



CHELTENHAM BOROUGH COUNCIL

Safety Advisory Group Terms of reference and operational protocol

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1. Introduction

Cheltenham Borough Council has established a Safety Advisory Group (SAG) to help ensure public events can take place safely. The aim of the group is to standardise the approach to organised events through consultation and joint working between Cheltenham Borough Council (“the authority”) and its partners.

An Events Consultative Group (ECG) has also been established to act as an initial consultative forum for events in the borough. This provides an opportunity for ward councillors to be made aware of potential events at an early stage and for an initial review and assessment of the event to take place. Advice and guidance can be given to event planners and organisers at this stage to help them understand their individual responsibilities and those of other agencies involved.

The formation of a SAG will be dependant upon the nature, size, location and/or perceived risks associated with the event, primarily those relating to public safety. Any core SAG member can call in an event to the SAG.

2. Legislation

- There is no legal requirement for organisers of events to refer their event to, or liaise with the SAG, however, if they do there are considerable benefits to the organisers and enforcement agencies to help ensure compliance with legislation.
- In all cases the responsibility to comply with the Health and Safety at Work Act 1974 and relevant statutory provisions rests with the duty holder/s. Further advice on health and safety requirements and how these may be met by event organisers are available on the [Health and Safety Executive \(HSE\) website](#).
- The event organisers will be encouraged to seek their own legal advice on all matters relating to health and safety.

3. Terms of reference

- To ensure as far as reasonably possible, that risk associated with public safety is minimised for all events considered by the SAG.
- To advise on the event plans, planning and other safety and statutory related issued as required necessary.
- To advise on the SAG member's respective enforcing actions, powers and duties.
- To provide a forum to develop a co-ordinated approach to crowd and spectator safety and wellbeing.
- To receive reports in relation to matters found during inspections by SAG members.
- To receive notification of the issue of any Legal Notices and any prosecutions in relation to an event or event organiser.
- To review events through a formal debrief and make recommendations as appropriate for improving safety.
- To advise on risk assessments / best practice where appropriate.
- To ensure that there are agreed contingency plans in place for dealing with major incidents and/or incidents.
- To monitor compliance within the agreed standards and individual member's own statutory requirements and duties.
- To consider the wider impact on the local transport network and civil contingencies in the event of an emergency.
- All core members must declare any material conflict of interest in relation to any item put before the group prior to any discussion. If the

interest is considered prejudicial then that person should consider if they should withdraw.

- To proactively recognise and declare any perceived or actual conflicts of interest where Cheltenham Borough Council is the Enforcing Authority for premises which it owns or has a management interest as required in the Health and Safety Executives' Local Authority Circular [LAC 22/10](#)
- All members of the SAG and associated subgroups will operate within the areas identified as their roles and responsibilities in section 8 below.
- To agree, record and act in cases where the SAG has significant concerns about an event's safety and/or where event organisers have either not acted on advice or failed to engage with the SAG process.

4. Scope and status

- The SAG is purely advisory. It neither gives "approval" for events to go ahead nor does it "sign off" on events. Individual core members retain their respective statutory powers which remain unaffected by their SAG membership.
- The SAG cannot take any decisions on behalf of the authority. The authority's decision-making power remains with the relevant committee such as Licensing Committee, or with relevant officers within the authority's approved Scheme of Delegation.
- The ultimate responsibility for the event safety lies with the event organiser and their management team.
- For the avoidance of doubt, the SAG operated by the authority does not carry any statutory responsibility in relation to safety at sports grounds, stadiums and Regulated Stands. This is the responsibility of Gloucestershire County Council.

5. Local authority approach

- It is the approach of the authority is to promote high standards of public safety at all public events held in Cheltenham in order to encourage the wellbeing of the public, employees and others at those events.
- The role of the SAG is to aid these objectives for public events through established partnerships with key agencies offering specialist advice to the SAG and the event organisers.

6. Membership

- The SAG will consist of a group of core members and invited representatives (as dictated by individual events).

