



**Exeter City Council**

## SAFETY ADVISORY GROUP

### ARRANGEMENTS AND TERMS OF REFERENCE

#### CONTENTS

1. Purpose of the Safety Advisory Group
2. Membership
3. Terms of Reference
4. Meetings and Governance
5. Events calendar

## **1. Policy and Purpose of the Safety Advisory Group**

- 1.1 It is the policy of Exeter City Council to uphold reasonable standards of public safety at all public events in the Council's area, encourage the well being of the public at those public events, and ensure so far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised. To aid these objectives, the Council maintains a Safety Advisory Group (the Group) for public events, and partnerships with selected agencies to offer specialist advice to the Local Authority.
- 1.2 The role of the Group is to consider events with potentially significant impact and requirements in order for such events to be safe. The Group's remit includes outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades and other events with a potentially significant impact of a similar nature.
- 1.3 In general, events with potentially significant impact will be treated as being an event where more than 500 people are expected to attend, although smaller events may require the involvement of the Group depending on the event. Appendix I details a criteria of factors that will trigger communication amongst core Group members.
- 1.4 The objectives of the Group are to:
- Promote high levels of safety and welfare at events by giving advice;
  - Promote good practice in safety and welfare planning for events; and
  - Ensure events cause minimal adverse impact.
- 1.5 It will advise organisers of licensed and unlicensed events on matters relating to:
- The prevention of crime and disorder
  - The promotion of public safety
  - The prevention of public nuisance
  - The protection of children from harm
  - And any other relevant legislation

**Note:** Safety at events within the City's two main sports stadia (St James' Park Exeter City FC and Sandy Park Exeter City RFC) are not discussed by the Group. A separate committee exists for these venues. The Exeter City Council representative on the 'Stadia Safety Group' is nominated by the Building Control Manager. This however does not apply to Exeter [sports] Arena, where events planned outside of the normal sports calendar may be examined by the Group in liaison with the Leisure Contract Manager for the Exeter City Council.

## **2 Membership and Administration**

2.1 The Group will consist of:

- A group of core members
- Invited representatives

2.2 The core members will comprise officers (or their representatives) from the following agencies:

- Exeter City Council
  - Principal Health and Safety Officer (Chair)
  - City Arts and Culture Officer (Deputy Chair)
  - Principal Environmental Health Officer
  - Principal Licensing Officer
- Devon County Council
  - Highways Manager (Exeter)
  - Emergency Planning Officer (Exeter)
  - Trading Standards Officer (Exeter)
- Devon and Somerset Fire and Rescue Service
- Devon and Cornwall Police
  - Events Liaison Officer (Exeter)
  - Police Licensing Officer
- South West Ambulance Service
- Trading Standards

2.3 The Group shall be chaired by a representative from Exeter City Council, usually the Principal Health and Safety Officer.

2.4 The core members may invite (either from time to time, or by a standing invitation) representatives to the Group meetings from, for example:

- Exeter City Council Public and Green Spaces Manager
- Exeter City Council Waterways Manager
- Exeter City Council Economy and Tourism Manager
- Exeter City Council CCTV and Control Centre Manager
- Exeter BID Managing Director
- Stagecoach (South West) buses
- St Johns Ambulance
- Coastguard and Maritime Service
- Community Group Leaders
- Artists and Creative Advisers
- Production Managers.
- Contractors

Although not formally part of the Group's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

2.5 Invited representatives may be drawn from any body which the Group considers appropriate.

2.6 Sub-Groups of the Safety Advisory Group will be convened to deal with specific operational issues or events as required. These Sub-Groups will only involve those representatives relevant to the issues or event in question. The Chairperson or any other core member may request the setting up of a Sub-Group, and the Chairperson shall invite such representatives as are considered appropriate to meetings of such a Sub-Group.

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

### **3 Terms of Reference**

- 3.1 To ensure as far as possible that risk to public safety is minimised for any large scale/high profile public events or those where any member on the SAG has concerns (see Appendix 1)
- 3.2 To maintain an overview of forthcoming events within the Exeter City Council area.
- 3.3 To advise the local authority in the exercise of its powers under the Licensing Act 2003.
- 3.4 To advise the local authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions<sup>1</sup>.
- 3.5 To advise the local authority's Senior Management Board as the enforcing authority's administrative function defined in the Local Government (Review of Decisions) Act 2015 with regard to stopping the holding of an event, imposing restrictions on the holding of an event, imposing conditions to be met in connection with the holding of an event and all, or any two, of these things.
- 3.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to public safety at events.

---

<sup>1</sup> **Note:** The Safety Advisory Group cannot take any decisions on behalf of the Local Authority. The Local Authority's decision making power remains with the Licensing Committee, or with relevant officers within the Council's approved Scheme of Delegation.

- 3.7 To ensure core members provide notification and are informed of events to and by the Group via the group email. Factors that will trigger notification amongst the group are listed at appendix I.
- 3.8 To review each event through a formal de-brief (including any significant incidents or 'near misses') and make recommendations where appropriate for improving safety.
- 3.9 To interact with, and retain Exeter City Council's membership of, LAEOG in order to contribute to best practice forums and discussions at national level on safety at events.
- 3.10 To promulgate and distribute communications pertaining to changes in best practice for event safety management, as may be issued from time to time by the HSE, to regular event organisers in the City of Exeter through social media networks via the Communications and Marketing Directorate.
- 3.11 To ensure that there are in existence agreed contingency plans for dealing with major incidents.
- 3.12 To ensure that consideration is made to minimise the disruption to the local community and to people travelling through the area.
- 3.13 To advise the Exeter City Council Senior Management Board should an event safety plan be deemed insufficient in terms of measures to protect public safety that it presents serious risk, with recommendations to either delay the event until evidence of suitable and sufficient safety planning is received, or to stop the event proceeding (also see 3.5).
- 3.14 The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, 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 person agreed with the Group.

## **4 Meetings and Governance**

- 4.1 The Group will meet every month with the exception of February, when no ordinary meeting will be held. An email group address will be maintained by Exeter City Council through Member Services Office.
- 4.2 Meetings will be convened by Exeter City Council and ten working days notice will be normally given. Any risk assessment/event plans should be provided by the event organiser before the 10 working days notice. The dates of the meetings will be published on the Council's website and Mod Gov.
- 4.3 Special or emergency meetings may be called by the Chair if a request is made by any of the member organisations.
- 4.4 Member organisations should ensure that they are represented at the Group meetings.
- 4.5 A record of the meeting will be maintained by Exeter City Council and circulated to member organisations within ten working days of the meeting taking place.

## **5 Events Calendar**

- 5.1 A calendar of all existing major public events is to be produced and maintained by **t.b.a.** This will combine events calendars used by Highways and the Police.

## Appendix I

A list of factors that will trigger communication, either singularly or combined, between all core members of the Group. An event with:

- More than 500 crowd
- Visits by celebrity/high profile public figures
- Pyrotechnics and fireworks
- Temporary demountable structures
- Air show
- Lasers
- Marquees and inflatable structures
- Road closure or potential road closure
- Alcohol
- Fairgrounds and Circuses
- Concerns relating to the organiser's experience or public profile
- LPG (propane) etc.
- Events on or near water

## Appendix II

Example standing agenda for the Group:

1. Present
2. Apologies
3. Debrief of recent events
4. Up and coming events: presentation of risk assessment/event plans by event organisers
5. Core member news
  - Exeter City Council
  - Devon County Council
  - Devon and Somerset Fire and Rescue
  - Devon and Cornwall Police
  - South West Ambulance Service
6. Any other business

## 7. Date and time of next meeting