

# Safety Advisory Group for Sports Grounds

## Terms of Reference



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## 1. INTRODUCTION

In the Final Report of the inquiry into the Hillsborough Stadium Disaster, the then Lord Justice Taylor recommended that:

The Safety Advisory Group *“terms of reference should encompass all matters concerned with crowd safety and should require regular visits to the ground and attendance at matches. The Advisory Group should have a chairman from the local authority, and effective procedures. Its resolutions should be recorded and it should be required to produce regular reports for consideration by the local authority”*.

The Sports Grounds Safety Authority has also recommended, among other matters that Council’s consider written policy statements identifying the specific responsibilities of particular individuals or groups of staff and the Safety Advisory Group should be properly constituted and have written terms of reference with effective procedures.

## 2. DEFINITIONS

**“1975 Act”** means the Safety at Sports Grounds Act 1975;

**“1987 Act”** means Fire Safety and Safety of Places of Sports Act 1987;

**“2005 Act”** means the Fire (Scotland) Act 2005;

**“Building Authority”** has the meaning given to it in section 17 of the 1975 Act;

**“Chair”** means the Council’s Head of Licensing and Democratic Services who has authority under the Scheme of Delegation;

**“Chapter 1 Fire Safety Duties”** means those duties defined by Sections 53 to 60 of the 2005 Act;

**“Designated Sports Ground”** has the meaning given to it under section 1 of the 1975 Act;

**“Enforcing Authority”** means the Council, as local authority under section 61 of the 2005 Act empowered to take action to ensure compliance with the Chapter 1 Fire Safety Duties for the Relevant Premises;

**“General Safety Certificate”** has the meaning given to it under section 1 of the 1975 Act;

**“General safety certificate”** has the meaning given to it under section 26 of the 1987 Act;

**“Glasgow City Council”, “the Council” or “Local Authority”** means Glasgow City Council, a Local Authority in terms of the Local Government (Scotland) Act 1994 having its principal place of business at the City Chambers, George Square, Glasgow, G2 1DU;

**“Guide to Safety at Sports Grounds”** means the sixth edition of the guide to safety certification of sports grounds or “Green Guide” produced by the Sports Grounds Safety Authority;

**“Safety Advisory Group” or “Group”** is a multi-agency advisory group consisting of the appropriate members of Council staff, representatives of Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service and where appropriate, the certificate holder or event organiser;

**“Safety certificate”** means any of the following Special Safety Certificate, General Safety Certificate, special safety certificate or general safety certificate as the context requires;

**“Scheme of Delegation”** means the relevant scheme of delegation prepared by the Council under section 50(G)(2) of the Local Government (Scotland) Act 1993;

**“Scottish Ambulance Service”** means statutory ambulance service having its national headquarters at Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB;

**“Scottish Fire and Rescue Service”** is a body corporate established under the Police and Fire Reform (Scotland) Act 2012 and having its registered headquarters at Westburn Drive, Cambuslang, G72 7NA;

**“Special Safety Certificate”** has the meaning given to it under section 1 of the 1975 Act;

**“Special safety certificate”** has the meaning given to it under section 26 of the 1987 Act;

**“sports grounds”** means any place where sports or other competitive activities take place in the open air, where accommodation has been provided for spectators, consisting of artificial structures or natural structures artificially modified for the purpose, as defined in section 17 of the 1975 Act.

**“Sports Grounds Safety Authority”** means the sports ground safety authority, a not for profit organisation, having its registered office at East Wing, First Floor, Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX;

**“Regulated Stand”** means each stand capable of providing covered accommodation for 500 or more spectators to view activities at the ground, as defined by section 26 of the 1987 Act; and

**“Police Scotland”** is the police service of Scotland having its headquarters at Tulliallan Castle, Kincardine.

### 3. RELEVANT LEGISLATION

The legislation relevant to the area of work that the Safety Advisory Group gives advice on is identified below:

#### **Sports Grounds Legislation**

The Council will exercise its powers under the Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of the following sports grounds:

#### **Designated Sports Grounds**

- Celtic Park, Kerrydale Street, Parkhead, Glasgow, G40 3RE
- Ibrox Stadium, 150 Edmiston Drive, Glasgow, G51 2XD
- Hampden Park, Letherby Drive, Mount Florida, Glasgow, G42 9BA
- Firhill Stadium, 80 Firhill Road, Glasgow, G20 7AL

#### **Regulated Stands**

- Glasgow High School, 637 Crow Road, