

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987  
PART III

GENERAL SAFETY CERTIFICATE

Issued on 28<sup>th</sup> May 2005

TO WHITBY TOWN FOOTBALL CLUB

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**FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987 – PART III****GENERAL SAFETY CERTIFICATE**

To: **Whitby Town Football Club**

**WHEREAS** the North Yorkshire County Council (hereinafter called “the Licensing Authority”) received, pursuant to the Fire Safety and Safety of Places of Sport Act 1987, from Whitby Town Football Club an application dated 10<sup>th</sup> February 1999 for a General Safety Certificate for the East Stand at the Whitby Town Football Club, Turnbull Ground, Upgang Lane, Whitby, North Yorkshire (being a regulated stand for the purposes of the said Act).

**WHEREAS** the North Yorkshire County Council (hereinafter called “the Licensing Authority”) received, pursuant to the Fire Safety and Safety of Places of Sport Act 1987, from Whitby Town Football Club an application dated 28<sup>th</sup> May 2005 for a General Safety Certificate for the West Stand at the Whitby Town Football Club, Turnbull Ground, Upgang Lane, Whitby, North Yorkshire (being a regulated stand for the purposes of the said Act).

**AND WHEREAS** the Licensing Authority is satisfied that the said Whitby Town Football Club is a person likely to be in a position to prevent contravention of the terms and conditions of the safety certificate.

**NOW** the Licensing Authority in exercise of the powers conferred by Sections 27, 28 and 29 of the Fire Safety and Safety of Places of Sport Act 1987 and of all other enabling powers **HEREBY CERTIFIES** the said Stand in respect of the use thereof whenever spectators are present in connection with the playing of football matches at the Turnbull Ground, Upgang Lane, Whitby from the 1<sup>st</sup> day of August 1999 **SUBJECT** to the terms and conditions contained in Schedules 1, 2, 3, 4, 5 and 6 hereto being such as the Licensing Authority consider necessary or expedient to secure reasonable safety in the stand when they are in use for viewing the specified activity.

Dated the 28/3/6 .....



G S GREASY

Corporate Director of Business & Environmental Services

1. In exercise of the powers conferred by the Fire Safety and Places of Sport Act 1987, and all other enabling powers, the Local Authority hereby issues to the Holder this General Safety Certificate in respect of the Regulated Stand at Whitby Town Football Club.
2. This Certificate includes the Appendices, Schedules, Plans 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 Fire Safety and Safety of Places of Sport Act 1987 and Schedule 1.
4. The Holder shall retain control over the whole and each part of the Stands and shall take all necessary precautions for the reasonable safety of spectators admitted to the Stands. The responsibility for the reasonable safety of spectators in the Stands lies at all times with the Holder who shall produce a written statement of safety policy.
5. The Holder shall ensure the compliance with the terms and conditions of the Certificate at all times when the Stands are in use for a specified activity.
6. The Holder shall produce a plan of action to deal with emergencies in consultation with the Police, Fire Brigade, Ambulance Service and the Local Authority. The plan of action shall cover all reasonably foreseeable contingencies and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure.
7. The use of the Stands for spectator events under this General Safety Certificate is restricted to Specified Activities as defined in Schedule 1, and is subject to the terms and conditions set out in this Certificate.
8. The number of seated spectators to be admitted to the East Stand shall not exceed 117. The number of standing spectators to be admitted to the East Stand shall not exceed 763. The number of spectators to be admitted to the West Stand shall not exceed 505. A maximum of six disabled spectators and six persons accompanying/assisting them may be admitted to the area at the front of the West Stand.
9. The Holder shall give 35 days notice in writing to the Licensing Authority of forthcoming specified activities. In exceptional circumstances a lesser period of notice will be acceptable, but under those circumstances notice shall be given in writing as soon as is reasonably practicable.
10. The Holder shall provide equipment, permanent staff, stewards and others and shall monitor, direct, guide, control and assist spectators during specified activities as set out in Schedule 2.
11. The Holder shall provide first aid and medical staff, equipment, facilities and accommodation as set out in Schedule 3.

