

## APPENDIX 1

## INDEX OF KEY LOCATIONS

Key locations as specified on Plan No. Drawing SC01.

Description	Location
Medical Room	Location -A
Club Shop	Location B
Patrion's Lounge	Location C (Underneath main stand)
Turnbull Bar	Location D ( in clubhouse)
Food outlet 1 Tow bar Express stand	Location E
Matchday office	Location F
Changing Rooms	Location G
Food Outlet 2 – (South Terrace Upgang Lane	Location H

## APPENDIX 2

### FIRST AID EQUIPMENT

As set out in medical plan for Whitby Town FC 2023-2024, version 1.6, season 23-24

## APPENDIX 3

## SCHEDULE OF FIRE APPLIANCES

Location	<u>Extinguishes</u>				<u>Other Fire Appliances</u>				<u>Date next due Appliance Check</u>
	6 Litre water type*	6 Litre foam	CO <sup>2</sup> 2.2kg	Dry Powder 6kg	45m Hose Reel	30m Hose Reel	Fire Blanket	Powder 2kg	
Changing room Passage				X1					June -2024
Matchday Office Passage / Waiting Area	X1	X1							June -2024
Matchday Office Kitchen							X1	X1	June -2024
Matchday Office	X1	X1							June -2024
Canteen Tow Bar Express stand			X1				X1		June -2024
Managers /Treasurers Office			X1						June -2024

**APPENDIX B**

<b>Bar / Bar Entrance / Bar Cellar</b>	X1		X2						June -2024
<b>Club Shop</b>				X1					June -2024
<b>Hospitality Lounge</b>			X1						June -2024
<b>Sponsors Lounge</b>				X1					June -2024
<b>Hospitality Kitchen</b>				X1			X1	X1	June -2024
<b>Medical Room</b>		X1	X1						June -2024
<b>Groundsman Garage</b>				X1					June -2024
<b>Canteen Cabin</b>							X1	X1	June -2024

# PERMITTED NUMBERS OF SPECTATORS

# APPENDIX 4

ZONES	CALCULATION (A)	CAPACITY (B)	(P) FACTOR (C)	(S) FACTOR (D)	ADJUSTED CALCULATION	ADJUSTED CAPACITY
<b>Zone 1</b>	500 Seats + X 6 Disabled & X6 Helpers	512	1.0	1.0	None	512
<b>Zone 2</b>						
<b>Sponsors lounge</b>	18m x 1.5 x 47/10	126.9	0.6	0.6	B x C	76
<b>And Standing area</b>	5.7m x1.5x 47/10m	40.18	0.6	0.6	B X C	24
<b>Zone 3</b>	68 x 1.5 x 47/10	479.4	0.7	0.7	B x C	332
<b>Zone 4 (A)</b>	9.8 x 1.5 x 47/10 =	69	0.6	0.6	B x C	41
<b>Zone 4 (B)</b>	50 x 1.5 x 47/10 =	352.5	0.6	0.6	B x C	212

