

Milton Keynes Stadium Safety Advisory Group

Constitution & Terms of Reference 2019 - 2022

Public Realm



milton keynes council



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Version control

Author	Version	Date	Comments
E Fisher	1.0	September 2012	Endorsed at committee
E Fisher	2.2	March 2017	Endorsed at Regulatory Committee
E Fisher	3.1	April 2019	Revision to SGSA guidance
E Fisher	3.2	October 2019	Revision to updated EPC guidance
E Fisher	3.3	March 2020	Endorsed version for Regulatory committee

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1.0 INTRODUCTION

- 1.1 It is the policy of Milton Keynes Council to uphold reasonable standards of public safety and to encourage the wellbeing of the public, operatives and competitors involved in events at Stadium MK as well as those potentially affected in surrounding areas. Milton Keynes Council will therefore maintain a Stadium Safety Advisory Group (SSAG) for the venue and its footprint and set up sub-groups if required for individual matters as necessary.
- 1.2 The SSAG will operate in accordance with agreed terms of reference, keep and make available appropriate records of its activities in order that it effectively carries out this function and to demonstrate transparency of decision making. The terms of reference and constitution will be reviewed as considered necessary to ensure they remain fit for purpose.
- 1.3 A principal role of the SSAG is to provide advice to the Local Authority, event organisers and other agencies on safety related matters and statutory duties. The SSAG also provides a forum within which Event Organisers and others can develop a wider approach to safety management bringing relevant stakeholders together to plan and prepare for an event in a coordinated way. The role of the SSAG is separate from the operational management of an event and overall responsibility for safety of persons at an event rests with the event organiser, venue owner / operator and management team.
- 1.4 The SSAG cannot take decisions on behalf of the Local Authority and has no regulatory powers to permit or prevent an event from proceeding. It may however raise concerns to those with legislative powers to take action. The SSAG will not be able to endorse or support an event but could confirm that it does not support an event going ahead.
- 1.5 The SSAG will not directly plan or manage events
- 1.6 Core members of the SSAG must declare any material conflict of interest in relation to any item put before them 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 through the SSAG or the Chair may ask them to leave for that item.

2.0 DUTIES

- 2.1 In respect of the stadium the Council has a statutory duty under the Safety of Sports Grounds Act 1975 (as amended) to:
 - a) Issue Safety Certificates for designated sports grounds containing such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety.

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- b) Serve prohibition notices if the authority consider that the admission of persons to a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of persons to the ground or that part of the ground ought to be prohibited or restricted.

2.2. Other relevant legislation includes the Health and Safety at Work Act, the Regulatory Reform Order 2005 and the Building Act 1984.

2.3 In advising on safety matters the SSAG may choose to consult any relevant persons it considers appropriate.

3.0 LEAD RESPONSIBILITY

3.1 Regulatory Services will act as the lead service in the Council for administrating the SSAG including the appointment of a suitable chair person. Arrangements are to be taken to avoid any conflict of interest.

4.0 COMPOSITION OF THE SSAG

4.1 The SSAG shall consist of persons with sufficient seniority/experience/competency/knowledge on their service area so as to be able to take operational decisions on behalf of their service/body save where these raise new policy issues.

4.2 The SSAG will be constituted of specific Core Members but can be supplemented by additional Member's dependant on the issues concerned. The composition of the Group will therefore be flexible to ensure it is appropriate to the events or matters being considered.

4.3 SSAG Members and others of invited representation will be expected to review documentation circulated to them to raise any issues of concern, advice or comments for consideration. A nil response will be taken to mean there are no adverse comments from that particular member.

4.4 The constitution of the SSAG comprises the following core members or their nominated representatives:

Milton Keynes Council – Chair Person, Practitioners (or delegated officer) in respect of Building Control; Licensing; Environmental Health; Emergency Planning and Highways.

Thames Valley Police - Operations or specialist football officer and Silver commander if appropriate

South Central Ambulance Service – Clinical Operations Manager/Tactical Commander

Buckinghamshire and Milton Keynes Fire Safety Authority

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- 4.5 The terms of reference of each core member representative are shown in Section 5 and Appendix 1.
- 4.6 The Council recognises that parties other than SSAG Members may have an important contribution to make in terms of safety and so may seek views and input beyond the group membership. Such invited representation may not always be party to the decision making process of the SSAG, but will normally be permitted to contribute to any meeting or issue to which they are engaged or invited and will have their views considered, reported/recorded.
- 4.7 The following may be invited either to SSAG meetings, or to particular meetings as considered appropriate:
- Representative of Sports Ground Safety Authority
 - Venue owner / operator / certificate holder
 - Site occupiers
 - Event Promoter and organisers
 - Transport providers
 - Wider Highway services (such as Highways England, traffic planners)
 - Relevant businesses with potentially affected safety management issues
 - Representative of recognised supporters group
 - Security representatives including counter terrorism officers
 - Representatives of NHS provision
 - Anyone else considered relevant including British Transport Police and resident /community groups
 - First aid providers

