

**FIRE SAFETY AND SAFETY OF
PLACES OF SPORT
ACT 1987**

**GENERAL SAFETY CERTIFICATE
IN RESPECT OF**

**The Main Stand at The Football Stadium,
Upgang Lane, Whitby, North Yorkshire**

**ISSUED TO
WHITBY TOWN FOOTBALL CLUB**

FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987

GENERAL SAFETY CERTIFICATE

ARRANGEMENT

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SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED 1987

INFORMATION

- i. It is important to know all the provisions of the Safety of Sports Grounds Act 1975, which are relevant to stadia within its scope. These are explained, without legal force, in the current edition of the Guide to Safety at Sports Grounds (Green Guide), obtainable from the Sports Grounds Safety Authority (SGSA). The following points are particularly important but reference should be made to the Act itself for authoritative information.
- ii. **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 sportsground and records relating to the maintenance of safety at the sportsground.
- iii. **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 stadium.
- iv. **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for a Safety Certificate has been made or where a Certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or,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.
- v. **Prohibition Notices**

Section 10 of the Act (as amended) provides that if the Council is 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 Council may serve a notice

(referred to as a "prohibition notice") on the holder of the Certificate or the person responsible for the management of the ground, prohibiting or restricting the admission of spectators.

vi. **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.

vii. **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.

NOTE: No variation of the terms and conditions of the Certificate will be permitted other than by formal revision.

SAFETY OF SPORTS GROUNDS ACT 1975

Fire Safety and Safety of Places of Sport Act 1987

GENERAL SAFETY CERTIFICATE

Whitby Town Football Ground

1. In exercise of the powers conferred by the Safety of Sports Ground Act 1975, the Fire Safety and Safety of Places of Sport Act 1987 and all other enabling powers, the Council of the

NORTH YORKSHIRE COUNCIL

("the Council"), hereby issues to:-

Whitby Town Football Club

("the Holder"), this General Safety Certificate in respect of The Football Ground, Uppang Lane, Whitby, North Yorkshire.

being a sports ground holding a regulated stand as requiring a General Safety Certificate.

2. This Certificate includes the Appendices, Schedules and Drawings attached hereto.
3. The words used in this Certificate and the Schedules 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 Schedule A.
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 at the sports ground when hosting an event. The responsibility for the safety of people at the sports ground lies at all times with the Holder. The Holder shall appoint a person to be responsible for event safety policy and for producing a written statement of event safety policy for all people at an event at the sports ground. This shall outline the chain of command, and cover the safety objectives and the means of achieving them and shall identify the steps taken 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 kept under review and revised as necessary and a copy shall be kept with this Certificate. The Holder shall forward a copy of the policy to the Council.
5. 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 Certificate will be in operation TWO hours before the start and TWO hours after the end of the activity. The responsibility for safety of those present at the sports ground lies at all times with the Holder.

6. The Holder shall notify the Council in writing within 14 days before any change of circumstances affecting this Certificate.
7. 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, the Fire and Rescue Service, the Ambulance Service and the Council and a copy shall be kept with this Certificate. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or total evacuation of the sports ground and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure. The Holder shall regularly review, test and keep up to date the plan of action and shall forward a copy to the Council.

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 and that a debrief of actions found to be necessary in the preceding operational 12 months is taken into account and an assessment of whether further actions or training will be necessary to improve action plans. 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 recorded by the Holder.

8. The use of the sports ground for spectator events under this Certificate is restricted to those activities specified in Appendix 11, and is subject to the terms and conditions set out in this Certificate.
9. The Holder shall give Notice to the Council, Police, Fire and Rescue Service and Ambulance Service of all forthcoming specified activities, and in particular, not less than 35 days' notice before the sports ground is used for activities specified in Appendix 11 and the Council's consent obtained and any conditions complied with before such use.
10. The Holder shall ensure that the maximum number of spectators 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 4 and shall also ensure that the measures for controlling crowds prescribed in this Certificate are observed.
11. The Holder shall provide equipment, permanent staff, stewards and others, and shall monitor, direct, guide, control and assist those persons present at the ground during specified activities and as set out in Schedule B.
12. The Holder shall provide first aid and medical staff, equipment, facilities and accommodation as set out in Schedule C and Appendix 2.
13. The Holder shall ensure that all buildings and structures, including means of ingress and egress, and all installations, including electrical, mechanical and heating, referred to in this Certificate are at all relevant times maintained unobstructed in good repair and in such condition as to fulfil safely their required functions and shall comply with the requirements of Schedule D. The Holder shall also control the use of such buildings, structures and installations in such a manner that no person is put at risk.
14. The Holder shall take all reasonable precautions to prevent the outbreak and spread

of fire, shall take whatever measures that are reasonably practicable to ensure the safety of spectators should fire break out; shall maintain equipment and train staff to deal with the activation of smoke/fire detection systems, and an actual outbreak of fire, and shall comply with the requirements of Schedule E.

15. The Holder shall carry out the inspections and testing detailed in Schedule F at the frequency indicated, or such shorter period as may be necessary to ensure the reasonable safety of all people present at the ground, and the results of the inspections and testing shall be recorded.
16. The Holder shall keep the records specified in Schedule G, and those records shall be available for inspection by the Council's authorised officers at all reasonable times.
17. The Holder shall obtain and submit to the Council the certificates specified in Schedule G.
18. The Holder shall appoint a Safety Officer who shall be of sufficient competence, status and authority to take responsibility for safety at the sports ground and be able to authorise and supervise safety measures. The Holder shall ensure that the nominated person is accountable to the most Senior Management or the Board of Directors to whom he/she will have direct access on safety matters. The Holder shall set out in writing the duties of the Safety Officer and the functions of his/her post, and a copy of the job description shall be kept with this Certificate.
19. The Holder shall nominate a Safety Officer and Deputy Officer one of whom shall be in charge of the sports ground during the whole time it is in use for any specified activities within categories Appendix 11. The nominations shall be made to the Council in writing.
20. The Holder may nominate a replacement Safety Officer who shall be a duly authorised officer of WHITBY TOWN FOOTBALL CLUB or nominate a replacement Deputy Safety Officer. The nominations shall be made to the Council in writing.
21. 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.
22. The Holder will ensure that 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 and comprising:
 - a) Identify Check informed by relevant gov.uk guidance.
 - b) Standard Disclosure and Barring Service (DBS) check (criminal records check).
- 22.1 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.
23. 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 designated football matches (as defined in SI 2000 No 3331) 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.

24. No **alteration or addition** shall be made to the sports ground or its structures or installations without the prior written consent of the Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.
25. Written notice shall be given to the Council of any proposed alteration or addition, and such notice shall be accompanied by two sets of:
 - a) drawings at a scale of 1:100; and
 - b) such other drawings and calculations as are necessary to give full details, or are further required by the Council.
26. 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.
27. 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 this Certificate and shall upon request supply the Council with copies.
28. This General Safety Certificate is effective from the date of signature and replaces all previously issued General Safety Certificates for the ground.