12. In relation to the Stands at the Turnbull Ground, the Holder shall ensure that all buildings and structures to which spectators can gain access and all spectator accommodation and facilities to which paying spectators are entitled to gain access, including means of ingress and egress, and all installations, including electrical, mechanical and heating referred to in the Certificate are at all relevant times provided and maintained unobstructed, in good repair, and in such condition as to fulfil safely their required functions and shall comply with the requirements of Schedule 1. The Holder shall also control, provide, use and maintain such buildings, structures, accommodation, facilities and installations in such a manner that spectators are not unreasonably put at risk.
13. The Holder shall take all reasonable precautions to prevent the outbreak and spread of fire, shall maintain equipment and trained staff to deal with an outbreak of fire, and shall comply with the requirements of Schedule 4.
14. The Holder shall carry out the inspections and testing detailed in Schedule 5 at the frequency indicated, or such shorter period as may be reasonably necessary to ensure the reasonable safety of spectators, and the results of the inspections and testing shall be recorded and, if requested to do so, submitted to the Licensing Authority.
15. The Holder shall keep the records specified in Schedule 6, and those records shall be made available for inspection by the Licensing Authority's authorised officers at all reasonable times.
16. The Holder shall obtain and submit to the Licensing Authority the Certificates specified in Schedule 6.
17. The appointed Safety Officer shall be a Director of Whitby Town Football Club Ltd. The Board of Directors of the company shall set out in writing the duties of the Safety Officer.
18. The Holder shall ensure that the name of the Safety Officer shall be provided in writing to the Licensing Authority. Where any change of personnel occurs, the names of the persons shall be supplied in writing within 48 hours to the Licensing Authority.
19. The Safety Officer, or the Deputy Safety Officer, if appointed, shall be a person of sufficient competence, status and authority effectively to take responsibility for safety at the Ground in accordance with Schedule 2, and be able to authorise and supervise safety measures..
20. In accordance with Schedule 1, paragraph 5, the Holder shall give notice in writing to the Licensing Authority with regard to any proposed alterations or extensions or change of use within or associated with the Stand other than normal routine maintenance works.

21. 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 the necessary precautions for the reasonable safety of spectators admitted to the Ground.
22. The Holder shall draw up and keep up to date, and shall submit to the Licensing Authority, plans outlining the structures, equipment and installations as outlined in Schedule 1, paragraph 6.
23. This amended Certificate will come into effect on 20<sup>th</sup> March 2006 and will be reviewed by the Licensing Authority annually.

## **SCHEDULE 1**

### **GENERAL CONDITIONS**

#### 1.0 **INTERPRETATION**

In this and the following Schedules where the context so admits:

- 1.1 “the Act” means the Fire Safety and Safety of Places of Sport Act 1987;
- 1.2 “the Holder” means Whitby Town Football Club, or such other person to whom this certificate is transferred under Section 29(5) of the Act;
- 1.3 “the Licensing Authority” means the North Yorkshire County Council;
- 1.4 “the Chief Officer of Police” means the Chief Constable of North Yorkshire Police or his nominee or, as the case may require, the Police Officer having charge of policing the Ground on the occasion of the specified activity;
- 1.5 “the Police” means any police officer on duty at or in the vicinity of the Stands and includes a police officer from any other police force in England and Wales who may be required to perform duty at the Ground;
- 1.6 “the Fire Authority” means North Yorkshire Fire and Rescue Service;
- 1.7 “the Ambulance Service” means the Chief Executive of the Tees, East and North Yorkshire Ambulance Service NHS Trust, or such officer designated by him or her.
- 1.8 “paramedic” means a person who holds a current certificate of proficiency in ambulance paramedic skills, issued by the Institute of Health Care and Development (IHCD), and who has immediate access to the appropriate level of specialist equipment, including drug therapy, as stipulated and approved by the relevant paramedical Steering Committee.  
A paramedic crew, as a minimum, shall consist of a paramedic plus an ambulance technician trained to IHCD standards.



- 1.9 “specified activity” means the use of the Stands whenever spectators are present in connection with the playing of first team football matches;
- 1.10 “steward” means a person trained, or being trained, to a recognised national standard, employed or contracted by Whitby Town Football Club to act in accordance with the general recommendations of the Green Guide and this Certificate.
- 1.11 the “East Stand” means the Stand also known as the Scratching Shed, at the Turnbull Ground, Uppang Lane, Whitby, North Yorkshire, shown on the plan annexed hereto;
- 1.12 the “West Stand” means the Stand also known as the Main Stand, which provides the majority of the seated spectator accommodation at the ground, shown on the plan annexed hereto.
- 1.13 The “Stands” means the East Stand and the West Stand.
- 1.14 other expressions have the same meaning as in the Act;
- 1.15 references to plans are references to plans annexed to this certificate;
- 1.16 “the Green Guide” means The Guide to Safety at Sports Grounds (Fourth Edition – first published 1997).
- 1.17 “the Building Authority” means Scarborough Borough Council.
- 1.18 “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”.

## 2.0 ESSENTIAL WORKS

- 2.1 Where any test or inspection reveals a failure to comply with the requirements of this Certificate, any necessary remedial works shall, as far as is reasonably practicable, be

carried out before the date of the next specified activity. Where it is not reasonably practicable to carry out the works, the Holder shall conduct a risk assessment to evaluate any hazard to spectators. The results of this assessment shall be forwarded to the Licensing Authority before the date of the next specified activity, along with details of actions that will be taken to reduce any risk to an acceptable level.

