

Terms of Reference
Lichfield District Safety

Advisory Group

September 2017

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1.0 - Introduction to the Lichfield District Safety Advisory Group (SAG)

It is the policy of Lichfield District Council when involved in, or when made aware of certain large or high risk events to uphold reasonable standards of public safety and to encourage the wellbeing of the public, operatives and competitors. The local authority will maintain a Safety Advisory Group (SAG) for such event and set up sub-groups, if required, for individual or groups of venues and technical issues.

The purpose of the SAG is to assist Lichfield District Council and other key partners in exercising safety and other public protection functions.

The SAG will:

- Advise the local authority and /or event organisers in order to ensure high standards of health and safety;
- Advise on minimising any inconvenience to local residents, businesses and the general public;
- Promote good practice in safety and welfare planning;
- Promote a consistent and coordinated, multi-agency, approach to event planning and management;
- Encourage wellbeing (Local Government Act 2000 Health and welfare of community)
- Focus resources using risk assessment and facilitating proportionate advice and regulation
- Enable effective planning to facilitate less intensive monitoring and inspection
- Support businesses and organisers through having a single point of contact for the event and consistent professional advice and support
- Increase good publicity and encourage more business and visitor engagement through safer events
- Share good practice
- Consider the implications of significant incidents and events relevant to the surrounding areas and facilities
- Receive reports relevant to debriefs, visits and / or inspections of a venue or event.

The SAG will also ensure that organisers of events in the district have considered the impact of the activity on the Licensing Act objectives and other relevant legislation. The Licensing Act objectives being:

- The prevention of crime and disorder
- The promotion of public safety
- The prevention of public nuisance
- The protection of the vulnerable from harm

The nature and potential impact on the objectives will determine the manner in which the event is regulated and or advice is given by the SAG. This could range from general advice to appropriate conditions that are attached to a premise licence, for example.



In general, events involving more than 2000 persons, at any one time, brought to the attention of any of the SAG members will automatically be reviewed by the SAG. Events of less than 2000 persons will be reviewed by the SAG if there is an increased risk, identified by any Responsible Authority who is a core member of the SAG or an unusual activity is taking place as part of the event.

SAG's for unlicensed events will be facilitated by Lichfield District Council. Any guidance or advice for the event will be administered by the Responsible Authority who requested that the event be reviewed by the SAG. Where events are reviewed by the SAG group members are expected to provide event organisers advice relating to their authorities functions. Copies of any advice or requests sent to organisers should be brought to the attention of the SAG chair responsible for the event who will record this.

The SAG cannot take any decisions on behalf of the local authority, its role is advisory

The decision making power is delegated to the local authority or other as designated by the group.

Ultimate responsibility for the event safety lies with the event organiser and the event management team.

Core members of the SAG must declare any material conflict of interest in relation to any item put before the SAG, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the SAG

2.0 - Membership

The SAG shall consist of persons with sufficient seniority/experience/competency/ knowledge on their services strategic / policy / practical issues to be able to take operational decisions on behalf of their service / body, save where these raise new policy issues. It is the responsibility of each member agency to ensure that such persons attend the SAG.

The SAG will be constituted in the following manner; however the composition of the SAG should be appropriate to the event being planned for-

- Core members
- Invited representation

The SAG will be either chaired by an officer from Lichfield District Council who will have delegated authority to agree event conditions for licensed events or in their absence or a declared interest, an officer from a core member agency as agreed by the group.

The following are Responsible Authorities and organisations form the **core members** who will usually only nominate one appropriate representative to attend the meetings:

- Staffordshire Police (Licensing Officer)
- Staffordshire Police (Tactical Planning Unit)
- Staffordshire Fire and Rescue Service



- West Midlands Ambulance Service
- Staffordshire County Council (Highways)
- Staffordshire County Council (Trading Standards)
- Staffordshire Civil Contingencies Unit (Emergency Planning)
- Lichfield District Council (LDC) (Licensing)
- Lichfield District Council (LDC) (Environmental Protection)
- Lichfield District Council (LDC) (Food Safety and Health and Safety)
- Lichfield District Council (LDC) (Building Control)
- Lichfield District Council (LDC) (Planning)

3.0 - Invited representation

Those persons/partners who are invited to the SAG meetings to make a presentation or offer advice to the SAG but who may not be party to the formal decision making process of the SAG. However, they will be allowed to freely contribute to any meeting, to which they are invited and will have their view considered, reported/recorded.

