange for a Fire Officer to attend SAG meetings and to ensure appropriate contact between the Fire Authority and the Club and with the Safety Officer for the Stadium.
- Participate in an annual visual inspection of the Stadium relating to Fire Safety provisions and report the findings to the SAG.

## 6.0 Meetings

- 6.1 The SAG shall normally meet on a quarterly basis in September, December, March, and June. However, the number of SAG meetings in any year can be flexible and responsive to circumstances. Any member of the SAG may request the Chairman to call an additional special meeting or series of meetings.
- 6.2 It will be within the remit of the SAG to constitute smaller working parties to address specific issues relating to the stadium operations, development or alteration. The outcome of any such groups will be reported to the next full SAG meeting.
- 6.3 Where a meeting will discuss confidential counter terrorism information and/or intelligence, only permitted people/representatives shall be present for those discussions.
- 6.4 Any written papers relating to confidential counter terrorism information and/or intelligence shall be marked according to the Government Security Classification Policy (GSCP). The minutes of meetings will be adapted to ensure that, in relation to counter terrorism information and/or intelligence, the aims of the GSCP are not compromised.
- 6.5 The administration of SAG is as follows:
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| Chair:       | The Chair is appointed by the Local Authority  |
| Secretariat: | Arrangement of SAG meetings, notetaking and the distribution of agendas, minutes and other documentation will be carried out by LBC Staff. |