**APPENDIX B**

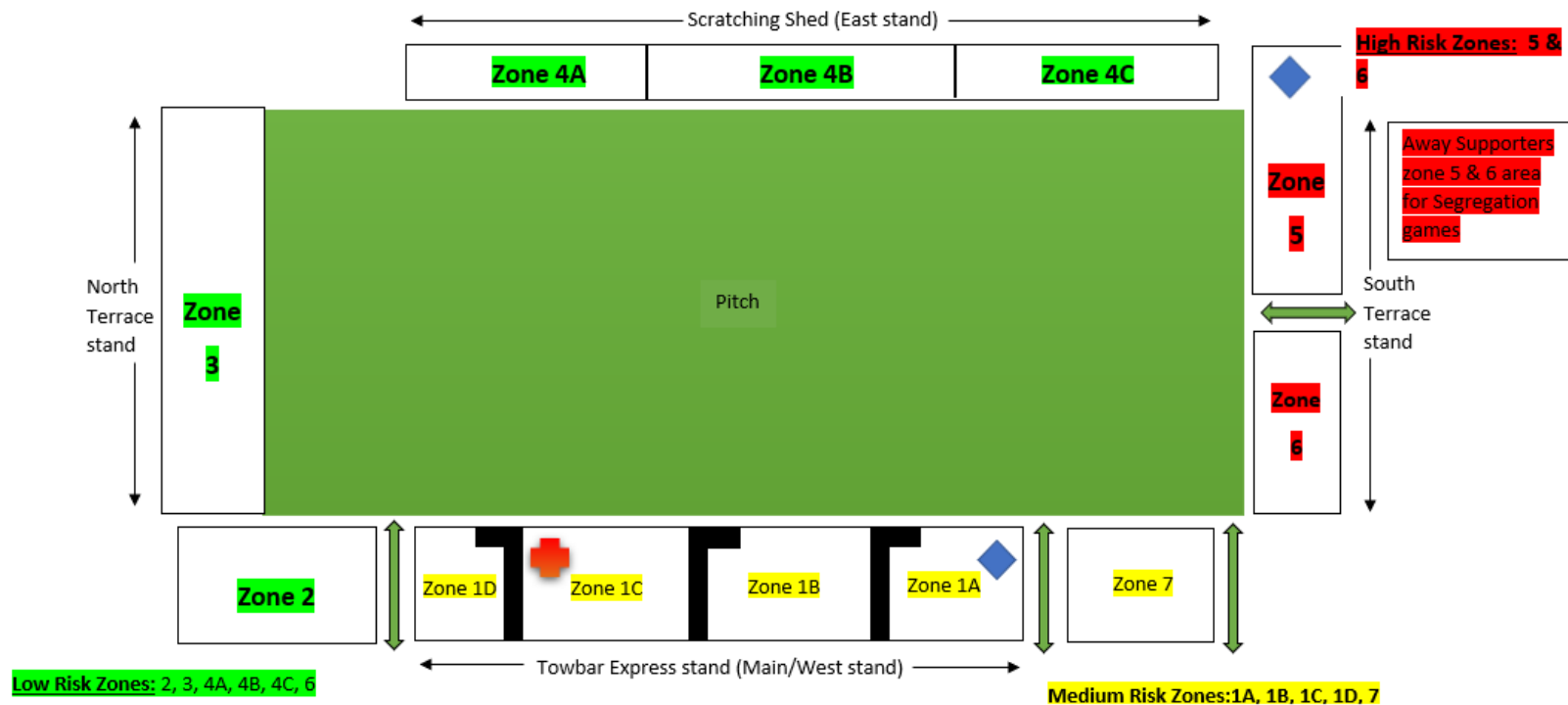
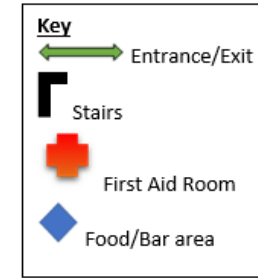
<b>Zone 4 (C)</b>	19m x 1.5m x 47/10	134	0.6	0.6	B x C	80
	And 2.8m x 1.5 x 47/10	19.74	0.6	0.6	B x C	12
<b>Zone 5</b>	27.3m x 1.5m x 47/10	192.46	0.7	0.7	B x C	135
<b>Zone 6</b>	35m x 1.5m x 47/10	246.75	0.7	0.7	B x C	173
<b>Zone 7</b>	21m x 1.5 persons deep	148.05	0.6	0.6	B x C	89
	9m x 1.5m x 47/10	63.45	0.6	0.6	B x C	
	7.6m x 1.5m x 47/10	53.58	0.6	0.6	B x C	38
						32
<b>TOTALS</b>		<b>2437.96</b>				<b>Ground Capacity</b>
		Without adjustment using P or S factor				<b>1756</b>

Maximum number of spectators that may be admitted to each part of the sports ground at any one time shall be restricted to the capacities set out above.