SIGNED

Callum McKeon

Assistant Director of Regulatory Services, Registration, Bereavement,
Coroners Service

Date: 19 April 2024

North Yorkshire Council

Growth, Planning and Trading Standards Service

3 Racecourse Lane, Northallerton. DL7 8AD.

SCHEDULE A

DEFINITIONS

A.1 Definitions

- A.1.1 'specified activity' – means any of the activities listed in Appendix 11; and shall be construed as including the whole period when spectators are in the sports ground.
- A.1.2 'the Police' – means the Commissioner of Police/Chief Constable for North Yorkshire Police or such other officer designated by them.
- A.1.3 'the Fire and Rescue Service' – means the Chief Officer of the North Yorkshire Fire and Rescue Service, or such other Fire and Rescue Officer designated by them.
- A.1.4 'the Ambulance Service' – means the Yorkshire Ambulance Service (YAS) Accountable Emergency Officer (AEO) represented by YAS EPRR Managers Service, or such other officer designated by them.
- A.1.5 'the staff' – means the Holder, the Safety Officer and all persons under their control who are engaged in duties during a specified activity relating to the management of the sports ground and the safety, direction and control of spectators; and shall include those staff employed by franchise holders etc.
- A.1.6 'the plans' – means the documents attached to this Certificate marked 'plans referred to in the General Safety Certificate' and any other document or documents which may be added thereto.
- A.1.7 'the sports ground' – means the sports ground known as The Football Stadium and the means of access to it as shown on plan SC03
- A.1.8 'fire-resisting' – means the construction is capable of resisting the action of fire for not less than 30 minutes, or such other period as may be specified by the Council, in accordance with the conditions of test of the appropriate part of BS.476 current at the date of this Certificate.
- A.1.9 'non-combustible' – means material capable of being classified as non-combustible if subjected to the test for non-combustibility prescribed in the appropriate part of BS.476 current at the date of this Certificate, or such other material or combination of materials as the Council accepts as being non-combustible.
- A.1.10 'surface spread of flame classification' – means the class into which a material falls when tested for surface spread of flame in accordance with the appropriate part of BS.476 current at the date of this Certificate or as

defined in the Approved Document to Part B (Fire Safety) of the Building Regulations 2010 (as amended 2017).

- A.1.11 'normal lighting' – means all lighting, other than escape lighting, permanently installed throughout the sports ground. The term may include purely decorative lighting, but not lighting installed solely for advertising purposes.
- Note: Also known as 'General Lighting.'
- A.1.12 'maintained normal lighting' – means a portion of the normal lighting which remains illuminated in the absence of natural daylight during specified activities to allow free movement within the sports ground and exits therefrom.
- A.1.13 'emergency lighting' – means lighting provided from a source independent of the normal lighting supply.
- A.1.14 'escape lighting' – means the portion of emergency lighting, provided in the absence of natural daylight, to allow free movement within the sports ground and exits therefrom.
- A.1.15 'maintained escape lighting' – means a system of escape lighting in which the lamps remain illuminated during specified activities to allow free movement within the sports ground and exits therefrom.
- A.1.16 'non-maintained escape lighting' – means a system of escape lighting in which the lamps are illuminated automatically only on failure of the normal lighting supply.
- A.1.17 'emergency' – means a monitored telephone system with dedicated telephone points around the sports ground and connected to the sports ground control room.
- A.1.18 Safety Officer's Control Point – (also referred to as Control Room) means a room containing fire alarm warning systems, turnstile monitoring equipment, public address system, emergency telephone system and general communication equipment, and provided with a permanent audio link to the Police Control Room (where appropriate).
- A.1.19 'child' – means a person who has not attained the age of 17 years, and the word 'children' shall be construed accordingly.
- A.1.20 'steward' – means a person trained, or being trained, to a recognised national standard, employed or contracted by management to act in accordance with the general recommendation of the Guide to Safety at Sports Grounds and the specific requirements of this Certificate.
- A.1.21 'medical practitioner' – (also referred to as crowd or event doctor) means a qualified medical practitioner, registered with the General Medical Council, who has received training in pre-hospital (immediate) care and major incident management.

A.1.22 'paramedic'

- means a person who holds a current state registration by the Health Professional Council (HCPC) and who has immediate access to the appropriate level of specialist equipment, including drug therapy

A paramedic crew, as a minimum, consists of a paramedic registered to the HCPC and an ambulance technician or ambulance personnel
a paramedic plus an ambulance technician registered with the HCPD.

SCHEDULE B

STAFF AND CROWD CONTROL

B.1 Safety Officers

A Control Point is to be provided and shall meet requirements in respect of its location, size, facilities and equipment in line with sections the current Guide to Safety at Sports Grounds (Green Guide).

- B.1.1 The Holder shall ensure that the Safety Officer is responsible for the checks, inspections, testing, training, recording, remedial works, and all matters relating to peoples safety and that they are carried out promptly and effectively.
- B.1.2 The Holder shall ensure that the Safety Officer examines and signs all records that the Holder is required to maintain, and shall countersign all records required by Schedule G.
- B.1.3 The Holder shall ensure that the Duty Safety Officer (who shall be either the Safety Officer or the Deputy Safety Officer) takes responsibility for all safety matters, inspections, tests and training immediately prior to, during and after every specified activity, and shall sign all records which are required by Schedule G of this Certificate to be made before each specified activity.
- B.1.4 The Duty Safety Officer shall be easily identifiable and shall not be engaged in any other task which will prevent him/her from exercising the sole duty of safety during a specified activity. He/she shall be in duty at the sports ground and contactable at all times during a specified activity by staff at the Safety Officer's Control Point.
- B.1.5 The name of the Duty Safety Officer shall be displayed on a board adjacent to the First Aid Room and Control Point before every specified activity.

B.2 Stewards

- B.2.1 At each specified activity the Holder shall draw up a code of conduct for Stewards and provide a Chief Steward and such number of Steward Supervisors and Stewards which the Holder considers sufficient. These numbers and their deployment locations shall be recorded in the Stewarding Plan and be available for inspection. All Stewards shall be fit and active and have the maturity, character and temperament to carry out the duties required of them. They should be able to understand and communicate verbal and written instructions in English. In addition to the Stewards required to control each exit gate and other key points in no case shall the number of Stewards be less than 1 to every 250 spectators or part thereof attending that specified activity. [If a self-contained part of the sports ground is closed to spectators, stewards need not be provided for that part.]
- B.2.2 Each Steward shall be readily recognisable with the same high visibility and distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by the Council) worn outside his/her clothing.