All work carried out shall be subject to inspection by the Licensing Authority and/or the Building Authority, and shall be completed to the satisfaction of the Licensing Authority.

### 3.0 GENERAL FABRIC BUILDINGS AND STRUCTURES

3.1 Any part of the Stands which the Holder considers may be unsafe to accommodate spectators, or may present a hazard to spectators by virtue of any defect in any part of the structure, shall be taken out of use and be fenced off so as to prohibit spectators from gaining access. The Duty Safety Officer shall ensure that areas affected are adequately stewarded to prevent access.

3.2 Such crush barriers and hand railings as are provided shall comply with the 'Green Guide' as regards their physical characteristics and performance.

3.3 The treads of steps and stairways, and terraced areas, shall be maintained with non-slip and even surfaces, and shall be adequately drained. The means of ingress and egress shall be maintained in good condition and unobstructed to each part of the Stands.

3.4 No door or gate forming part of an escape route identified in the contingency plans shall be locked by a key or fastened in such other way that it cannot easily and immediately be opened by those using that route in an emergency.

All exit gates, unless secured in an open position, shall be staffed at all times while the Stands are in use by the public.

3.5 No vehicles, kiosks or obstructions, other than emergency vehicles (ie Police, Fire and Ambulance), shall be parked in any part of the Ground which could cause an obstruction to exit routes for spectators, or to the passage of emergency vehicles, unless agreed with

the Chief Constable or the Senior Police Officer on duty. Overhead cables should have more than four metres (13 feet) clearance above the ground where vehicular access is required.

- 3.6 Fire-fighting equipment shall be provided and maintained in accordance with Schedule 4.
- 3.7 Clearly printed exit signs, conforming with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Green Guide, shall be exhibited and maintained at all exits before and during the use of the Stands. The exit signs shall be kept unobstructed and legible at all time.

#### 4.0 ELECTRICAL AND MECHANICAL INSTALLATIONS

- 4.1 The electrical installation within or associated with the Stands shall be maintained in accordance with the latest issue of the BS7671/ I.E.E. Wiring Regulations and the Guide to Safety at Sports Grounds (the 'Green Guide').
- 4.2 Any new electrical installation work carried out within or associated with the Ground shall be in accordance with the current British Standard 7671 (Institution of Electrical Engineers (I.E.E.) Wiring Regulations). The work shall be undertaken by a "qualified person" as described in Schedule 5 Clause 1.2 and be subject to a relevant completion certification.
- 4.3 A diagram of the main electrical circuit shall be fixed permanently 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.
- 4.4 All cables and conductors of wiring systems shall be sited so that they are, as far as practicable, inaccessible to the public. Cable which is accessible 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.

- 4.5 Normal lighting shall be provided and shall be kept illuminated within those parts of the Stands and along all exit routes from the Stands to any gate in use for exiting the Ground where there is inadequate natural daylight during specified activities.

Non-maintained emergency lighting shall be provided during specified activities where there is inadequate natural daylight.

The system of emergency lighting should be installed in accordance with BS 5266, Part 1. The system should be capable of maintaining the necessary level of illumination required under the British Standard for a period of three hours from the time of failure of the normal supply. The emergency lighting should operate automatically on the failure of the normal lighting.

- 4.6 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:-

- Public address system
- Emergency lighting
- Emergency telephone
- First aid room
- All rooms identified for use as part of the emergency plan.

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

- 4.7 The electricity supply to the public address shall be such as to ensure continuous operation and be powered by one of the following:-

- i Service mains supply; and
- ii Standby generator

OR

- i Service mains supply; and
- ii A UPS or other auxiliary power supply with a capacity to operate the complete sound system for a minimum period of three hours. The auxiliary power supply system installed shall comply with the following requirements:-

- (a) Automatic changeover onto the auxiliary power source on service mains fail;
- (b) If there is no facility for automatic changeover onto the auxiliary supply, there

shall be an audible or visual indication that the service mains has failed, together with an easily accessible manual changeover switch to the auxiliary power system which shall be of a permanent wiring system arrangement;

(c) the auxiliary supply shall have an on-board rectifier/charger system, together with power source condition monitoring equipment, (for example, voltage, current and temperature).

4.8 The Holder shall draw up a contingency plan to allow for the use of the Middle Room in the Dressing Room Block to be used as a Ground Control Room. Public address and communications systems shall be provided and maintained to British Standards 6259. A facility shall be provided in the Ground Control Room whereby the Police or Duty Safety Officer can override and use the public address system at any time. The public address system shall enable the Chief Officer of Police, or the Duty Safety Officer, to communicate with all spectators in the Ground

4.9 The Holder shall provide lightning protection to floodlighting columns and to the Stands in accordance with BS6651:1992 where not already provided.