**The maximum ground capacity total shall not exceed 1756 persons.**



**Whitby Town FC**  
**Towbar Express Stadium Zones &**  
**Ground Capacity Map**





## APPENDIX 5

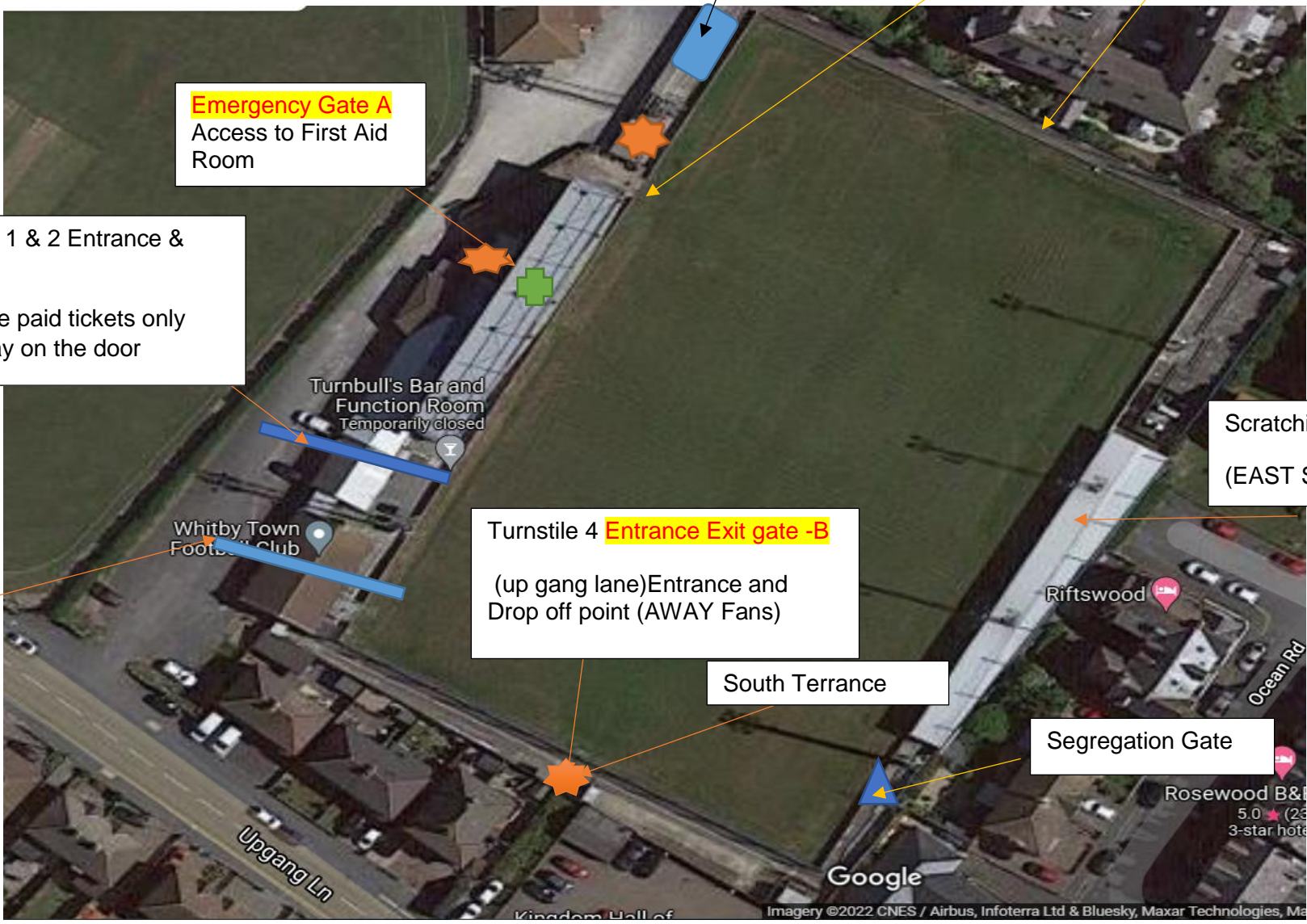
## EXIT GATES, DOOR NUMBERS AND WIDTH OF EXITS

Location plan ref SC02	Gate numbers	Clear opening width (m)
Emergency <b>Gate A</b> Rear of main stand	<b>Emergency - 1 Gate</b>	3.2
Emergency <b>Gate B</b> South Stand – Upgang Lane	<b>Emergency Gate -2</b>	3.28m
Turnstile 1 and 2	Turnstile 1 and 2	1.04m
Turnstile 3	Turnstile 3	1.07m
Turnstile 4	Turnstile 4 Upgang Lane	3.28m



**APPENDIX B**

-  First Aid Room
-  Emergency Exit



Turnstiles 1 & 2 Entrance & Exit

- 1- Pre paid tickets only
- 2- Pay on the door

Turnstile 3 Entrance & Exit

Turnstile 4 **Entrance Exit gate -B**  
(up gang lane) Entrance and Drop off point (AWAY Fans)

South Terrace

Segregation Gate

Scratching Shed (EAST STAND)

OFFICIAL

**APPENDIX 6****LOCATION OF EMERGENCY AND CONFERENCE TELEPHONES****SCHEDULE OF TELEPHONES**

Type	Position	Number
Landline	Matchday office Drawing SCO1	01947 604847
Safety Officer mobile numbers Graham Reeves and Cindy Ripley	Control point	07429 475308 (GR) 07927290640(CR)
Mobile Graeme Hinchliffe	MD	07973 339962
Scott Booth		07775 724049

\*staff will all have their own personal mobile phones and will be able to use if required

**NOTES:**

1. Emergency telephone lines shall comply with BS.5839: Part 1 Section 17.2.
2. Direct lines shall be on a system independent of the general and emergency telephone system with an independent power supply and wired to comply with BS.5839: Part 1 Section 17.2.