- B.2.3 The Chief Steward and each Steward Supervisor shall be readily recognisable by the wearing of a high visibility surcoat or tabard which is distinctive from that worn by the Stewards.
- B.2.4 All stewards employed at the sports ground shall at least be trained and assessed in accordance with the recommendations of the current Guide to Safety at Sports Grounds. Stewards are required to complete their training, assessment and qualifications within 12 months. Stewards should not work unsupervised until they have undertaken the necessary induction training specified in the current Guide to Safety at Sports Grounds and have attended four events accompanied by a qualified steward. Each steward should be provided with a safety handbook setting out their duties and responsibilities. Visiting Stewards shall arrive before the ground is open to the public and in time to be fully briefed as to the construction and configuration of the ground, the safety arrangements and their specific duties.
- B.2.5 Stewards shall be responsible for:
- a) controlling or directing spectators who are entering or leaving the ground, to help achieve an even flow of people to the viewing areas;
 - b) appraising crowd densities, recognising signs of crowd distress and reacting to crowd dynamics so as to help ensure safe dispersal of spectators on standing areas;
 - c) patrolling the ground to deal with any emergencies, e.g. raising alarms or tackling the early stages of fires;
 - d) staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and exit gates from the ground which are not continuously open whilst the ground is in use;
 - e) searching spectators (under ground regulations, properly drawn to their attention);
 - f) assisting Police as appropriate or as requested with crowd control;
 - g) undertaking specific duties in an emergency or raise the alarm and take the necessary immediate action;
 - h) understanding their general responsibilities towards health and safety;
 - i) carrying out pre-event safety checks;
 - j) assisting in the safe operation of the ground, not to view the specified activity taking place;
 - k) recognising and responding appropriately to medical incidents
 - l) undertaking duties allocated by the Duty Safety Officer.
- B.2.6 For each self-contained compound or each terrace area there shall be a Steward whose sole duty is to monitor the crowd conditions in that area for possible overcrowding or distress and report in accordance with agreed procedures. Any Steward employed for this particular duty must be provided with a personal radio

providing immediate communication with the Duty Safety Officer and/or Control Point. This requirement shall not apply to any standing area where the attendance does not exceed one third of that area's maximum permitted capacity or 2,000, whichever is the lower.

- B.2.7 Before beginning duty at a specified activity, each Steward shall be briefed thoroughly, be handed a copy of his/her instructions and be made fully aware of his/her general responsibilities and his/her duties in the event of an emergency. Records shall be kept of such briefings as specified in Schedule G. De-briefing of Stewards shall take place after the specified activity to ensure that incidents or problems are referred to the Safety Officer for follow up action.
- B.2.8 No Steward shall leave his/her place of duty during a specified activity without the permission of the appropriate Steward Supervisor who shall provide a replacement Steward before the position is vacated.
- B.2.9 Stewards shall be located throughout the sports ground and particularly at key points where control is most needed, such as in gangways, vomitories, tops of staircases, gateways onto the pitch or providing access from one part of the ground to another, and at each exit or entrance.
- B.2.10 Each exit shall be staffed during a specified activity and shall be opened immediately in the event of an emergency and not less than 10 minutes before the end of the event. Arrangements shall be made to allow spectators who wish to leave before the above time, to be directed to appropriate exit points, controlled so as to prevent other persons gaining unauthorised entry.
- B.2.11 Each Steward, attendant and member of staff shall be made aware of the provisions of Section 11 of the Safety of Sports Grounds Act 1975 (as amended) which authorises certain Council Officers to enter and inspect sports grounds at any reasonable time, upon production of written authorisation.
- B.2.12 Stewards shall give every assistance in an emergency to disabled persons, particularly those in wheelchairs.
- B.2.13 A loudhailer shall be provided for each Steward Supervisor.
- B.2.14 All Steward Supervisors shall be told before each specified activity the location of the Safety Officer's Control Point and the name of the Duty Safety Officer on the day in question.
- B.2.15 No Steward, whether directly employed or supplied by an agency, shall be deployed without proper training unless accompanied by a Steward who has been so trained.
- B.3 Disabled Persons**
- B.3.1 Wheelchairs used by disabled persons shall be accommodated in the purpose-built disabled spectator area. Each wheelchair shall be accompanied by an able bodied adult who shall be capable of assisting the disabled person from the sports ground and who shall occupy a nearby seat.
- B.3.2 The Holder shall ensure that access, circulation and egress routes; amenities, concessions and toilets; and the accommodation provided for disabled people are safe, properly designed and managed.

B.4 Crowd Control and Policing

B.4.1 Before each specified activity the Holder shall:

- a) consult jointly with the Fire and Rescue Service and the Police regarding the general arrangements for that activity; and
- b) notify the Police of every specified activity at least 35 days before such activity takes place when possible, or such shorter time as the Police may accept and consult with him/her concerning the attendance of a sufficient number of Police Officers for the purpose of maintaining lawful and orderly behaviour among persons attending the sports ground.

B.4.2 The Holder shall aim to secure the attendance at the sports ground of the appropriate number of Police Officers, as the Police deem appropriate.

B.4.3 The Holder shall use its best endeavours to enter into a written Statement of Intent with the Police setting out their respective responsibilities for crowd safety. Any variation in the statement must be agreed in writing in advance of the specified activity to which it is relevant. It should be noted that the Statement of Intent is **not** a contract but an agreement on respective areas of responsibility.

Note: A copy of the Statement of Intent shall be kept with this Certificate and shall also be forwarded to the Council.

B.4.4 The Holder shall maintain safety control and Police facilities as specified in Appendix 12.

B.4.5 When considered necessary by the Council, after consultation with the Police and the Holder, the Holder shall permit entry only by ticket issued or sold before the day the sports ground is used for that particular specified activity.

B.4.6 The number of tickets issued to spectators for each particular area shall not exceed the permitted capacity of that area less the number of season tickets issued and the number of staff, and other non-spectating persons occupying that area. Each ticket shall specify the gate/turnstile by which the ticket holder shall enter the sports ground and where possible shall include a simplified, understandable diagram showing the layout of the sports ground and position of entrances. Tickets for seats which offer restricted views or are uncovered shall be marked accordingly and the buyer forewarned.

B.4.7 The Holder shall agree with the Council and the Police the methods to be used for the segregation of home and visiting spectators.

B.4.8 Sufficient turnstiles or entry points, as shown on location plan ____ shall be provided and operated to allow the entry of all the spectators to each self-contained area within one hour at a notional rate of 660 persons per turnstile, (or other entry point) per hour, or such lower rate as may be determined by the Council. Each bank of turnstiles shall be individually and conspicuously identified by colour and number or letter visible to spectators approaching the sports ground. Each turnstile shall be individually identified by numbers visible from outside and inside the sports ground. The colour, number or letter on each bank of turnstiles or turnstile shall correspond with the information given on the tickets issued for use at that bank of turnstiles or turnstile.

Note: Where the recorded rate of entry proves to be less than 660 persons per turnstile per hour, (for example due to the process of searching individuals) that lower figure shall be used for calculating entry capacity instead.