#### 5.0 PROPOSED ALTERATIONS OR EXTENSIONS

5.1 The Holder shall, as soon as is practicable, consult the Licensing Authority with regard to any proposed change of use, alterations or extensions within, or associated with the Stands, other than normal routine maintenance works.

#### 6.0 PLANS

6.1 The Holder shall provide to the Licensing Authority, when so requested, such plans and technical details as the Licensing Authority may require, as detailed by the Licensing Authority.

6.2 Where the Holder is required to submit a plan to the Licensing Authority, under the terms of the Certificate, those plans must be drawn up and submitted in accordance with Licensing Authority requirements.

6.3 Where approved alterations have been made to the Stands, the Holder shall arrange to supply a new set of plans of the Stands in accordance with Licensing Authority requirements, incorporating the details of the alterations.

#### 7.0 EMERGENCY ACTION NOTICES

7.1 Notices shall be available in the Control Room, detailing the procedure for calling the emergency services.

#### 8.0 STORAGE OF EQUIPMENT

8.1 The storage of hazardous materials, including fuels, fertilisers, weed killer, paints and combustible materials, and the use of equipment, must not jeopardise the safety of spectators in the Stands.

**SCHEDULE 2**  
**STAFF AND CROWD CONTROL**

1.0 **SAFETY OFFICER**

1.1 The Holder shall provide to the Licensing Authority the name of the Safety Officer and if appointed the name of the Deputy Safety Officer. The Holder shall notify the Licensing authority of any changes in these appointments. The Holder shall ensure on every occasion when a specified activity takes place in the Ground that the person designated in writing by the Holder as the Safety Officer, or a deputy similarly designated, is in attendance. The Duty Safety Officer shall be responsible for safety in the Ground and shall have sufficient status and authority to perform that function.

1.2 The Safety Officer shall be responsible for ensuring that checks, inspections, testing, training, recording, remedial works, and all matters relating to the Safety Certificate are carried out promptly and effectively.

1.3 The Safety Officer shall examine and sign all records that the Holder is required to maintain, and shall countersign all records required by Schedule 6.

1.4 The Duty Safety Officer shall be responsible on behalf of the Holder for safety matters during and inspections and tests immediately prior to, and after, every specified activity.

1.5 The Duty Safety Officer shall be known to all those involved in the safety of spectators in the Stands, and shall be equipped such that he can be immediately contacted at any time.

2.0 **STEWARDS**

2.1.1 The Holder shall ensure the attendance at the Ground of at least four fully trained Stewards, not including the Duty Safety Officer.

These Stewards shall be deployed around the Ground at such places from which they can monitor the crowd for any signs of distress or discomfort.

- 2.1.2 In addition to those Stewards referred to in paragraph 2.1.1 above, there shall be at least one further Steward per 250 of the anticipated attendance at the Ground up to 1,000. For crowds of over 1,000 there shall be at least six Stewards deployed in accordance with this paragraph. Furthermore there shall be a further Steward per 250 of the anticipated attendance. The Stewards shall patrol those parts of the ground to which they have been deployed. In particular the Steward or Stewards deployed to patrol the West side of the ground will ensure that the accommodation provided for the use of disabled spectators and of those accompanying or assisting them, is not used by other spectators.
- 2.1.3 The Safety Officer, Duty Safety Officer or ground staff based in the Stadium Control Room shall not be regarded as Stewards for the purpose of calculating stewarding numbers. Members of the ground staff who, during the specified activity, have significant responsibilities not associated with the safety of spectators, shall not be employed as Stewards. This will include staff employed as:-
- (a) turnstile operators;
  - (b) catering staff;
  - (c) grounds maintenance staff;
  - (d) car park attendants.
- 2.1.4 The attendance of Police Officers will not affect the requirements for Stewards as detailed in this Schedule.
- 2.2 At all times whilst spectators have access to the Stands there shall be at least one steward deployed in each Stand. Where the Holder expects more than 250 spectators to use the Stand there shall be at least two stewards deployed in the Stand.
- 2.3 The Holder shall ensure that the safety stewards are:-
- (a) Fit and capable of carrying out their duties;
  - (b) Properly trained and instructed;
  - (c) Readily identifiable by dress, such as uniform, weatherproof jacket or tabard. Arm bands are not acceptable;
  - (d) Provided with instructions as to their tasks/duties;
  - (e) Aged not less than 18;
  - (f) Provided with written instructions as to the action to be taken in the event of an emergency.