## APPENDIX 7

## TEST LOADS AND STRUCTURAL TESTING PROCEDURES FOR BARRIERS ETC.

## TEST LOADS AND TESTING

	Horizontal Imposed Load (kN/m)
<b>A. Handrails, Balustrading, Fences, Guard Rails</b>	
Barriers for spectator galleries :	
3.4m distance	3.0
2.3m distance	2.0
1.7m distance	1.5
Barriers for gangways of seating decks, aligned at right angles to the direction of spectator movement:	3.0
Barriers for gangway of seating decks, parallel to the direction of spectator movement:	2.0
Barriers for seating decks, adjacent to the end row of seats and protecting spectators from falling sideways:	1.0

Barriers for seating decks, behind a rear row of seats and protecting spectators from falling backwards:	1.0
Barriers positioned within 530mm in front of seats :	1.5
Barriers for stairways, landings and ramps, aligned at right angles to the direction of movement of spectators:	3.0
Barriers for stairways, landings and ramps, aligned with the direction of movement of spectators:	2.0
Barriers for gangways in standing areas, aligned at right angles to the direction of spectator movement:	5.0
<b>B. Crush Barriers for Standing Accommodation</b>	
Spaced between 5.0m and 3.1m for terrace gradient range 5 degree to 25 degree:	5.0
Spaced between 4.0m and 2.5m for terrace gradient range 5 degree to 25 degree:	4.0
Spaced between 3.3m and 2.1m for terrace gradient range 5 degree to 25 degree:	3.4
Spaced between 3.0m and 1.8m for terrace gradient range 5 degree to 25 degree:	3.0
Spaced between 2.0m and 1.2m for terrace gradient range 5 degree to 25 degree:	2.0
<b>C. Pitch Perimeter Fence</b>	
Perimeter Wall around playing surface	TBC
<b>D. Other Elements</b>	
Loads to be determined by the Council where allowance will be made for forces simultaneously and independently induced by other factors; for example wind forces or attached installations.	

**Notes****Barrier Test Method**

1. The test method for barriers shall be in two parts: the bedding-in cycle and the proof cycle. Barriers that do not fulfil the requirements of both parts shall be deemed to have failed the test.
2. The deflection measuring equipment shall be unaffected by any movement of the barriers, their supports, or the movements of personnel performing the test.
3. The deflections in the horizontal plane shall be measured at relevant locations; for example, at the centre of a barrier rail or the top of an upright.
4. The loading procedure adopted shall result in each component or part of any barrier being subject to levels of stress at least equal to the stresses that would occur were the structure subjected to the relevant uniformly distributed load at a design level of 1.1m.

**Bedding-in Cycle**

5. In order to allow for bedding-in, the barrier shall be loaded up to its horizontal imposed load as defined in the table above. The bedding-in load shall be applied in at least five equal increments and then removed. Deflections shall be monitored at each increment of the load cycle and upon removal of the load. The barrier may be considered to have satisfactorily completed this part of the test if, on removal of the load, the recovery is at least 75 per cent of the maximum deflection, as measured from the original position prior to loading, or if the permanent deflection is less than 2mm.
6. If the barrier fails to achieve this level of recovery it shall be considered to have failed the test unless there is a satisfactory explanation for the results.

**Proof Cycle**

7. The proof cycle shall consist of two consecutive applications of the proof load. The interval between each application shall be such as to enable complete unloading.
8. For crush barriers, the proof load is equal to 1.2 x the horizontal imposed load specified in item B of this Appendix.

9. For other barriers, the proof force is equal to 1.2 x the horizontal imposed load specified in item A of this Appendix.
10. The application of the proof load shall consist of five equal increments. The full proof load shall be maintained for five minutes and then removed. A record shall be kept of the deflection at each load increment, the deflection after the five-minute application of the full proof load, and the residual deflection after removal of the load. The procedure is then repeated.
11. If on the removal of the load after the second application, the recovery is at least 95 per cent in any measured deflection (as measured from the barrier position at the start of the proof test cycle - that is, after the bedding-in cycle), the barrier shall be considered to have satisfied the proof cycle loading requirement.