- B.4.9 A public address system shall be provided and operated by a person nominated by the Holder. The system shall be used for the carrying out of emergency evacuation procedures for the ground in accordance with Appendix 8.
- B.4.10 The public address system shall be capable of communicating information to areas both outside and inside the ground. Important announcements shall be preceded by a loud signal and the arrangement prominently advertised in every programme.
- B.4.11 Each gate on an exit route and every gate in any pitch perimeter fence or radial fence, unless secured in the open position, shall be controlled by a Steward while spectators are in the sports ground.
- B.4.12 An electronic or other suitable spectator counting system shall be maintained and tested as required in Schedule F to provide continuous monitoring of spectator numbers in each area described in Appendix 4 so that the Duty Safety Officer may give instructions to close immediately any gate or turnstile. The number of spectators admitted shall be readily available at the control point.
- B.4.13 Closed circuit television and the associated emergency power supply, shall be maintained to enable densities outside the ground, within concourse areas, seating areas and in compounds and other standing areas to be monitored during every specified activity.
- B.4.14 Drinks may only be sold or supplied in plastic or paper beakers or cups; such beakers or cups may have loose fitting plastic or paper lids but otherwise no drink may be sold or supplied in closed containers except:
- a) with the prior written consent of the Council; or
 - b) where drink is served at a table accompanying a meal; or
 - c) in those parts of the sports ground not usually open to members of the general public.

Attention is drawn to the provisions of the Sporting Events (Control of Alcohol) Act 1985 as amended by the Public Order Act 1986.

- B.4.15 Where and when it is considered necessary, no person shall be permitted to enter or remain in the sports ground in possession of any glass bottle or metal can. The Holder shall take all reasonable steps to ensure that this condition is complied with. See also proviso to paragraph B.4.14 above.
- B.4.16 Television cameras, commentary points, camera gantries and the location of outside broadcast vans, for the broadcast or recording of specified activities, and including cables and other portable equipment, shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- B.4.17 Means of ingress and egress and signage shall be maintained to the satisfaction of the Council to each part of the sports ground as shown on the attached plans

and as referred to in Schedule D1 to this Certificate.

- B.4.18 The parking of vehicles on the sports ground premises shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- B.4.19 Copies of the Ground Regulations shall be framed or glazed or otherwise protected against loss or defacement and shall be displayed in prominent positions.
- B.4.20 No specific activity which is specially presented for children shall take place until the Council's consent has been given. At least 14 days written notice shall be given to the Council of any intention to provide such a specified activity.

SCHEDULE C

MEDICAL AND FIRST AID PROVISION

- C.0 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, key details of which are set out in Appendix 2.
- C1 **Accommodation and Equipment**
- C.1.1 The Holder shall provide a First Aid Room (in addition to the sports ground's own sportsperson's medical room) and, adjacent to it, a W.C. suitable for use by disabled people, together with a wash basin and hot and cold water supply. The size of the room should comply the requirements of the current Guide to Safety at Sports Grounds.
- C.1.2 The Holder shall provide in the First Aid Room, the equipment and facilities specified in Appendix 2. In addition, the Holder shall arrange defibrillators to be present at all specified activities in accordance with the Medical Needs Assessment.
- C.1.3 The First Aid Room shall be accessible to First Aid personnel and the public from every part of the ground and to ambulances, and there shall be suitable sign-posting throughout the ground.
- C.1.4 The Holder shall provide a Supplementary First Aid Post which may be used when capacity or near capacity crowds are expected but primarily for the treatment of casualties in the event of a large scale emergency. The post shall provide storage for the First Aid equipment listed in Appendix 2.
- C.1.5 There shall, in addition, be designated by the Holder a Casualty Clearing Station (CSS), at a covered location, to be used for triage and accommodation for the injured in the event of a large scale emergency. The location shall be adjoining, or as near as possible to, the First Aid Room and shall be exclusively available for the above uses in the event of any such emergency.
- C.1.6 The Holder shall provide sufficient signs to indicate to incoming emergency vehicles the location of the Casualty Clearing Station (CSS). Such signs shall be kept in the Main Reception during the course of each specified activity.
- C.1.7 The Holder shall clean, heat, light, ventilate and maintain the First Aid accommodation, which shall be used solely for First Aid purposes. The Holder shall ensure that all appropriate standards of hygiene are maintained and retain a cleaning log which should be displayed in the first aid room.
- C.1.8 The First Aid accommodation shall be available for First Aid during each specified

activity.

C.1.9 Instruction notices for contacting the Emergency Services shall be displayed in the First Aid Room.

C.2 Personnel

C.2.1 The Holder shall ensure that suitable and properly trained First Aid personnel are present at each specified activity in the ratio of at least 1 to every 1,000 anticipated people at the ground (i.e. includes staff) up to 20,000 and thereafter in the ratio of 1 to 2000 or part thereof, with a minimum of 2 at any event, and sufficient personnel shall be available before spectators are admitted to a specified activity.

C.2.2 The Holder shall ensure that, at every specified activity where the number of spectators is expected to exceed 2,000, an Event Doctor able to manage accident and emergency situations is present. [NOTE: or where the attendance is less than 10,000 an Event Practitioner may be acceptable if that can be justified agreed] The Event Doctor shall have qualifications and training in accordance with the requirements of the Guide to Safety at Sports Grounds. They shall:

- a) be at the ground before the start of the specified activity (see definition in Clause A.1.1);
- b) remain in attendance until all spectators have left and they have been stood down by the safety office; and
- c) be made aware of the location and staffing arrangements of the First Aid Room(s) and details of the ambulance cover, the local accident and emergency department's major incident plan and the Council's emergency plan.

The whereabouts of the Event Doctor shall be known to the Duty Safety Officer, First Aid and ambulance staff and to those in the Control Room who shall be able to make immediate contact with him or her.

C.2.3 At every specified activity where the number of spectators is not expected to exceed 2,000 the Event Doctor or Event Practitioner need not be present at the sportsground, but the Holder shall ensure that arrangements are made to enable them to be summoned immediately to deal with any medical exigency at the ground. Those arrangements shall be made known to the officers in charge of the Control Room and the First Aid Room.

C.2.4 The Holder shall make arrangements for the provision of at least one fully equipped ambulance (either from the NHS or, if from elsewhere, from a source approved by the Local Health Authority's Chief Ambulance Officer), to be in attendance at all events with an anticipated crowd of 5,000 or more. Any additional ambulance cover should be determined after consultation with the Local Health Authority's Chief Ambulance Officer, but in no case shall the ambulance provision be less than the following:

Anticipated attendance**Dedicated ambulance provision**

(a) 5,000 to 25,000

1 Accident and emergency ambulance (fully equipped and staffed to HCPC registered paramedic level and be registered with the Care Quality Commission (CQC), plus:

1 officer provided by the statutory ambulance authority.

(b) 25,000 to 45,000

1 Accident and emergency ambulance (with paramedic crew), plus :

1 officer provided by the statutory ambulance authority.

1 major incident equipment vehicle and a paramedic crew

1 control unit

(c) 45,000 or more

2 Accident and emergency ambulances (with paramedics crew), plus :

1 officer provided by the statutory ambulance authority.

1 major incident equipment vehicle and a paramedic crew

1 control unit

Note: Please see the current Guide to Safety at Sports Grounds for certain exceptions to above Table where the Medical Plan is able to justify reductions due to suitable alternatives being available and that measures to transport patients to hospital are in place and detailed in the medical plan.