MEETINGS

- 4.8 The SSAG shall normally meet at least twice a year as part of a process of ongoing review of stadium event safety; however the number of meetings in any year can be flexible and responsive to particular circumstances and can also be event specific. Any core member may request an additional meeting or series of meetings which will be considered by the Chair (or their representative) and the Council will expect to be notified of planned events at least three months in advance or at the earliest opportunity where events are planned in a shorter timescale. This is so additional meetings can be convened if required.
- 4.9 The SSAG may function without convening a meeting by utilising electronic or other communications to share information.

- 4.10 Notifications of events on the stadium site will be circulated to core members and interested parties as part of a decision as to whether to convene a SAG meeting. Factors that will influence whether to convene an event specific meeting can include:
- The size and numbers attending the event (at any one time);
 - Duration and timing of an event
 - Levels of risk with the event including its profile and behaviour:
 - The nature of the event;
 - If concerns have been raised by a relevant agency about any event;
 - If the history of the event has been a cause for concern.
 - Experience of organiser
 - The potential effect on wider community
- 4.11 The level of SSAG input will vary proportionate to the size, scale and risk of the event and/or activity involved. It may also be relevant to consider the cumulative consequences of multiple events within a local area.
- 4.12 Wherever possible meetings will be pre-arranged to an agenda published in advance of the meeting with minutes or outcomes noted. The minutes of the meetings and resulting resolutions will be circulated to core members and to such other parties as may be determined by the Chair. A summary of meetings will be held by the Local Authority.
- 4.13 Records of minutes could be subject to Freedom of Information Act (FOIA) requests and the local authority recognises that separate confidential minutes may be required for parts of a meeting to prevent issues arising in relation to the unwitting release of sensitive material. This will include appropriate security and counter terrorism information as well as commercially sensitive information.
- 4.14 Where a meeting will discuss confidential counter terrorism information or intelligence a restricted list of people will be present for those discussions on a necessary basis only
- 4.15 In respect of personal information held by the SSAG it will comply with the MKC privacy statement (the attached link <https://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/council-information-and-the-law/milton-keynes-council-privacy-notice>.)
- 4.16 The purpose of the SSAG means it may collect information and use it for promoting safety and preventing crime and disorder as part of its function. Relevant data may therefore be shared with appropriate agencies for this purpose. However the data collected will be securely stored and access strictly controlled

TERMS OF REFERENCE

5.0 TERMS OF REFERENCE OF THE STADIUM SAFETY ADVISORY GROUP

The Stadium Safety Advisory Group has been established by the Council to

- Advise on events, the venue, and its immediate environs as required with competent individuals scrutinising proposed safety arrangements.
- To advise on the exercise of the powers under the Safety of Sports Grounds Act 1975 (as amended).
- To advise on the exercise of the powers under the Licensing Act 2003 for the event and venues.
- To advise on the enforcing actions and duty of care of the Local Authority and other stakeholders as defined in related legislation and guidance.
- To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to the safety and wellbeing of those present at events.
- To receive and consider proposals for alterations to the stadium site as well as emerging safety issues.
- To undertake site and familiarisation visits as considered appropriate and to receive and consider reports in relation to matters found during inspections by group members or others.
- Provide an audit trail of decisions taken and advice given.
- To ensure safety weaknesses identified have been addressed including by way of debrief process following an event.
- Ensure any recommendations by the SSAG have been properly reported to the Local Authority and followed through.
- To minimise adverse impacts of events including beyond the stadium boundary. This will include consideration of wider issues such as traffic management, parking, and other matters under the concept of 'the final mile' as part of the general duty to promote public safety.
- To consider significant incidents that have occurred.
- To promote formulation of appropriate contingency and emergency arrangements.
- To promote good practice in safety and welfare planning.

GUIDANCE DOCUMENTS

The Group will have regard to relevant guidance when advising and recommending actions for improving and ensuring the safety of those present during an event.

APPENDIX 1

The Licensing & Regulatory Committees of the Council have responsibility for Safety at Sports Grounds legislation and have acknowledged that the Regulatory Service of the Council as the Lead on behalf of the Authority.