**Further Considerations**

12. Comparisons shall be made with the records available from previous testing of the barrier.
13. Comparisons shall also be made with the performance of other barriers of a similar type subjected to the same or similar tests. This is to establish whether there are indications of a reduction in overall performance, perhaps indicative of a developing weakness that necessitates either remedial action or more regular testing or inspection.
14. If the barrier satisfies the requirements of the testing procedure, but during that procedure doubt arises as to its safety, for any reason (including such matters as corrosion, distortion of connections and fittings, or cracking in the vicinity of the supports), a further detailed investigation shall be carried out. Unless the results of this detailed investigation remove the doubt, the barrier shall be deemed to have failed.
15. A barrier failing the test procedure shall be removed and replaced, or strengthened and then retested.

## APPENDIX 8

## STAFF INSTRUCTION NOTICES AND EMERGENCY PROCEDURES

## NOTICE 1

IF YOU DISCOVER OR ARE INFORMED OF A FIRE	
<p>1. Contact safety officer via radio or operate the nearest fire alarm call point.</p> <p>2. Attack the fire if possible with the appliances provided.</p>	<p>NEVER use the word FIRE within the hearing of the public</p> <p>ALWAYS use the code words IRENE e.g. 'IRENE' is in (location of fire)</p> <p>Do not take personal risks.</p>
IF YOU DISCOVER, OR ARE INFORMED OF A SUSPICIOUS PACKAGE	
<p>1. Inform the Control Room</p> <p>2. Take no further action until told to do so.</p>	<p>NEVER use the words explosive device or BOMB within the hearing of the public.</p> <p>ALWAYS use the code words IRENE</p>
IF YOU HEAR ALERT	
<p>1. Stewards proceed to your emergency position and prepare to evacuate the ground.</p>	<p>On receipt of an emergency call, the following ALERT message will be given over the public address system :</p>

2. Stewards ensure doors or gates are open.	Attention please, attention please. Will the stadium manager meet IRENE in (location of fire).
3. Wait for further instructions.	
STAND DOWN MESSAGE	
Resume normal duties	<p>If it is decided not to evacuate the ground, the following announcement will be made over the public address system:</p> <p>Attention please, 'IRENE' has left the stadium.</p>
IF YOU HEAR AN EVACUATION ANNOUNCEMENT	
1. Open the exit door	<p>The following announcement will be made over the public address system:</p> <p>“Ladies and gentlemen, due to unforeseen circumstances, it is not possible to continue with this event. Please leave the ground as quickly and quietly as possible using the exits indicated to you by the staff.”</p> <p>(Message is repeated).</p> <p>The Control Room will coordinate resources to ensure that no one is left behind, including toilet and cloakroom areas.</p> <p>DO NOT stop to collect personal belongings.</p> <p>DO NOT re-enter the building.</p>
2. Repeat in a firm voice, after the announcement:	
“This way out, please.”	
3. When evacuation is complete, close doors and report to the Steward Supervisor.	
4. Unless designated for special duties, leave the building and report to the person in charge at the Staff Fire Assembly Point near main Entrance in carpark .	



**NOTICE 2**

**PUBLIC ADDRESS ANNOUNCER**

(copy to Control Room)

Back Row Towbar Express Stand

ON BEING INFORMED OF A FIRE OR SUSPECTED EXPLOSIVE DEVICE	
1. Announce over the public address system "Will the stadium manager meet 'IRENE' in ..... (location of suspected fire/explosive device)."	NEVER use the words "FIRE" or "BOMB, explosive device" within the hearing of the public.
2. Relay further messages or instructions.	
STAND DOWN MESSAGE	
1. If it is decided not to evacuate the ground, announce over the public address system "Attention please, 'IRENE' has left the stadium."	
2. Resume normal duties.	
IF YOU ARE INSTRUCTED TO ORDER AN EVACUATION	

<p>1. Announce over the public address system "Ladies and gentlemen, due to unforeseen circumstances, it is not possible to continue with this event. Please leave the ground as quickly and quietly as possible using the exits indicated to you by the staff."</p> <p>2. REPEAT the message until you are satisfied that evacuation is proceeding satisfactorily.</p> <p>3. Leave the building.</p> <p>Report to the person in charge at the Staff Assembly Point Fire Assembly Point in main car Park Entrance.</p>	<p>DO NOT stop to collect personal belongings.</p> <p>DO NOT re-enter the ground</p>
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## NOTICE 3

