



THE LONDON BOROUGH
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Safety Advisory Group

Guidance Notes

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Safety Advisory Group (SAG) – Guidance

1.0 Aim and Objectives

Aim: The Safety Advisory Group can be utilized as a tool in planning the safety of community events and other similar public mass gatherings. The guidance aims to provide a general framework for procedures and running of the SAG and to highlight how environmental health professionals can contribute to the process.

The Safety Advisory Group is a multi-agency forum to promote good practice in safety and welfare planning for events; Ensure events have a minimal adverse impact on the community

Objectives:

- To define the roles and responsibilities of the Safety Advisory Group
- To identify the which key organisations involved in the SAG
- To define the procedure used by the SAG
- To coordinate event management in Bromley

What sort of events does the SAG consider?

The SAG will oversee large scale public events and in general, a "large scale public event" will be treated as an event where more than 500 people are expected to attend, although smaller events may require the involvement of the SAG depending on the event.

When planning an event involving more than 10,000 people a minimum of 6 month's notice to SAG should be provided. For an event involving between 1000 - 10,000 people a minimum of 3 months' notice should be provided.

Typical examples of events would include:

Fetes, fairs etc.

Open air concerts and music festivals.

Sporting events.

Horse shows, agricultural shows, dog shows car, caravan shows and similar.

Open air entertainment including theatre, opera and historic re-enactments.

Firework displays.

Processions, marches and carnivals.

Street parties.

Religious events.

It can be difficult to strike the right balance in deciding which events should be considered by SAG. The guiding principle is that events presenting a significant public safety risk (whether in terms of numbers of people attending or the nature of the event and/or the challenge of the environment) should be considered. However, small events like village fetes, where large numbers are not expected and/or the event is routine in relation to the activity normally carried out, need not go to the SAG.

In exceptional circumstances the London Borough of Bromley SAG may consider any event within the borough which has unusual or unique risks and therefore has the right to call any event organiser to a SAG meeting if they feel it will help minimize potential risks.

2.0 Policy Statement

It is the policy of the London Borough of Bromley to uphold reasonable standards of safety at all public events in Bromley; to encourage the wellbeing of the public at those events and ensure minimal inconvenience to residents, businesses and the general public.

3.0 Legislation –

This section outlines the legislative framework for the health and safety at community venues and events.

Health & Safety at Work etc. Act 1974

The local authority is an “enforcing authority” as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities where the main activity includes cultural, entertainment or sporting activities. The local authority will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events except for the erection and dismantling of structures or equipment used in the event. These activities are enforced by the HSE. Find out more at www.hse.gov.uk/event-safety/faqs.htm

Licensing Act 2003

The local authority is the “licensing authority” under the terms of the above Act and is required to carry out its licensing functions within its borough boundary, in consultation with the responsible authorities in respect of all licensable activities, which include: the sale by retail of alcohol, the supply of alcohol to a club, the provision of regulated entertainment and the provision of late night refreshment.

Schedule 1 of the Licensing act states that Commercial or public provision of entertainment facilities or the provision of any of the following sorts of entertainment to be classified as regulated Entertainment events:

- performance of a play an exhibition of a film
- an indoor sporting event
- boxing or wrestling entertainment
- performance of live music
- playing of recorded music
- performance of dance
- entertainment of a similar description to live music, recorded music or dance

The licensing authority has a duty to determine premises and personal licence applications and undertake enforcement activity, and in doing so promote the four objectives of: preventing crime and disorder, public safety, prevention of public nuisance, and protection of children from harm.

Live Music Act 2012

Removes the licensing requirement for un-amplified live music taking place between 8am and 11pm in all venues

Removes the licensing requirement for amplified live music taking place between 8am and 11pm before audiences of no more than 200 persons on premises authorized to supply alcohol, and in workplaces
Widens the licensing exemption for live music integral to a performance of Morris dancing or dancing of a similar type,

4.0 Role and Responsibilities of the SAG

The London Borough of Bromley has a legislative requirement in respect to certifying and licensing public events and as such they have democratic public accountabilities. These public and community events may be “one off” and may take place in venues or at sites not normally designated for that function, such as local parks and streets. These therefore provide additional risks because of the nature and environment in which they are taking place.

The role of the SAG is to provide specialist **advice** to Event Organizer’s intending to deliver public events in the London Borough of Bromley and to help the local authority to discharge its public safety and wellbeing responsibilities.

The SAG is there in an **advisory** capacity. It provides independent advice to the event organisers, who retain the legal responsibilities for ensuring a safe event. One of the important roles the SAG will perform is bringing all relevant partners together to plan and prepare for the event in a coordinated way. A key role of the SAG is to make partners aware of forthcoming events that will be taking place within the Borough and enable event organisers to benefit from its event and legislative expertise.

The SAGs can also:

- Advise on minimizing any inconvenience to local residents, businesses and the general public
- 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
- Promote safer events as contributing to safer and stronger communities
- 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

The SAG will operate in accordance with agreed Terms of Reference, to keep and maintain records of its activities in order that it effectively carries out this function and ensures transparency of decision-making.

Role of the Chair

The SAG will be chaired by the Local Authority - London Borough of Bromley Public Protection Licensing Team Leader.