The following may be invited either to all SAG meetings, or to a particular meeting as considered appropriate:

- NHS/Public health services
- Health and Safety Executive
- Legal service representation (the relevant solicitor for any of the core members)
- Lichfield District Council – Other relevant departments (E.g. internal H&S, Car Parking, Parks, waste services, etc.)
- Voluntary first aid services
- Transport services
- Local tourism representative
- Football Licensing Authority
- Local business representation
- Land owners

The Chair may invite such other specialist as the Chair feels appropriate to assist the SAG fully in considering any issue.

From time to time other organisations that are deemed by one of the Responsible Authorities to have a responsibility for, or be able to provide information and or advice to the Licensing Authority or SAG may be asked to attend meetings.

Premises licence holders, Event Organisers, Contractors providing a service and or their representatives will on the request of the SAG attend meetings, or pre application meetings, and be able to provide information on request to organisations who are members of the SAG.



4.0 - Roles of Members

Role of the Chair of the SAG:

- To ensure that the SAG properly discharges the responsibilities.
- To ensure that the membership of the SAG reflects the need to address relevant risks associated with public safety and wellbeing issues.
- To ensure that due account is taken of the views of all members of the SAG, including those attending by invitation.
- To organise the SAG meetings, usually on a 6 weekly basis.
- To keep an overview of all plans to facilitate a consistent and co-ordinated approach.
- To act as the conduit between the SAG and the event organiser and/or management team
- To ensure that an audit trail of group processes is maintained.
- To arrange where deemed necessary an audit of the event to ensure compliance with the plans submitted during which any deficiencies which may require urgent action or improvement are drawn to the attention of the event organiser.

LDC Licensing

- To initiate formal contact with licensable event organisers and send out relevant event guides/documents.
- To circulate completed applications and debrief forms to the members of the SAG.
- To liaise with event organisers to pass on any recommendations or advice provided by the SAG in relation to licensing matters.
- To provide advice to event organisers on all licensing matters under the Licensing Act 2003.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire Police

- To support and offer advice to event organisers to help them fulfil their responsibilities with the prevention of crime and disorder.
- In liaison with the Lichfield District Council, Staffordshire County Council and Highways England, provide advice on traffic management on the highway.
- To provide advice on crime prevention and detection.
- Where appropriate provide Counter Terrorist Security Advice
- To provide advice and support in relation to any other identified policing issues.
- On the day of the event activate contingency plans where there is an immediate threat to life
- On the day of the event coordinate emergency response where required
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire Fire and Rescue Service

- To provide advice on fire related matters in regards to operations, fire and community safety at events.
- Advise the SAG on the Contingency Plans for events to ensure that they are compatible with the relevant Emergency Plans relating to the event and surrounding areas.



- In liaison with Building Control officers, provide advice on fire safety matters in relation to temporary structures.
- Carry out a Site Risk Survey to ensure an effective and appropriate operational response
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

West Midlands Ambulance Service

- To provide advice on suggested medical provision.
- To provide information where required relating to the Emergency Plan/Major Incident contingencies.
- To ensure the event has minimal/no impact on WMAS normal operations.
- To obtain information and an Event Management Plan including a medical plan from the designated providers.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

LDC Environmental Protection

- To advise on all matters relating to water provision, noise control, and odour and smoke control.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

LDC Food Safety and Health and Safety

- To advise on all matters relating to health and safety, hygiene, sanitation and food safety.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

LDC Building Control and Planning

- To advise on all matters relating to the regulations as they relate to public events. This may include: advice and guidance on compliance with relevant legislation related to temporary stands, staging and all other temporary de-mountable structures, examine design and construction sign off certification, including assessment of competency where relevant, work out ingress and egress flow rates and identify pinch points, work out crowd capacities and densities.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire Civil Contingencies Unit / LDC Emergency Planning Officer

- To provide advice to event organisers in respect of plans to deal with any emergency situations which may arise during the event.
- To advise the SAG on any implications for the Councils Emergency Plan for dealing with major incidents.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.



