

SAFETY ADVISORY GROUP FOR EPSOM & EWELL

Constitution

Safety Advisory Group (SAG)

The Safety Advisory Group (SAG) is a multi-agency group chaired by Epsom & Ewell Borough Council. The SAG's main role is to provide specialist advice to organisers of public events to help event organisers discharge their public safety and wellbeing functions. The SAG comprises officers from all the emergency services, Epsom & Ewell Borough Council and also representatives from other organisations.

Event organisers will be made aware of the role of the SAG and the possibility of being asked to provide information and present their event arrangements before a SAG through a range of mediums including websites, discussions with partners on event related issues, applications to licensing, applications for road closures, through the Surrey SAG and through bookings for venues operated by core members. The SAG does not cover private events

Introduction

It is recognised that public events positively enhance community life, promote community development, social cohesion and encourage volunteering. However, these events do have the potential for risks to public safety and adverse environmental effects unless proper management is in place and input is obtained from relevant stakeholders and the emergency services.

SAG's are good practise, but are not a statutory requirement, to provide advice and guidance to event planners and organisers to help them understand their individual responsibilities for the safety of their event. The SAG is advisory and as a body does not have the authority to stop or change event arrangements. However, the core members of the SAG may have powers in their own right which could be exercised if there are concerns about the public safety of an event.

The safety concerns and advice given by the SAG to event organisers will be documented. If an incident occurs at an event which results in court proceedings or a public enquiry then the SAG has an obligation to submit the advice given to the investigating authorities.

An event organiser, whether an individual, collective or local authority, has prime responsibility for protecting the health, safety and welfare of everyone working at, or attending, an event.

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Membership

The SAG comprises the core members, listed below, and other stakeholders depending on the individual event.

Core Members

- Epsom & Ewell Borough Council
- Surrey Fire and Rescue
- Surrey Police
- South East Coast Ambulance Service Trust
- Surrey County Council Traffic Manager
- Surrey County Council Emergency Management Team

Other Stakeholders

The following are considered as persons/bodies that may be invited to a SAG meeting

- Event Organiser – this may also include License Holder or Safety Officer
- British Transport Police
- NHS representatives
- Other relevant experts

Process

Notification

- Event organisers should notify the SAG as soon as possible that an event is taking place, for larger events (over 500 people) the SAG should be provided with at least **6 months'** notice and for smaller events (under 500 people) then at least **3 months'** notice.
- Events may also be referred to the SAG by a core member where an event organiser has had to apply for authorisation to hold the event from one of the core members or where the event is being advertised and deemed to have significant implications for public safety.
- If the proposed event does not meet the required threshold for the SAG process it will be recorded as such with the relevant reasons.
- If the event meets the SAG criteria then a decision will be made as to whether it should be considered at the SAG meeting or whether the SAG wishes to offer advice by other means (such as via email).
- Events that meet the criteria will be debriefed as required.

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Criteria

The range of events across Epsom & Ewell is wide and varied ranging from small charitable events to large major events. The SAG will consider the following criteria in assessing the risk presented by the event and the level of assistance that should be offered:

- Whether the event is a public event
- The experience of the event organiser
- The type of event
- If the event has been held previously
- Any special or unusual activities
- The location of the event
- The level of risk posed by the event
- The number and demographic of people attending

Meetings

Meetings of Epsom & Ewell SAG will take place four times a year, advice will be provided as necessary and additional meetings may take place as required, determined by particular circumstance and specific events. Any core member may request an additional special meeting or series of meetings and where matters arise which require consideration by a SAG meeting such a meeting may be called at short notice.

The core members may invite other stakeholders to a relevant SAG meeting. Other stakeholders will be encouraged to take a full part in the relevant proceedings and to share their expertise and advice with core members. They will only be invited to the part of the meeting relevant to them.

Each SAG meeting will be prearranged to an agenda published in advance of the meeting and minutes will be taken, with responsibility for the minutes rotating between core members. The minutes of the meeting will be circulated within two weeks of the meeting to all SAG members and to such other parties as may be determined by the Chair. The minutes of meetings of the SAG will be held by Epsom & Ewell Borough Council and may be subject to the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 2018.