- 2.4 The Holder shall provide relief stewards, as necessary, to ensure that an adequate number of stewards are on duty throughout the specified activity.
- 2.5 Stewards shall:-
- (a) Monitor the crowd in the Stands for any sign of overcrowding or other distress in the crowd, and report any concerns to the Safety Officer;
  - (b) Under the direction of the Safety Officer, or the Senior Steward, if any is appointed, prevent overcrowding in any area of the Stands;
  - (c) Ensure that gangways, exits and escape routes are kept clear, and staff such exit doors and gates in the Stands as are not open continuously while spectators are in the Stands;
  - (d) Identify and investigate any incident or occurrence among the spectators which may affect spectator safety, reporting their findings to the Safety Officer;
  - (e) Know the location of, and be able to operate effectively, the fire-fighting equipment at the Ground;
  - (f) Provide basic emergency first aid;
  - (g) Be fully conversant with any methods or signals used to alert staff that an emergency has arisen, including the operation of any fire alarm;
  - (h) Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Safety Officer;
  - (i) Comply promptly with any instructions given in an emergency by the Safety Officer;
  - (j) Remain at their allocated locations as instructed, unless authorised, or instructed to do otherwise, by the Safety Officer;
  - (k) Report to the Safety Officer any damage or defect which is likely to pose a threat to spectator safety;
  - (l) Ensure that the safety of spectators is not compromised by the presence in the Stands of any item, especially any bottle, can or glass or other rubbish or debris which may cause a hazard or fire risk.
  - (m) Be aware of the action to be taken on discovery of a fire or, in the event of any other emergency, including the method of calling the Fire Brigade;
  - (n) Assist, as instructed, in the evacuation of the Stands or act as directed by the Duty Safety Officer or the Police where appropriate. Stewards shall be aware of the location of any assembly points, and shall be familiar with all escape routes;
  - (o) Patrol the Stands so as to be available to spectators in the Stands, to deal with any emergencies, to raise the alarm and to take the necessary immediate action.

### 3.0 ELECTRICIANS

- 3.1 The Holder shall ensure the availability within 30 minutes at a specified activity of a person employed by the Holder qualified to deal with all matters relating to the electrical services within the regulated Stands. His/her whereabouts shall be known to the Safety Officer at all times.

### 4.0 SPECIAL POLICE SERVICES

- 4.1 Thirty-five days prior to any specific activity, or such shorter period as the Chief Officer of Police may accept, the Holder shall request the Chief Officer of Police to provide an adequate number of police officers for the provision of special police services within the Ground.

That adequate number of Police Officers shall be determined by the Chief Officer of Police, in consultation with the Holder. In accordance with Section 15(1) of the Police Act 1964, the provision of special Police services shall be subject to the payment to the Police Authority of charges on such scales as may be determined by the Police Authority.

### 5.0 GROUND CONTROL ROOM

- 5.1 The Ground Control Room shall be permanently staffed during a specified activity.

### 6.0 EMERGENCY ACTION PLANS

- 6.1 The emergency action plans shall be readily available to all staff and stewards at all times, and in particular the Holder shall ensure that each member of staff and each steward receives a personal copy of such instructions.

### SCHEDULE 3

#### 1.0 FIRST AID AND MEDICAL FACILITIES

- 1.1 A First Aid room, suitably equipped to the satisfaction of the Licensing Authority, shall be provided in the Ground and maintained for the use of persons attending the specified activity.
- 1.2 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 from the Stands and other parts of the Ground.
- 1.3 The Holder shall clean, heat, light, ventilate and maintain the First Aid room, which shall be used solely for First Aid purposes. The Holder shall ensure that all appropriate standards of hygiene are maintained.
- 1.4 Instruction Notices for contacting the emergency services shall be displayed in the First Aid room.
- 1.5 At an event where the number of spectators in the Ground is expected to exceed 2,000, a crowd doctor, trained and experienced in immediate care, shall be present. This doctor's first duty will be to the crowd.

If a crowd of less than 2,000 is anticipated, arrangements shall be in place to summon immediately a suitably trained and experienced crowd doctor to deal with medical emergencies. This arrangement shall be known to those stationed in the control point.

The medical practitioners, when in attendance, shall:

- (a) be at the Ground before the start of the specified activity;
- (b) remain until at least half an hour after the end of the specified activity.

- 1.6 The whereabouts of the medical practitioner shall be known to the Duty Safety Officer and to First Aid and Ambulance staff, who shall be able to make immediate contact with him or her.
- 1.7 The Holder shall ensure the attendance at a specified activity of a number of persons appropriately qualified in first aid, who shall be distributed in such a manner as to have access to the Stands. There will be one first-aider per 1,000 anticipated spectators, subject to a minimum of two.