SCHEDULE D

BUILDINGS, STRUCTURES AND INSTALLATIONS

D.1 Means of Ingress and Egress

- D.1.1 The means of ingress and egress shall be maintained in good condition and unobstructed to each part of the sports ground as shown on plan SCO2 and as specified in Appendix 5; gates and gangways shall be of width specified. The location of all exit gates shall be as shown on plan SC01 and SC02
- D.1.2 Each egress gate referred to in Appendix 5 shall be available for general egress during any specified activity.
- D.1.3 No door or gate forming part of an escape route shall be locked by a key or fastened in such a way that it cannot easily and immediately be opened by those using that route in an emergency.
- D.1.4 All exit gates, unless secured in an open position, shall be staffed at all times while the ground is used by the public. All pitch perimeter gates shall be kept unlocked whenever the area of the ground behind them is occupied by spectators.
- D.1.5 'WAY OUT' or 'EXIT' notices shall be provided and maintained over each exit, and exit routes shall be indicated as required by the Council.
- D.1.6 All doors and gates on exit routes shall be secured in the fully open position not less than 10 minutes before the end of the specified activity.
- D.1.7 All gates in radial, pitch-perimeter or pitch barrier fences shall be painted in a distinctive colour, different from the rest of the fence and shall be marked "EMERGENCY EXIT". Advertising boards shall not impede any exit in an emergency.
- D.1.8 Each gate shall be permanently marked with its number as set out in Appendix 5. The numbers shall be not less than 300mm in height and visible when the gates are either open or closed.
- D.1.9 Each staircase and each corridor of the main stand as indicated on plan CH1 shall be maintained as a sterile area free from any combustible material enclosed with fire-resisting construction.
- D.1.10 Each gangway, exit route, stairway, ramp, stepping and means of access for emergency vehicles shall be kept free of stored goods, litter, ice and snow whilst the sports ground is in use for any specified activity. The treads of steps and stairways shall be maintained with non-slip and even surfaces, and shall be adequately drained.
- D.1.11 Gangways on terraces shall be in a conspicuous colour with a non-slip surface. Conspicuous nosings shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of spectators.

D.1.12 Means of access for Emergency Service vehicles shall be provided as indicated on the attached drawing No. SC02

D.1.13 The means of access for Emergency Service vehicles shall be maintained unobstructed and in good condition to the satisfaction of the Council.

D.2 **Electrical, Mechanical and Heating Installations**

D.2.1 The electrical installation for the premises shall be maintained in accordance with BS 7671 Requirements for Electrical Installation (IEC Wiring Regulations).

D.2.2 A schematic diagram of the main electrical distribution arrangements protected from defacement or damage, shall be fixed in a position easily accessible to the technical staff. All switch and control gear shall be clearly labelled to indicate the circuits which they control.

D.2.3 All cables and conductors of wiring systems shall be sited so that they are, as far as practicable, inaccessible to the public and shall be enclosed throughout in a protective covering of material which has sufficient strength to resist mechanical damage – for example screwed metal conduit, metal trunking, mineral insulated metal sheathed cables or armoured cables.

Note: Where wiring is to be installed within confined areas (such as in escape routes), cables from the above list with a PVC sheath shall not be used. Low Smoke and Fume Emission (LSF) sheathed cables may be acceptable subject to the Council's approval in writing.

D.2.4 The maintained normal lighting shall be kept illuminated within the sports ground where there is inadequate natural daylight during specified activities, to allow free movement within the sports ground and exits therefrom.

Any approved non-maintained escape lighting shall automatically provide illumination in the event of a failure of the maintained normal lighting supply.

Any approved maintained escape lighting shall be kept illuminated during specified activities where there is inadequate natural daylight.

Either system of escape lighting independently shall provide a level of illumination which is adequate to allow free movement within the sports ground and exits therefrom.

D.2.5 The maintained normal lighting and the emergency lighting shall separately provide a level of illumination which is sufficient to allow the CCTV system to function satisfactorily.

The escape lighting shall provide a level of illumination which is adequate to allow the CCTV cameras to operate satisfactorily.

D.2.6 An alternative electricity supply which functions for a minimum of three hours in the event of failure of the normal supply shall be provided to the following installations:

- a) Emergency lighting
- b) Escape lighting

- c) Emergency telephone
- d) Fire alarm
- e) CCTV control and remote camera system
- f) Control Room(s)
- g) Evacuation lift(s)
- h) First Aid Room and
- i) Other apparatus/areas where required

Note: Where a generator is used to provide the alternative supply, the start-up time of the generator should not exceed five seconds.

- D.2.7 The electricity power supply to the turnstile monitoring system shall ensure continuous operation for a period of three hours in the event of a normal supply failure and ensure that there will be no loss of information on memory.
- D.2.8 The electricity power supply to the public address system shall be such as to ensure continuous operation in the event of failure of the mains electricity supply. No spectator shall be admitted unless the public address system is in full working order.
- D.2.9 In those areas where mechanical ventilation is provided, it shall be kept running during the whole time that the areas are occupied.
- D.2.10 Approved disposable air filters shall only be replaced by a similar approved type of filter. Unapproved filters of a different specification shall not be installed without written consent of the Council.
- D.2.11 The heating installation (including all boilers, calorifiers and safety devices) for the premises, shall be maintained by the Holder in a safe and satisfactory condition; shall be housed in a fire-resistant enclosure; shall be fitted with automatic energy cut off device(s); shall have an adequate air supply and shall not prejudice the means of escape for spectators. The installation shall also be examined as required by Section F.6.1. Any gas installations shall be provided and maintained in accordance with the Gas Safety (installations and Use) Regulations 2018.
- D.2.12 The Holder shall ensure that electrical installation is in the charge of a person who is thoroughly familiar with the electrical and mechanical installations in the sports ground, during the whole of the time the sports ground is in use for a specified activity.
- D.3 **General**
- D.3.1 No temporary sales kiosk or stall or other temporary structure (including any mobile stall) shall be installed without the prior consent of the Council in writing. Liquefied Petroleum Gas (LPG) shall not be used unless consent is obtained from the Council in writing.
- D.3.2 Hazardous materials (including fuels, fertilizers, weedkillers and paints) and combustible materials, shall only be stored in a suitable room or storage area

approved by the Council. The hazards arising from the keeping of petroleum spirit or petroleum mixture on the premises, including petroleum spirit kept in fuel tanks of plant such as motor mowers is subject to additional statutory control. The Petroleum Enforcement Authority shall be informed of any proposal to keep petroleum at the premises.