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Terms of Reference

The following terms of reference set out the scope of the SAG for Epsom & Ewell:

- To promote clarity of roles and responsibilities relevant to the events which meet the SAG criteria.
- To provide advice and guidance to event organisers to ensure high standards of health and safety.
- Continually seek improvements in the organisation and planning of events through seeking feedback from both organisers and other members of the group and make recommendations where appropriate for improving safety.
- To promote the principles of sensible risk management and good practice in safety and welfare planning.
- To advise in respect of the formulation of agreed contingency plans for dealing with major incidents and emergency arrangements.
- To promote a consistent, coordinated, multiagency approach to event planning and management.
- To advise event organisers in respect of relevant legislation and guidance, including generic advice and signposting to further guidance (rather than detailed advice on specific issues).
- To minimise the disruption to the local community and for people travelling within and through the area.
- To minimise any detrimental effect of such events on the wider environment and on the environment of Epsom & Ewell and to encourage the application of the principle of sustainability whenever possible.
- To promote consideration of access needs e.g. for disabled people.
- To consider the implications for the surrounding area, including traffic management and highway safety.
- To receive reports relevant to debriefs, visits and inspections.
- To record the SAG process and advice given

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Roles and responsibilities

The roles and responsibilities of the members of the SAG are set out below:

All Core Members

- Should ensure they are represented at SAG meetings.
- Should ensure relevant information, including documentation is circulated to all core members.
- If members become aware of events or activities that may require a SAG or discussions by the SAG members should notify all standing members.
- All core members are advised to consider all documentation received in relation to the SAG.
- To circulate recommendations for the event to all core members and the Event Organiser.
- Can request a meeting of the Safety Advisory Group if their concerns are not satisfied by the Event Organiser.
- To inspect and advise event organisers on the documents submitted.
- Advise on communication plans, crowd safety, security, stewarding and entrance controls.
- Advise on site security and safety when in and out of use if appropriate.
- Ensure the event organiser has plans in place for proper traffic management and highway safety.
- Advise on any other activities which may give rise to concern.
- To complete a debrief report after the event (if necessary) to inform the group of any issues during the event.

Members of the SAG must declare any material conflict of interest prior to any discussions of that matter. If the interest is considered prejudicial they must withdraw from the meeting.

Epsom & Ewell Borough Council

An officer from the Council will chair the SAG (except when there could potentially be a conflict of interests, at which time Surrey County Council will act at chair)

The Council will:

- Advise on Licensing.
- Advise on all matters relating to food sales, hygiene, water provision, sanitation and noise control.
- Controls on animals, animal health and safety.
- Advise on food safety and environmental issues.
- Advise on emergency planning.
- Advise on building control.

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Roles and responsibilities

- Advise on health and safety

Surrey Police

Surrey Police will:

- Advise and liaise on the protection of life and property.
- Advise and liaise on the preservation of order through keeping the peace.
- Advise and liaise on the prevention and detection of crime.
- Advise and liaise on the prosecution of offenders.
- Attain the aims of the Local Policing Plan.
- Provide support and advice regarding the organiser's responsibility for crowd management and public safety.
- Where appropriate, in liaison with the local authority, provide advice regarding the organiser's responsibility for traffic management on the highway.
- Co-ordinate and manage the effects of any emergency or major incident.
- Provide advice and support in relation to any other identified Policing issues.
- Intervene where necessary in the case of public disorder.

Surrey Fire and Rescue

Surrey Fire and Rescue will:

- Advise on fire related and public safety matters including site issues relating to location, design and access.
- Liaise and advise in relation to the Regulatory Reform (Fire Safety) Order 2005 and any other fire authority legislation, which requires the responsible person/s to carry out a Fire Risk Assessment for the event.

South East Coast Ambulance Service

South East Coast Ambulance Service will:

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Provide advice about the medical provision at an event in line with statutory guidance (Green and Purple Guide)
- Review the demands that could be placed upon the Ambulance service and potential impact of any event on their business as usual (BAU) to ensure the event organiser has mitigated against this so that emergency provision to the local and wider community is not adversely affected.

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Roles and responsibilities

Surrey County Council

Surrey County Council will:

- Advise on the impact of the event on the local transport infrastructure.
- Where appropriate, in liaison with the Police, traffic management on the highway to ensure that traffic management duties are met.
- Notify Epsom & Ewell Borough Council of events relevant to Epsom & Ewell being discussed at the Surrey SAG.
- Where appropriate, advise on Trading Standards/Merchandising issues.
- Where appropriate, assist with emergency planning.