- Core membership will consist of partners and agencies that are qualified and have agency to advise on safety related matters. Core members will not be involved in event planning to ensure separation of duties and avoidance of conflict of interest(s).
- In order to ensure personal independence, individual officers involved in giving corporate and/or regulatory advice as part of the SAG may not form part of any subsequent investigation in the event of a fatality or serious incident.
- The core members / agencies will be:
 - Cheltenham Borough Council - lead officers for licensing, public and environmental health, and building control
 - Gloucestershire Constabulary
 - Gloucestershire Fire and Rescue Service
 - South Western Ambulance Service (SWAST)
 - Gloucestershire Highways
- Invited representatives may include, but not limited to:
 - Relevant officers at Cheltenham Borough Council including those from green spaces, One Legal, waste enforcement, property services
 - Gloucestershire County Council Trading Standards, Emergency Management and Highways
 - Voluntary First Aid Services
 - Ubico
 - Event Organisers
 - Corporate Health and Safety Advisor
 - UK Health Security Agency (UKHSA)
 - Planning enforcement
 - Other co-opted depending on the nature of the event
- Core members will be invited representatives to SAG meetings who bring “up to date” advice and guidance. Although not a formal part of the SAG process, invited representatives will be encouraged to take a full part and share their advice and expertise with core members. Their views are entitled to be presented, considered and recorded.
- All core, or invited, members of the group will retain a high degree of professionalism and competence at all times and will not at any time act in any way which may compromise the position of the group or members of the group.

7. Administration and chairing

- The Chair will be a representative from the authority unless this will present a conflict of interest, in which case, a chair will be elected from the core membership. Whether an event constitutes a prejudicial interest is one which a member of the public, who knows the relevant facts, would reasonably think is so significant that it is likely to affect the judgement of the chair in the public interest.

- The authority will provide the administrative support to the SAG and subgroups or as agreed.
- Agendas, draft minutes and other relevant event management plan, documents and/or paperwork will be distributed to core SAG members, at least one week in advance of SAG meetings.
- It will be within the remit of the SAG to constitute smaller working groups to address specific issues relating to the event and venues. The outcome of any such groups will be reported to the next available SAG.

8. SAG meetings

- The number of SAG meetings will be set in advance for the year, determined by particular local circumstances and will be event specific. Any core member may request an additional special meeting or series of meetings; such requests shall be considered by the chair.
- Event organisers must inform the SAG administration of their intention to hold an event at least 3 months before the event. Event management plans and other relevant documents to be submitted at least 3 weeks before the event and in all cases more than one week prior to the final SAG meeting where their event will be discussed. Depending on the nature of the event, event organisers might be invited to SAG on more than one occasion to ensure through scrutiny of event plans.
- The ability of the SAG to consider and advise on event plans is likely to be compromised where the event notice periods are less than those given above. In these circumstances, the SAG chair, in consultation with core members, will consider whether the SAG could adequately fulfil its advisory role and write to the event organiser accordingly.
- Depending on the nature of the event, SAG meetings could be held virtually or in person, at the chair's discretion. If held in person, meetings will be held at Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.
- At any time where the chair and/or any core member, considers it necessary, a pre-meet will be arranged to allow the SAG to discuss event planning prior to admitting the event organiser(s).
- All relevant agencies should be represented at a meeting of the SAG or subgroup.
- Any representatives must be suitably briefed and equipped to enable decisions to be made and implemented as necessary.
- Where core, or invited members, cannot attend, they should make arrangements to send a substitute or, alternatively, send comments and/or advise in writing to the chair in advance of the meeting.
- The chair of the group may request an inspection of a site, before, during or after and event in consultation with the event management. Regulator members of the SAG will conduct any

inspections/interventions as appropriate and necessary according to the legislation they are authorised under.

9. Data protection

- A summary of meetings of the SAG will be held by the local authority as a public record and be subject to the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 2018 (with the necessary redaction).
- Minutes of meetings will be retained by the authority for seven years.

10. Roles and responsibilities of SAG members

Cheltenham Borough Council

Licensing officer

- To determine whether an event needs licensing
- To ensure that the correct processes are in place where an event requires licensing
- To process applications for licences in accordance with statutory requirements
- To coordinate consultations/meetings with relevant agencies and organisers for licensed events. (NB for non-licensed events this is the responsibility of the organiser)
- To propose conditions to be attached to a licence in accordance with the operating schedule and any representations from responsible authorities
- To ensure compliance with licence conditions, through, pre and during inspections of event
- To coordinate debrief post event where appropriate
- To provide advice / guidance as necessary where no formal licence requirement

Public and environmental health

- To provide advice and assistance in relation to food safety, health and safety (in LA enforced premises), infection control (particularly in relation to the handling of animals), statutory nuisance and environmental protection
- To advise on noise levels at events put before a SAG, to minimise the likelihood of statutory noise nuisance (or breach of land use

agreement, in relation to noise, where the event is taking place on council land), so far as is reasonably practicable