First Aiders should:-

- i be aged not less than 16 years;
  - ii have no other duties or responsibilities;
  - iii be in post at the ground prior to spectators being admitted;
  - iv remain in position until all spectators have left the Ground;
  - v be holders of the standard certificate of first aid issued by the voluntary aid societies to people working as 'First Aiders' under the Health and Safety (First Aid) Regulations 1981.
- 1.8 The Holder shall identify a covered location to be used as an Emergency Casualty Centre to be used for triage and accommodation for the injured in the event of a large scale emergency. The location should be adjoining, or as near as possible, to the First Aid room, and should be exclusively available for the above uses in the event of such emergency. The Holder shall provide sufficient signs to indicate the location of the Emergency Casualty Centre, such signs to be kept in the Ground Control Room during the course of each specified activity.

## **SCHEDULE 4**

### **FIRE FIGHTING AND ALARM SYSTEMS**

The under-mentioned portable fire fighting equipment is to be provided and maintained in the location described:

#### 1.0 **FIRE FIGHTING EQUIPMENT**

- 1.1 Portable fire fighting equipment shall be provided during a specified activity and located in the positions determined and approved by the Licensing Authority.

Portable fire extinguishers shall comply with the current British Standard BS 5423, 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 the current British Standard.

All extinguishers should be hung on a bracket or shelf so that the handle or other carrying device is about one metre above floor level.

Where necessary, due to possible vandalism, the extinguishers may be located in appropriate cabinets.

Extinguishers shall be sited so as not to cause obstruction, and shall not be placed above or close to heating appliances. They shall be protected against heat or cold, and, where necessary, shall contain a suitable anti-freeze agent as recommended by the manufacturer.

After accidental or malicious discharge, fire extinguishers shall be recharged and left in working order before the next specified activity.

All extinguishers are to be periodically inspected, maintained and tested by a competent person in accordance with British Standard Code of Practice 5306: Part 3: 1980.

2.0 GENERAL

2.1 All instances of emergencies are to be directed in the first instance to the Ground Control Room.

## **SCHEDULE 5**

### **TESTS AND INSPECTIONS**

#### 1.0 DEFINITIONS

- 1.1 The Holder shall ensure that the following tests and inspections are carried out on the occasions, or within the periods, specified, or on such other occasions when requested to do so by the Licensing Authority. Any defects shall be remedied before any specified activity takes place and shall be recorded in the log book or inspection record, as appropriate.
- 1.2 In this Schedule, a 'qualified person' in relation to the testing and certification of electrical systems and installations shall be one of the following:-
- a Chartered Electrical Engineer
  - a Member of the Electrical Contractors' Association
  - an approved contractor of the National Inspection Council for Electrical Installation Contracting.
- 1.3 In this Schedule, a 'qualified person' in relation to the inspection, testing and certification of the general fabric and structures shall be one of the following:-
- a Chartered Architect
  - a Chartered Civil Engineer
  - a Chartered Structural Engineer
  - a Chartered Surveyor (Building Surveying Division)
- 1.4 In this Schedule, a 'qualified person' in relation to the testing, inspection or certification of fire fighting equipment, shall be a Fire Protection Engineer.
- 1.5 In this Schedule, a 'competent person' in relation to the testing and certification of mechanical systems and installations shall be one of the following:-
- a Chartered Mechanical/Building Services Engineer
  - a Boiler Insurance Company

- an approved contractor of the Heating and Ventilating Contractors' Association

## 2.0 BEFORE THE COMMENCEMENT OF EVERY SPECIFIED ACTIVITY

- 2.1 Any generator and associated engine shall be tested in accordance with the manufacturers' instructions by experienced, trained persons, acting in accordance with a written testing procedure and reference limits for results taken 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 ten seconds. The results of such tests shall be recorded in a log book.
- 2.2 The public address system shall be tested in accordance with the methods laid down in BS 7443 not more than 48 hours prior to a specified activity (including a test from the secondary source of power supply) and the results recorded in a log book.
- 2.3 The emergency lighting systems, self contained and central battery, shall have a visual check in accordance with methods laid down in BS 5266: Part 1 with results recorded in a log book.
- 2.4 All facilities to be used by spectators in the Stands, including fences, viewing terraces, stand seats, crush barriers, perimeter fences, gates and balustrades, shall be inspected to ensure that they are safe and fit for use and, in particular, all exit gates shall be tested to ensure that they open freely, and the results recorded in a log book.

## 3.0 EVERY MONTH DURING WHICH A SPECIFIED ACTIVITY TAKES PLACE

- 3.1 Any generator and associated engine used to provide alternative supplies shall be tested by a qualified 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 test shall be recorded in a log book.
- 3.2 The emergency lighting systems, self contained and central battery, shall be tested in accordance with methods laid down in BS 5266: Part 1, with results recorded in a log book.