- D.3.3 All glass in doors, windows, partitions, etc. in each part of the sports ground accessible to spectators shall be maintained in a sound condition and any replacement glass shall conform with the requirements for safety glass as outlined on Approved Document K, 2013 edition as amended, a schedule to the Building Regulations 2010.
- D.3.4 Suitable and sufficient cutting equipment, approved by the Council, shall be provided by the Holder to permit the immediate removal of any pitch perimeter fencing to release spectators. The Holder shall provide properly trained staff at each specified activity to use the equipment.
- D.3.5 No marquees, tents, soft furnishings, artificial foliage or decoration, shall be installed unless suitable test evidence of material samples have been submitted to the Council and the Council's written consent has been obtained.
- D.3.6 The following areas shall be kept completely free of storage, goods, litter combustible or flammable material or other obstruction and access maintained at all times:
- a) All boiler rooms
 - b) Plant rooms
 - c) Electrical intake rooms
 - d) Electrical switch rooms
 - e) Transformer rooms
 - f) Lift motor rooms and lobbies
 - g) Generator rooms and
 - h) Voids, particularly beneath wooden stands.
- D.3.7 Except as provided in paragraph D.3.8 or with consent of the Council in writing, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the sports ground.
- D.3.8 Cylinders for the storage of CO² may be used for the supply of beer pumps provided that only one cylinder in use, chained in an upright position, plus one spare for each bar, may be kept in such bar or bar store. Any other CO² cylinder shall be kept in a store approved by the Council.
- D.3.9 No special effects, displays or other arrangements (including pyrotechnics, lasers etc.) shall be undertaken without the prior consent of the Council in writing.
- D.3.10 The Holder shall ensure that all seating is maintained securely fixed in position, suitably numbered and that damaged seats are promptly repaired or replaced.

- D.3.11 All fire doors shall be maintained effectively self-closing and shall not be secured open unless otherwise permitted by the Council. Doors to stores and plant rooms shall be kept locked whilst spectators are on the premises during a specified activity.
- D.3.12 Any temporary demountable structures used in the sports ground shall be erected and used in strict accordance with their design criteria approved by the Council prior to assembly. The design of any temporary demountable structure shall be subject to an independent check by a competent person as defined in Section F.1.4 and a certificate submitted to the Council as set out in Section G.2.1 (n).

SCHEDULE E

FIRE AND FIRE FIGHTING

E.1 General

- E.1.1 All emergencies are to be directed in the first instance to the Safety Officer's Control Point
- E.1.2 The Fire and Rescue Service shall be called to any outbreak of fire or suspicion of fire, in accordance with the procedure detailed in Appendix 8.
- E.1.3 The Petroleum Enforcement Authority shall be informed of any proposal to keep petroleum and other hazardous substances at the premises.

E.2 Fire Warning System

- E.2.1 The fire warning system shall consist of emergency telephones positioned throughout the sports ground as specified in Appendix 6 together with manually operated electric fire-alarms, automatic fire detectors and the public address system.
 - a) The emergency telephones shall be directed to the Safety Officer's Control Point during specified activities.
 - b) The public address system shall be controlled from the Safety Officer's Control Point
 - c) The public address system shall be provided with emergency override facilities.
 - d) The fire alarms and smoke detectors shall terminate at the control panel in the Race day office.
 - E.2.2 The telephone switchboard and fire alarm control panel shall be permanently staffed during a specified activity.
 - E.2.3 The public address system shall be staffed during a specified activity by a person nominated by the club who shall be responsible, in conjunction with the Holder, for carrying out emergency evacuation procedures for the sportsground.
 - E.2.4 The fire warning systems (emergency telephones, automatic fire detection systems and public address system), as determined by the Council in consultation with the Fire and Rescue Service, shall be maintained in an effective working order. Any defects noted in the testing of the systems shall be recorded (see Schedule F) and remedied without delay prior to the next specified activity. If this is not possible, the matter shall be reported immediately to the Council and the Fire and Rescue Service.
- ### E.3 Fire Fighting Equipment
- E.3.1 Portable fire appliances, hose reels and fire fighting equipment with adequate

water supplies shall be provided in the positions specified in Appendix 3, inspected and tested as specified in Schedule F, and records kept as specified in Schedule G.

- E.3.2 Extinguishers shall comply with BS EN3 and are to have British Approvals for Fire Equipment (BAFE) Certification under the British Standards Institute's 'Kitemark' Scheme. Extinguishers shall be installed and maintained in accordance with BS.5306: Part 3 and to the editions current at the date of this Certificate. New extinguishers shall be of a pattern similar to the existing extinguishers.
- E.3.3 Extinguishers shall be located in conspicuous positions on brackets or stands where they are readily seen by persons following an escape route. The carrying handles of larger heavier extinguishers shall be about 1m from the floor but small fire extinguishers and fire blankets shall be mounted so as to position the handle of the extinguisher/base of the fire blanket about 1.5m from the floor.
- E.3.4 Fire Extinguishers shall be sited so as to be easily accessible to staff but not, so as to cause obstruction or be easily vandalised. They shall be protected against extremes of temperature and, where necessary, shall contain an anti-freeze agent recommended by the manufacturer.

IMPORTANT

BEFORE RUNNING OUT TUBING

TURN ON VALVE ABOVE/BELOW REEL

- E.3.7 The main stop valve controlling the water supply to the hose reels shall be secured fully open by a suitable device (e.g. in the case of a wheel operated valve, by a padlocked chain or strap). The valve shall be indicated by a permanent notice reading "FIRE SUPPLY - DO NOT TURN OFF".
- E.3.8 If hose reels are to be enclosed in a cupboard, the doors shall be designed to open through 180° to prevent obstruction when tubing is run out in any direction and shall be free from any key operated fastenings. Unless the enclosure doors are predominantly glazed with clear glass, the face of the doors shall be marked "FIRE HOSE REEL" in conspicuous lettering.
- E.4 **Fire Duties**
- E.4.1 Each member of staff and each Steward shall be fully trained by the Holder in the procedure to be adopted in the event of fire or other emergencies as appropriate to the duties they perform. Such duties shall include:-
- a) the action to be taken on discovery of a fire or other emergency
 - b) the method of calling the Fire and Rescue Service
 - c) the method of operating the fire alarms and procedures to be followed thereafter
 - d) operation of the internal emergency telephones
 - e) familiarisation with positions of emergency telephones and fire alarm call

points throughout the sports ground

- f) the correct method of using fire fighting equipment and familiarisation with their locations within the sports ground
- g) evacuation of the sports ground, the location of assembly points, and specific action required by individual members of staff
- h) familiarisation with all escape routes and the methods of maintaining such escape routes free of obstruction
 - a. the purpose of fire-resisting doors and the need to maintain them in the closed position
 - i) the importance of fire evacuation training and
 - j) the importance of reporting defects which are identified.

E.4.2 Details of all training and briefing for staff and Stewards shall be entered in a log book.

E.5 **Instruction Notices**

E.5.1 Copies of Emergency Instructions, as specified in Appendix 8, shall each be displayed in clearly legible characters in the locations listed and as determined by the Council, but such so as not to be visible to spectators.

E.5.2 Each such notice shall be framed and glazed or otherwise protected against loss or defacement, and shall be positioned so that it is not readily visible to the general public.

SCHEDULE F

BRIEFING, TESTING AND INSPECTION BY THE HOLDER

F.1 Introduction

F.1.1 The following training sessions, tests and inspections shall be carried out by the Holder and records kept as specified. Any defect found as a result of those tests and inspections or otherwise shall be recorded which shall also record when the defect is discovered and when remedied.