- The 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. It 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.
- To provide technical support to the SAG in relation to the above public and environmental health Issues
- Represent the council's emergency management team at SAG meetings and in consideration of events, in terms of emergency evacuation and places of safety
- Lead role in public protection team in case of emergency

Building control

- For licensed events to ensure compliance with relevant legislation / guidance in respect of temporary stands, stages and structures
- For unlicensed events to examine details of temporary stages and stands
- Provide guidance and feedback relating to inclusive design and accessibility
- Provide guidance and feedback relating to: Building Act 1984, the Safety at Sports Ground Act 1975 and the Equality Act 2010

Gloucestershire County Council highways

- To cater for all authorised events where the highway is affected
- Provide advice on maintenance of clear and safe routes for emergency vehicles and traffic of all categories, including pedestrians
- Advise on any traffic management plan including arrange as necessary any road closures or temporary traffic management
- Liaison with statutory undertakers

Gloucestershire Fire and Rescue Service

- Advise on site issues relating to location, design, density factors (capacity), barrier configuration, amusements/attractions and concessionaries
- Advise on access issues in relation to means of entry and egress, siting of ingress/egress routes, migration on and off site, emergency evacuation routes, holding areas and emergency vehicle access/egress
- Advise on planning issues in relation to major incident plan, emergency evacuation procedures, and fire risk assessment

- Advise on fire safety issues relating to: lighting (normal and emergency), fire warning systems, signage, fire fighting equipment, stewards, water supplies, flammability of fabrics/textiles, pyrotechnics, camp sites, marquees/tents, portable structures, field kitchens, L.P.G. usage and storage, generators (fuel storage etc.)
- Legislation relating to: Fire precautions Act 1971, Fire Precaution Workplace Regulations 1997 and Safety at Sports Ground Act 1975
- Legislation relating to: The Regulatory Reform (Fire Safety) Order 2005 , Safety at Sports Ground Act 1975, Fire Safety and Safety of Places of Sport Act 1987

Gloucestershire Constabulary

- To advise on the prevention and detection of crime
- Prevention of/stopping breaches of the peace
- Traffic regulations within legal powers provided by statute i.e. road closure order or traffic regulation order
- Activation of a contingency plan where there is an immediate threat to life and coordination of resultant emergency service activities
- Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers

South Western Ambulance Service

- To act as communication link for all first aid, paramedics, doctors and other emergency medical services who are required to attend events and advise on adequate cover for the events
- On site to coordinate Cooperation with all medical ambulance service resources, doctors and first aid volunteer agencies within the event and if the event is large enough to warrant statutory NHS Ambulance Service presence, attend as required or, in the event of a Major Incident assume command and control of all medical resources on site
- To ensure advise if that the event cover is all within the event safety guidelines and major incident site evacuation plan
- To supply a communication system that links the ambulance service and other first aid, emergency services and emergency liaison teams when it is necessary to do so

Event organisers

- Responsible for all health, safety and welfare matters related to the event. Including and not limited to those affected by the event such as; visitors, staff, volunteers, contractors and any others including those in the general wider community

- To provide, where possible, a minimum of 3 months prior notice of the event to the SAG coordinator, contact email (see below)
- To provide specific paperwork including: an event plan, relevant risk assessments and other documents considered relevant by the organisers or SAG members
- To provide all specific paperwork for the event 3 weeks prior to the event date and in all cases 8 days prior to the case being discussed at SAG. Sent to the SAG coordinator contact email (see below). This enables circulation of the documents to the relevant SAG members and provides time for their consideration, prior to discussion of the event at SAG
- To understand that if notice periods are not followed that the SAG members may not be able to consider and comment effectively on the plans
- To attend the SAG/s at the requested time/s in order to present an overview and summary of the relevant documents
- To answer questions and discuss potential issues raised by SAG members
- To recognise the importance of the statutory advice and guidance (best practice) provided by the SAG members and to act on this as appropriate
- To provide a reflective report and direct feedback to the SAG when requested to do so. This is specifically important for annual events or where a SAG member reports issues / difficulties associated with the event.

11. SAG contact

The SAG coordinator and chair can be contacted by email on sag@cheltenham.gov.uk or 01242 264135.

Core participant	Generic email contact
Public and environmental health	envhealth@cheltenham.gov.uk
Licensing	licensing@cheltenham.gov.uk
Building control	buildingcontrol@cheltenham.gov.uk
SWAST	EP RR.gloucestershire@swast.nhs.uk
Glos Police	events@gloucestershire.police.uk
Glos Fire and Rescue	fire@glosfire.gov.uk
Glos highways	streetworks@gloucestershire.gov.uk