- 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 To keep an overview of all plans
- Facilitate to consistent and coordinated approach
- To act as a conduit promoting information sharing between the SAG and event organisers/management
- To audit the event to ensure compliance with the plans submitted, drawing attention to any deficiencies which may require urgent action or improvement
- To review each large scale event(s) through a formal debrief, including any significant incidents or ‘near misses’, making recommendations as/where appropriate
- To ensure and monitor compliance with the standards agreed

Role of the Environmental Health, Health & Safety and Licensing Officers

Each service will be represented by an officer (or deputy) who will attend all SAG meetings as an advisory role

- To act in a coordinating role to the SAG on all matters concerning events
- To provide technical advice in relation to all matters concerning the event and appraisal of published material relating to public safety and wellbeing at public events and inform of any implications arising
- To prepare, monitor, enforce, review guidance and any relevant licensing conditions

Role of Building Control

The SAG will be represented by an officer (or deputy) who will attend all [relevant] SAG meetings. The Building Control representative will give advice on;

- Temporary stands Staging
- Demountable structures
- Design and construction specifications

Role of Traffic Management

The Traffic Manager (or deputy) will attend all relevant SAG meetings in an advisory role, giving recommendations on

- The likely impact the event will have on traffic & transport in the area
- The suitability of any traffic management plans where they relate to the public
- The suitability of any access/egress arrangements for both vehicular and pedestrian traffic
- highway
- The suitability of any parking provision
- What approvals will be required in relation to TTROs and temporary event signing
- What Traffic Management Company/Group that will be used

Role of the Emergency Services

Each Emergency Service will attend each SAG and advise on legislation within the remit of the service as they relate to public events, giving recommendations on;

- Public Safety and crowd management issues, offer advice and guidance
- Technical/Legal aspects

Any LBB contractors may be requested to attend any SAG meeting where by it is seen relevant for them to attend. In which they will provide recommendation on:

- Advice and Guidance Technical/Legal aspects
- Public Safety and crowd management Issues

Specific Terms of Reference

- To provide a forum to co-ordinate event safety and wellbeing.
- To advise on event planning, venue suitability and potential impacts on the local community.
- To advise on Health and Safety, Licensing Act 2003 and other relevant legislation and guidance relating to public events.
- To advise on enforcement actions relating to any proposed event
- To receive reports in relation to event safety.
- To receive notification of any event issues, prohibition notice(s) or prosecutions
- To take on other safety and public protection functions as agreed.
- To maintain an overview of forthcoming events within the Borough of Bromley

- To monitor compliance with the standards agreed
- To identify lessons from events that may have relevance to the borough.

Status of SAG and conflicts of interest

The SAG cannot take any decisions on behalf of the local authority, its role is advisory. The ultimate responsibility for event safety lies with the event organiser and their management team. Core members of the SAG must declare any 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 withdraw and be replaced by an appropriate party agreed with the SAG.

7.0 Composition of the SAG

The SAG shall consist of persons with sufficient seniority, experience, competence to be able to advise on operational matters.

- The Chair will be a representative from the Local Authority
- The relevant service lead will act as lead service to SAG and sub-groups
- The Local Authority will provide the administrative support, including taking and circulating minutes, meeting invites and creating an agenda

The SAG will be constituted to include representatives from the following services

Core members

- LBB Chair SAG or designated representative
- LBB Emergency Planning Unit
- LBB Environmental Health LBB
- Health and Safety
- LBB Licensing
- LBB Building Control
- LBB Traffic Management
- Metropolitan Police Service
- London Fire Brigade
- London Ambulance Service.
- LBB Recreations/ Leisure Team/ Service Contract Provider

Optional members, as and when required

- Transport for London British Transport Police
- Contractors of London Borough of Bromley
- St Johns
- British Red Cross
- Invited representation - as deemed appropriate by SAG Chair

8.0 Meeting Frequency

The SAG will convene as and when required for event specific reasons. Event Notification forms will be sent to all members of the SAG and responses are expected within 5 working days. Members of the SAG are required to respond indicating if their authority would wish to be involved in that specific event, whether it is through a full SAG or on a smaller EST.

The SAG shall meet a minimum of 2 times per year to discuss general matter and to review policy and general arrangements. All Core Members should be represented at SAG meetings. Formal minutes and will be circulated to all relevant parties by the SAG Chair or Deputy Chair.

9.0 Notification of Events

Where an event is notified to a member of the SAG, they will inform the Bromley SAG@Bromley.gov.uk who will inform all SAG members.

Notification of an event will be acknowledge by an email

10.0 Existing Major Events

The SAG will maintain an Events Calendar for Events which they have had involvement with.

Where possible venues used regularly for events will be the subject of standard risk assessments and a guide incorporating standard conditions will be produced for each type of event (including variations for different crowd profiles).

11.0 Administration

All material for consideration by the SAG will be circulated to members a minimum of 7 days before the meeting is due to take place (if it not available 7 days prior to the SAG it will be circulated at the earliest possible time)

SAG Email

All communication between SAG Members and the Event Organizer's will be conducted through the Generic SAG Email Account. The SAG email is SAG@Bromley.gov.uk and will be administrated by the SAG Chair and SAG Deputy Chair.

SAG Minutes

Each SAG Meeting will be prearranged and where possible have an agenda published in advance of the meeting with minutes recorded during the meeting. The minutes of the meetings will be circulated to all SAG members, and to such other parties as may be determined by the Chair

12.0 Revision

The SAG Terms of Reference to be reviewed annually.

Please forward any comments and suggestions to the SAG Chair at the London Borough of Bromley Safety Advisory Group at SAG@Bromley.gov.uk or telephone 0208 313 4218

13.0 References

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14.0 SAG contact List

Available to SAG members on Request, all requests should be sent to SAG@Bromley.gov.uk

Name	Authority	Contact Details
	LBB SAG Chair	
	LBB Emergency Planning	
	LBB Environmental Protection/ food Safety	
	LBB Traffic Management	
	LBB Building Control	
	LBB Health and Safety	
	LBB Licensing	
	Metropolitan Police Service (MPS) *Representative	
	London Fire Brigade (LFB) *Representative	
	London Ambulance Service (LAS) *Representative	

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