Staffordshire County Council Highways

- To advise on the impact of the event on the Staffordshire transport infrastructure and the provision of services to the event.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Highways England

- To advise on the impact of the event on the local major transport infrastructure and the provision of services to the event.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire County Council Trading Standards

- To advise on all matter relating to safety of goods or food and counterfeit goods.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

5.0 - Meetings and Governance

Meetings will be convened by Lichfield District Council and ten working days' notice will normally be given. Dates for the meetings will be set in approximately a year in advance and there will be a minimum of 6 meetings per year.

Special or emergency meetings may be called by the Chairman if a request is made by any of the member organisations.

Member organisations should ensure that they are represented at the SAG meetings. Any apologies should be sent in good time prior to the meeting and unless it is not possible a substitute attendee should be sent in the absence of any members unable to attend.

Lichfield District Council will normally provide an agenda and papers for meetings including minutes which will detail all multi agency advice relating to the events.

A record of the meeting will be maintained by Lichfield District Council and circulated to member organisations within ten working days of the meeting taking place.

Meetings attended by persons other than the members of the SAG may at the discretion of the Chairman be excluded from the meeting.

Members of the SAG must make any declarations of any personal and/or prejudicial interest relating to events being discussed. Notification should be made as soon as practicable to the Chairman of the SAG.

Meetings will not usually be open to the public although requests to attend the meetings as an observer, outlining the reasons in writing at least 10 working days prior to the meeting, can be made and will be allowed at the discretion of the Chairman.



6.0 - Decision making

It is the policy of the SAG to, so far as is reasonably practicable, offer advice in order to ensure the highest possible standards of public safety at events and to encourage wellbeing of the public, operatives and others affected by events.

The group does not make any decisions on behalf of the local authority or other agencies as its role is advisory and, as such, it has no authority to either approve or ban events.

Where members of the SAG make their own statutory decisions it is stressed that these are the determination of that agency and not the SAG. Any decisions made by members of the SAG outside of the meeting should be reported to the chair of the SAG and recorded as appropriate.

The overall responsibility for the safety of persons at an event will lie with the event organiser, venue owner / operator and management team.

7.0 - More Information

All correspondence regarding the SAG should be sent to:

Food and Health & Safety Manager,
Regulatory Services, Housing & Wellbeing
Lichfield District Council
Frog lane
Lichfield
Staffordshire. WS13 6ZE

Telephone: (01543 308729)
email: food.safety@lichfielddc.gov.uk

8.0 - Review

These Terms of Reference will be kept under review and revisions will be made, at such times, as are considered appropriate.

9.0 – Attachments

Appendix A – Access to events

Appendix B – Notification of event form



Appendix A – Access to events

Access to Events Non uniform staff

All non-uniform staff that need to attend an event will need to provide their details to the SAG who will then liaise with event organisers and distribute passes in advance. This includes staff who are conducting covert operations although they are free to purchase tickets, if authorised by their organisation, and claim these costs back from their own agency. On occasions officers may need to attend an event for training purposes or to familiarise themselves with the venue. Any requests of this nature must be made to the Chairman of the SAG who will consider it. They will also need to provide their details to the SAG who will then liaise with event organisers and distribute passes if they are approved by the SAG Chairman. All passes will need to be signed for.

Uniformed staff

Uniformed staff that need to attend an event may need a pass (although this will be clarified for each event and is often not the case) and will need to provide their details to the LDC licensing team who will then liaise with event organisers and distribute passes. All passes will need to be signed for.

Tickets for events

No member of the SAG, or any person from one of the member organisations, should request free tickets for events. All members of the SAG, or any person from one of the member organisations, should also refuse the offer of free or discounted tickets for events and return the tickets unused. All SAG members should inform the Chairman of the SAG if they are offered and or given tickets to an event.



Appendix B – Notification of event form

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