F.1.2 All defects and deficiencies shall be reported to the Safety Officer as soon as is reasonably possible.

F.1.3 In this schedule, a 'competent person' in relation to the testing and certification of electrical systems and installations shall be one of the following:

- a corporate member of the Institution of Electrical Engineers
- a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or Electrical Contractors' Association;
- a suitably qualified representative of the Electrical Supply Authority.

F.1.4 In this schedule, a competent person in relation to the testing and certification of structural elements shall be one of the following, with the appropriate skills and experience in the Guide to Safety at Sports Ground:

- a Chartered Structural Engineer
- a Chartered Surveyor (Building Surveying Division)
- a Chartered Civil Engineer
- or another similarly qualified person.

F.2 Every Activity

F.2.1 Before the start of each specified activity, the Holder shall:

- a) inspect the general condition and state of maintenance of the sports ground, paying particular attention to the condition of each terrace, stairway, exit route, access route and directional sign;
- b) inspect all gangways, entry, exit and access routes to ensure freedom from obstructions and trip hazards; that surfaces are not slippery and to ensure that they are capable of being used to their full capacity;
- c) examine each crush barrier and balustrade for corrosion, deformation or any other visible weakness; ensure all structures are free from damage,

corrosion or deformation which might cause a potential danger to the public; test exit doors and gates to ensure that they are easily and fully openable whether manually or electronically operated;

- d) remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void, lift lobby and all areas to which the public have access, including the means of access for emergency vehicles; of goods, litter, combustible or flammable materials, unauthorised products or other obstruction or hazard;
- e) examine all exit doors and gates (including those in perimeter or radial fences) whether manually or electronically operated and ensure that the equipment for cutting perimeter fences in an emergency (if appropriate), is in place;
- f) inspect all voids beneath wooden stands, all kitchens and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards, and ensure that hazardous materials are removed, or safely stored, well away from public areas;
- g) ensure that the required fire fighting equipment is in position and available;
- h) inspect first aid rooms and the equipment and supplies held there and ensure that sufficient first aid personnel are present and at their posts and have been properly briefed;
- i) where this is in use, that television and outside broadcast equipment, including cables, are located in the approved position;
- j) ensure containers used to store combustible waste or litter are secure;
- k) ensure that areas to which public access is prohibited are properly locked or sealed off;
- l) ensure that directional signs are in place and, where appropriate, illuminated;
- m) ensure the integrity of any demountable structures after their assembly; and
- n) ensure that media activities do not interfere with, or negate, the normal safety operation of the sports ground, and do not hamper the safety, comfort or viewing standards of spectators.

In each case, if problems are identified, the Holder shall take appropriate remedial action before the public is allowed access to the affected area. The results of the inspections and checks shall be recorded in a log book.

F.2.2 All generators and associated engines, where in use, shall be tested in accordance with the manufacturer's instructions by a competent person (including an electrician on the ground staff) not more than 48 hours prior to a specified activity. It should include a simulated mains failure test with the generator taking up its prescribed load within five seconds. The results of such tests shall be

recorded in a log book.

- F.2.3 The automatic fire detection and fire warning systems (including the repeater panel in the Control Room), shall be tested in accordance with the method laid down in BS5839 : Part 1 (paragraph 29.2.4); the stewards radio systems, emergency telephones, public address system and back-up loud hailers, CCTV system, video or electronic information boards, emergency lighting systems and temporary television camera platforms and gantries and other media installation, shall all be tested (including a test from the secondary power supply) and inspected at least 24 hours and not more than 48 hours prior to a specified activity and the result recorded in the log book.
- F.2.4 The turnstiles and metering or entry monitoring systems (including electronic monitoring systems), as set out in Section B.4.12, shall be tested before each specified activity and the results recorded in a log book.
- F.2.5 Stewards shall be briefed on their general and emergency duties in accordance with Sections B.2.5, B.2.7, B.3.1 and E.4.1 and a record of the briefing made.
- F.2.6 The Holder shall liaise with the Police and the Fire and Rescue Service in accordance with Section B.4.1.
- F.2.7 The Holder shall liaise with the Chief Ambulance Officer regarding appropriate ambulance provision under Section C.2.4.
- F.2.8 The Holder shall ensure that First Aid equipment and materials are maintained at the required level, as set out in Section C.1.2 and Appendix 2
- F.2.9 During each specified activity, the Holder shall:
- a) ensure that litter and waste are not allowed to accumulate, and are removed to secure containers whenever possible;
 - b) ensure that materials are not allowed to accumulate or be stored in circulation, exit or escape routes; and
 - c) ensure that all aisles, exits, emergency exits and escape routes are kept clear.
- F.2.10 After each specified activity, the Holder shall:
- a) carry out a general visual inspection of the sports ground for signs of damage or deformation which might create a potential danger to the public, with particular attention to the condition of seats, terraces, viewing slopes, barriers and stairways;
 - b) ensure that combustible waste and litter are cleared (particularly from voids) and either removed or stored in secure containers;
 - c) participate with the ambulance officers and first aiders in a de-briefing and record any comments and follow up action;
 - d) ensure that any outstanding matters of concern are recorded and arrangements made for remedial action before the next specified activity; and

- e) liaise with the Police Service and/or crowd control personnel to gain full benefit from any de-briefing about crowd control.

F.3 **Every Month**

- F.3.1 All hose reels shall be tested once a month and the results entered in a log book.
- F.3.2 Monthly inspections of extinguishers, spare gas cartridges and replacement charges shall be carried out to ensure that extinguishers are in their correct positions and have not been discharged or suffered a pressure loss or damage. The results of the inspections shall be entered in a log book.
- F.3.3 Each generator and associated engine used to provide alternative supplies shall be tested by a competent person. The generator shall be started under simulated mains failure and tested on **full load** for not less than one hour. The results of the tests shall be recorded in a log book.

F.4 **Every Three Months**

- F.4.1 Any passenger lift installation shall be maintained and inspected at least once every three months by a competent lift engineer, and a certificate from the lift insurance company to the effect that the whole installation is in safe and efficient working order, shall be submitted to the Council at least once every 12 months.

F.5 **Every Six Months**

- F.5.1 An inspection and three hour full load test of the escape lighting batteries shall be carried out by a competent person. A certificate with the test results shall be submitted to the Council.

Where self-contained battery operated escape luminaries are installed, the certificate shall confirm that each luminaire has been energised from its battery for three hours.

- F.5.2 An inspection of any electronic locking system, shall be carried out by a recognised person.

F.6 **Every Year**

- F.6.1 An examination of the boiler, calorifier, and all safety devices shall be carried out by a boiler insurance company and a certificate confirming that they are in a safe condition shall be submitted to the Council at least once every 12 months.
- F.6.2 The escape lighting engine, generator and control gear shall be tested by a competent person, and a certificate to the effect that they are in efficient working order shall be submitted to the Council at least once in every 12 months.
- F.6.3 The manual electric fire alarm, automatic fire detection equipment, emergency telephone system, CCTV and public address system shall be tested by a competent person and a certificate confirming that they are in a satisfactory condition shall be submitted to the Council at least once in every 12 months.
- F.6.4 All fire fighting equipment shall be maintained and overhauled in accordance with BS 9999 BS.EN 671, BS.5306: Parts 1 and 3, and BS.EN 1869 BS EN 7944 as appropriate by a recognised person or company of fire engineers and a record

kept. An inspection and maintenance certificate in respect of all fire fighting equipment at the sports ground shall be submitted to the Council once in every 12 months.