## CONTROL ROOM TELEPHONE OPERATOR

Whitby Town

YOU ARE NOTIFIED OF A FIRE	
<p>1. IMMEDIATELY call the FIRE and Rescue Service</p> <p>2. When the Fire and Rescue Service replies tell them clearly and distinctly:  "There is a fire at TOWBAR STADIUM, WHITBY TOWN FC."</p> <p>3. <b><u>If possible</u></b>, tell the Fire and Rescue Service which Gate Number to report to.</p> <p>4. Clear the switchboard of normal traffic.</p> <p>5. the location of the fire:  (a) Gate  (b) Gate</p> <p>6. Stand by to receive instructions.</p>	<p>(i) Dial 999.</p> <p>(ii) Give the operator your telephone number and ask for "FIRE".</p> <p>DO NOT DISCONNECT until the address has been repeated by the Fire and Rescue Service.</p>
STAND DOWN MESSAGE	

<p>1. Resume normal duties.</p>	<p>If it is decided not to evacuate the ground, the following announcement will be made over the public address system:-</p> <p>"Attention please, IRENE has left the stadium."</p>
<p>IF YOU HEAR AN EVACUATION ANNOUNCEMENT</p>	
<p>1. Contact the Duty Safety Officer for instructions</p>	
<p>IF YOU ARE INSTRUCTED TO LEAVE THE PREMISES</p>	
<p>1. Leave by the nearest available exit and report to the person in charge at the Staff Assembly Point [INSERT APPROPRIATE REFERENCE].</p>	<p>DO NOT stop to collect personal belongings. DO NOT re-enter the building.</p>
<p>SUSPICIOUS PACKAGE</p>	
<p>1. Inform the Control Room. 2. Stand by to receive instructions.</p>	

## APPENDIX 9

## LOCATIONS AND NUMBERS OF STEWARDS

Location	Number
Entrance to car park (steward) then During Match goes to (Scratching Shed) East stand	1
Family Stand (steward)	1
Turnstiles 1 & 2 (SIA)	1
Outside Bar (SIA)	1
Security response team (SIA) Patrol Ground	2

## APPENDIX 10

### PROVISION OF EQUIPMENT WITHIN CONTROL CENTRES

#### Match Day Control Centre

- X7 Motrola Radios Ear peices
- CCTV SYSTEM
- X3 Number Counters and Searching wands
- Laptop and Tablet
- Mobile Phones
- X6 Crowd Barriers
- Loud Hailer

# APPENDIX 11

## SPECIFIED ACTIVITIES

### ACTIVITIES COVERED BY THE CERTIFICATE

The activities covered by this Certificate are as follows:

#### GROUP A

Football matches

Note: Attention is drawn to the requirements of B.4.1 and B.4.2 of Schedule B relating to Police attendance.

Any pre-match entertainment, including live music and dancing, shall not be commenced until the gates to the sports ground have been opened for the admittance of the public to the activities listed above and covered by the terms and conditions of the certificate.

## APPENDIX 12

### SAFETY CONTROL AND POLICE FACILITIES

1. A Safety Control Point which shall be:
  - a) well placed and secure, so as to command a good view of the whole of the playing pitch and of the spectator area surrounding it;
  - b) of sufficient size for club management, the Duty Safety Officer and the police commander and his/her deputy (if required) and enough staff to operate the radios, telephones, public address system, turnstile monitoring equipment and CCTV screens. There shall also be space for others who may need from time to time to visit the room e.g. other senior officers or members of the Council and Emergency Services;
  - c) well equipped with CCTV, public address system, radio and telephone facilities and, where necessary, soundproofed against excessive noise;
  - d) provided with adequate lighting, temperature and ventilation control and with suitable fire extinguishers; and
  - e) able to serve as a command post in the event of an emergency.
  
2. A police briefing and administration room.



## APPENDIX 13

## GENERAL GROUND ARRANGEMENT DRAWINGS

## LIST OF DRAWINGS

<b>Certificate Drawing Number</b>	<b>Architects Drawing Number</b>	<b>Location</b>
D11902	D11902- red line plan	General office in H &S Folder
SC02 – Ground plan	N/A	General office in H &S Folder
SC01	N/A	General office in H &S Folder
MS1	MS1 main stand (lower) clubhouse level	General office in H &S Folder
MS2	Ms2 main stand (upper) level	General office in H &S Folder

## APPENDIX 14

### DOCUMENTS KEPT WITH THE GENERAL SAFETY CERTIFICATE

The following documents, whilst not part of this General Safety Certificate, are held with it:

1. Statement of Safety Officer's duties
2. Holder's written Statement of Event Safety Policy
3. Statement of Intent

# NOTES