RESPONSIBILITIES OF THE LEAD OFFICER OR NOMINATED REPRESENTATIVE (CHAIR PERSON)

- i. To ensure that the Group properly discharges the responsibilities delegated to it by the Council in a fair, effective; proportionate and efficient manner and that the terms of reference are complied with.
- ii. To chair all meetings of the Group.
- iii. To submit appropriate reports to the relevant committees of the Council.
- iv. To ensure that membership reflects the need to address relevant risks associated with public safety and wellbeing issues.
- v. To ensure that due account is taken of the views of all members of the SSAG including those attending by invitation.
- vi. To keep an overview of all plans to facilitate a consistent and co-ordinated approach
- vii. To act as the conduit between the members of the group and the event organiser and/or management team.
- viii. To ensure events are inspected / visited / monitored as appropriate to ensure compliance with the plans submitted and draw attention to any deficiencies which may require urgent action or improvement.

ROLE OF MILTON KEYNES COUNCIL

REGULATORY SERVICES:

- i. To act as a co-ordinating role for core members
- ii. Arrange meetings of SSAG
- iii. Arrange consultation with sports ground management
- iv. Arrange pre and post event meetings and during performance inspections
- v. Compile reports, minute taking and correspondence
- vi. Ensure compliance with relevant legislation enforced by the service.
- vii. Provide technical advice relevant to their area of expertise
- viii. Attend the sports ground control room as appropriate
- ix. Liaise with core Members and other parties on matters of mutual interest.
- x. Ensure compliance with relevant safety legislation.
- xi. To attend relevant meetings as required advising on matters within their expertise including scrutinising event safety plans

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HIGHWAYS

To attend meetings of the SSAG as required advising on matters within their expertise and scrutinising event safety plans in terms of all highway and transport matters.

EMERGENCY PLANNING

To attend meetings of the SSAG as required advising on matters within their expertise and scrutinising event safety plans in terms of the Civic Contingencies Act and as part of a link to any Local Resilience Forum.

ROLE OF THAMES VALLEY POLICE

The Police will advise in respect of matters relating to crime, public order, crowd disorder and management (including segregation/entering/exiting), anti-social behaviour, ticketing, stewarding, counter terrorism and police arrangements remembering that operations of that sports ground and its installations on the day are under the control of the holder of the safety certificate for the sports ground.

In the event of a major incident occurring at the sports ground, the control of the incident would pass from the holder of the safety certificate to the Police in order to ensure an adequate and co-ordinated response by all emergency services using established major incident procedures.

ROLE OF THE AMBULANCE SERVICE

1. Advising on the First Aid/Ambulance and medical facilities for inclusion in any Safety Certificate / event plan.
2. Advising on the standards required in respect of First Aid facilities and equipment to fulfil requirements of the safety certificate / event plan.
3. Advising on the standards expected to ensure that proper equipment and properly trained staff are at a sports ground for an event.
4. Advising on the requirements in respect of attendance of medical personnel at events.
5. Attending events as they consider necessary, and advising on breaches of the Safety Certificate or in respect of other issues which did or could affect the safety of the crowd at the event remembering that operations and installations on the day are under the control of the holder of the Safety Certificate for that sports ground. A written report is to be provided to the Lead Officer on the activity carried out at each event, if serious problems occur.
6. Agreeing arrangements for access and egress of emergency ambulances, before, during and after events at sports grounds.

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7. To ensure that wherever arrangements are made in respect of ambulances and first aid provision, that these arrangements link with other first aid providers who may be in attendance to ensure that risks are reduced between the provision of services and to be satisfied that there is co-operation between the providers.
8. To attend the venue control room as appropriate.
9. To ensure governance policies and procedures are adhered to, and to document all clinical care as per policy.

ROLE OF FIRE SAFETY AUTHORITY (BOTH BUCKINGHAMSHIRE & MILTON KEYNES FIRE SAFETY AUTHORITY AND MILTON KEYNES COUNCIL)

Either Authority shall notify the appropriate contact at the Council of issues arising at events or on site premises of safety related concern including any call out visits.

Buckinghamshire & Milton Keynes Fire Safety Authority and the Council (where they are the enforcing authority under the Regulatory Reform Order or the Building Control Authority) will review and advise on any fire safety related matters brought to their attention.

REFERENCES

1. Guide to Safety at Sports Grounds sixth edition, DCMS 2018
2. Safety Certification Guidance 2018 - Sports Ground Safety Authority
3. Safety Management – Sports Ground and Stadia Guide no 4 – SGSA
4. Football Supporters Federation: Engaging with Supporters
5. Safety Advisory Groups and Event Planning: 2010 CIEH
6. The UK Good Practice Guide to Working in Safety Advisory Groups 2019 (EPC)
8. The Purple guide Chapter 25: Working in a Safety Advisory Group current edition
10. Safety at Sports Ground Act 1975 and subordinate Regulations

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