#### 4.0 EVERY THREE MONTHS

4.1 Auxiliary power systems such as uninterruptible power supply (UPS) shall be tested under simulated mains fail, either by a qualified person or in accordance with the manufacturers' instructions. The results of such tests shall be recorded in a log book

#### 5.0 EVERY SIX MONTHS

5.1 The emergency lighting systems, self contained and central battery, shall be tested by a qualified person in accordance with the methods laid down in BS 5266: Part 1, with results recorded in a log book. A certificate with the test results shall be submitted to the Licensing Authority.

#### 6.0 EVERY YEAR

6.1 Any generator and associated engine used to provide alternative supplies shall be tested by a qualified person and a certificate to the effect that they are in efficient working order shall be submitted to the Licensing Authority at least once in every 12 months.

6.2 Lightning protection systems shall be tested by a specialist contractor in accordance with BS 6651. A certificate with the test results shall be submitted to the Licensing Authority.

6.3 Any public address system shall be tested by a qualified person, and the results recorded in a log book. A certificate confirming that they are in a satisfactory condition shall be submitted to the Licensing Authority at least once in every 12 months.

6.4 The following shall be inspected by a person qualified to do so and in accordance with any appropriate British Standard or Code of Practice and the results shall be recorded on annual record of inspection sheets, and, where appropriate, this shall be accompanied by reports or certificates from the person carrying out the inspection:-

- i all fire fighting equipment;
- ii a visual inspection of all crush barriers, balustrades and handrails;
- iii the general fabric and structure of the Stands, including the condition of all standing

surfaces, seats, steps, stairs, ramps, doors, gates, fences, boundary walls, and any other structures within and associated with the Stands.

6.5 The following electrical installations, namely:-

- all installations associated with the Stands;
  - any lighting along routes to and from the Stands and any exit from the Ground including any emergency exit;
  - the installations contained in the main switch-room
  - and any installation associated with any room used as part of the contingency plan,
- shall be inspected and tested and a certificate in the form prescribed in the current edition of the British Standard 7671 (Regulations for Electrical Installations issued by the Institution of Electrical Engineers), shall be submitted to the Licensing Authority not later than three months before the expiry date of the current certificate, or at such other time as may be specified in writing by the Licensing Authority. The certificate shall confirm that the installation is in a safe working condition and shall be signed by a qualified person.

#### 7.0 EVERY THREE YEARS

7.1 The emergency lighting systems, self contained and central battery, shall be tested by a qualified person in accordance with the methods laid down in BS 5266: Part 1, with results recorded in a log book. A certificate with the test results shall be submitted to the Licensing Authority.

7.2 All crush barriers, balustrades and hand rails shall be tested by a qualified person to ensure that they meet the requirements of the current guide to Safety at Sports Grounds, the results to be recorded, and shall be accompanied by reports or certificates from the persons carrying out the testing

#### 8.0 GENERAL

8.1 Any inspection undertaken by the Licensing Authority under Section 35 of the Act or otherwise, shall not lessen the obligations of the Holder under the provisions of the Certificate.

8.2 At any reasonable time, at the request of, and within the time specified by, the Licensing Authority, a Certificate of satisfaction showing that all or any part of the Stands is adequate for the use that it serves, shall be obtained by the Holder and made available for inspection by the Licensing Authority. The Certificate shall be signed by one of the following:-

- i a Chartered Structural Engineer;
- ii a Chartered Civil Engineer, or
- iii a Chartered Surveyor (Building Surveying Division).

The Certificate, in so far as it is possible, shall state that the Stands, or parts thereof, have been designed and built in accordance with relevant British Standard Codes of Practice.

## **SCHEDULE 6**

### **RECORDS AND CERTIFICATES**

#### 1.0 GENERAL

- 1.1 The Holder shall ensure that all records of inspection, reports, certificates and log books shall be maintained in accordance with this Schedule and Schedule 5, and shall be supplied to, or made available for inspection by, the Licensing Authority on request.
- 1.2 The Holder shall keep all records and certificates for a minimum period of six years.
- 1.3 Each record shall specify the name, status and qualifications of any person carrying out the test or inspection or remedial work.

#### 2.0 LOG BOOKS

- 2.1 The Holder shall maintain a log book detailing the results of the inspection of:-
- i Public address system as specified in Schedule 5, paragraphs 2.2 and 6.3.
  - ii Emergency lighting, self contained and central battery as specified in Schedule 5, paragraphs 2.3, 3.2, 5.1 and 7.1.
  - iii Generator and engine as specified in Schedule 5, paragraphs 2.1, 3.1 and 6.1.
  - iv Any auxiliary power system as specified in Schedule 5, paragraph 4.1.
  - v All facilities to be used by spectators as specified in Schedule 5, paragraph 2.4.

### 3.0 ANNUAL RECORD SHEETS

3.1 The Holder shall maintain annual record sheets as specified in Schedule 5, paragraph 6, and shall forward copies of these to the Licensing Authority no later than 31<sup>st</sup> October in each year.