NOTE: The British Approvals for Fire Equipment operates a scheme of registration of companies to carry out maintenance of fire extinguishers under contract. The scheme is run by the British Standards Institution (BSI Quality Assurance) through its "Registered Firms" Scheme.

- F.6.5 Two evacuation training sessions shall be carried out every 12 months in accordance with Clause 7 and the details recorded in a log book.
- F.6.6 Inspections shall be made of the sports ground, including crush barriers, boundary walls, fences, gates and including all buildings, structures, components and installations, by a competent person as set out in Section F.6.7, or other similarly qualified professional, to ascertain their strength, stability and state of maintenance. A certificate of inspection shall be submitted to the Council at intervals not exceeding 12 months.
- F.6.7 All barriers (including crush barriers, handrails and other structural crowd control elements) shall be subject to an annual written risk assessment, a copy of which, shall be forwarded to the Council. Every barrier identified by the risk assessment as a potential risk shall be tested immediately as set out in Appendix 7. A certificate of testing shall be submitted to the Council.

The certificate shall list and identify the items to which it refers and confirm that they are in such condition as to perform safely their required functions from the date of the certificate. The risk assessment and testing shall be carried out, and the certificate signed, by one of the following with appropriate skills and experience:

- a Chartered Structural Engineer;
- a Chartered Surveyor (Building Surveying Division); or
- a Chartered Civil Engineer.

- F.6.8 The electrical installations, not covered by Section F.7.1, shall be inspected and tested and a periodic inspection report, in the form prescribed in Guidance to the IEC Wiring Regulations, shall be submitted to the Council at least once in every 12 months unless the previous certificate specified a shorter period, and not later than 3 months before the expiry date of the current certificate. The certificate shall confirm that the installation is in a safe working condition and shall be signed by a competent person.
- F.6.9 The lightning protection system shall be tested by a competent person and a certificate confirming that it is in a satisfactory condition shall be submitted to the Council at least once in every 12 months.
- F.6.10 Where crush barriers and handrails fail to meet these test conditions they shall be replaced or strengthened. Such barriers and handrails shall be retested in accordance with Appendix 7.

F.7 Every Five Years

- F.7.1 New electrical installations shall be inspected and tested and a periodic inspection report, in the form prescribed in Guidance Note 3 to the IEC Wiring Regulations, shall be submitted to the Council at least once in every five years unless the previous certificate specified a shorter period, and not later than three months before the expiry date of the current certificate. The certificate shall confirm that the installation is in a safe working condition and shall be signed by a competent person.

SCHEDULE G

RECORDS AND CERTIFICATES

G.1 Records to be Kept by the Holder

G.1.1 The Holder shall keep, separately, for a minimum period of six years, the following records which shall be made available for inspection by the Council's authorised officers or representatives of the SGSA at all reasonable times. (The Holder shall be responsible for the collation of the information required for the records from the relevant organisation.) Each record shall specify the name, status and qualifications of any person carrying out a test, inspection or remedial work:

- a) a record of the number of spectators admitted to the sports ground for a specified activity, and to each part of the sports ground referred to in Appendix 4;
- b) a record of any accident or incident which causes injury, other than a playing injury, which is brought to the notice of the Holder and which occurs whilst the sports ground is in use for a specified activity;
- c) a record of the names of stewards on duty at each event and the positions allocated to them within the sports ground as specified in Sections B.2.1, B.2.6, B.2.9 and B.2.10;
- d) a record of details, including attendance, of each training session and pre-event briefing given to staff and Stewards as specified in Section B.2.7 and Section E.4;
- e) a record of the numbers and posts of all first aiders present on each occasion as specified in Section C.2.1 and the attendance of the crowd doctor as specified in Section C.2.2 and C.2.3;
- f) a record of each exercise as specified in Clause 7;
- g) a record of tests of emergency telephones, fire alarms and automatic fire detectors and public address system as specified in Sections F.2.3, F.3.1, F.6.3 and Section E.2.4;
- h) a record of tests of fire fighting equipment as specified in Sections E.3.1, F.3.1 and F.6.4;
- i) a record of tests of the escape lighting, generator and engine as specified in Section F.2.2 and F.3.3;
- j) a record of tests of the turnstiles and electronic monitoring system as specified in Section F.2.4;
- k) a record of each inspection carried out at the sports ground to ensure

compliance with Section F.2.1;

- l) a record in a Defects Log Book of any defect relating to the safety of the sports ground, howsoever discovered, including a record of when such defect has been remedied;
- m) a record of the certificates required to be submitted to the Council under Section G.2.1. below.
- n) a record of all first aid or medical treatment provided during or in connection with any specified activity;
- o) a record of all fire alarms soundings whether or not activated by the automatic fire detector system;
- p) a record of all substantial maintenance work and improvements relating to safety carried out at the sports ground;
- q) a record of all pre-event inspections as specified in Section F.2.3;
- r) a record of any non-routine opening of an exit door or gate; and
- s) a record of any assumption of control by the Police.

G.1.2 The Holder shall ensure that all records are kept fully up to date in a tamper proof form. The records shall be kept together and available to the Safety Officer along with a copy of this certificate and its related documentation.

G.2 **Certificates to be Submitted by the Holder to the Council**

G.2.1 The Holder shall submit the following certificates to the Council:

- a) an escape-lighting battery test report as specified in Section F.5.1, once in every 6 months;
- b) a certificate of examination of boiler calorifiers etc., as specified in Section F.6.1, once in every 12 months;
- c) a certificate of inspection of escape lighting generator and engine as specified in Section F.6.2, once in every 12 months;
- d) a certificate of structural safety as specified in Section F.6.6, once in every 12 months;
- e) a certificate of satisfactory load testing as specified in Section F.6.7, once in every 12 months;
- f) a certificate of inspection of the manual electric fire alarms and automatic fire detection equipment as specified in Section F.6.3, once in every 12 months;
- g) a certificate of inspection of lifts as specified in Section F.4.1 once in every 12 months;
- h) a certificate of inspection for the public address installation once in every 12 months;

- i) a certificate of inspection of the emergency telephone system once in every 12 months;
- j) a certificate of inspection of all fire fighting equipment as specified in Section F.6.4 at least once in every 12 months; and
- k) a certificate of inspection of the electrical installation as specified in Section F.6.8 or F.7.1, at least once in every 12 months or five years as appropriate.
- l) a certificate of inspection of the CCTV system as specified in Section F.6.3 at least once every 12 months.
- m) a certificate of inspection of the lightning conductor as specified in Section F.6.9 at least once every 12 months; and
- n) an independent design certificate for any temporary demountable structure prior to assembly at the sports ground.