### 4.0 OTHER RECORDS

4.1 The Holder shall ensure that the following additional records are kept:-

- i A record of the number of spectators admitted to the Ground on every occasion when a specified activity takes place.
- ii A record of the anticipated number of spectators for each specified activity, such record to be made at least 48 hours prior to the specified activity to which the record relates.
- iii A record of all training of Stewards, and instruction given and exercises held, such record to include the following matters:-
  - (a) Date and time of instruction and exercise
  - (b) Duration
  - (c) Name of person giving instruction
  - (d) Names of persons receiving instruction
  - (e) Nature of instruction or exercise

Where stewards are not employed by the Holder, the Holder shall satisfy himself that the Stewards have been adequately trained, and shall obtain copies of the training records of Stewards deployed at the Ground.

- iv A record of any accident or incident which causes injury, other than a footballing injury, which is brought to the attention of the Holder and which occurs whilst the Ground is in use for a specified activity.

- v A record of the names of the Stewards and Duty Safety Officer at each specified activity.
- vi A record of details, including attendance, of each training session given to staff and stewards.
- vii A record of the trained first aiders and medical practitioner present at a specified activity as specified in Schedule 3, paragraphs 1.5 and 1.7.

## 5.0 CERTIFICATES

5.1 The Holder shall submit the following certificates to the Licensing Authority:-

- i Emergency lighting battery test report as specified in Schedule 5, paragraph 5.1 once every year.
- ii A certificate of inspection of the lightning protection system as specified in Schedule 5, paragraph 6.2 once every 12 months.
- iii A certificate of inspection of the public address installation as specified in Schedule 5, paragraph 6.3 once every 12 months.
- iv A certificate of emergency lighting system inspection as specified in Schedule 5, paragraph 7.1 once every three years.
- v A certificate of inspection of the electrical installation as specified in Schedule 5, paragraph 6.5 once every 12 months.
- vi Any certificate issued following testing of crush barriers as specified in Schedule 5, paragraph 7.2.

# THE FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987 –

## PART III

### EXPLANATORY NOTES

#### 1.0 GENERAL

- 1.1 It is important to know that guidelines on the safety of spectators at sports grounds, where sporting events of all kinds are held, are contained in the book “Guide to Safety at Sports Grounds” (4<sup>th</sup> Edition 1997), obtainable from Her Majesty’s Stationery Office. The following points are particularly important, but reference should be made to the Act itself for authoritative information.

#### 2.0 OFFENCES AND PENALTIES

##### 2.1 Section 36(1) of the Act states:-

Subject to sub-sections (2), (5) and (6) below, it is an offence if:-

- i Spectators are admitted to a regulated stand at a sports ground on an occasion when no Safety Certificate which covers the use of the Stand is in operation for it, or
- ii Any term or condition of a Safety Certificate for a regulated stand at a sports ground is contravened, any responsible person, and, if a Safety Certificate is in operation, the Holder of the Certificate, shall be guilty of an offence.

The penalty is, on summary conviction, a fine not exceeding the statutory maximum, or, on conviction on indictment, to a fine or to imprisonment for a term not exceeding two years, or both, or as subsequently amended by statute.

##### 2.2 Section 36(7) states:

Any person who:-

- i in purporting to carry out a requirement under Section 28(11) or, for the purpose of procuring a Safety Certificate or the cancellation, amendment, replacement or transfer

of a Safety Certificate, knowingly or recklessly makes a false statement or knowingly or recklessly produces, furnishes, signs or otherwise makes use of a document containing a false statement, or

- ii fails to give a notice required by Section 32(1), or
- iii intentionally obstructs any person in the exercise of powers under Section 35, or without reasonable excuse refuses, neglects or otherwise fails to answer any question asked by any person in the exercise of such powers,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale, or as subsequently amended by statute.

3.0 Section 28 of the Act covers the process of issuing Certificates and Section 28(11) refers to information and plans which the Local Authority can request of the applicant.

4.0 In accordance with Section 32 of the Act, you must inform the Licensing Authority in advance if you are proposing to alter or extend the Stands or their installations, if the alteration or extension is likely to affect the safety of persons in the Stands. The Holder of this Certificate shall, before carrying out any of the proposals, give notice of the proposals to the Licensing Authority.

5.0 By virtue of Section 35 of the Act, authorised officers have power to inspect the Stands to which the Act applies to see whether conditions therein have changed to the extent that the safety measures for spectators are diminished.

## 6.0 RIGHTS OF APPEAL

6.1 The Act gives rights of appeal against decisions of the Licensing Authority or the inclusion of any of the terms or conditions of this Certificate. The periods within which appeals must be lodged and the procedures to be followed are laid down in the Safety of Places of Sport Regulations 1988.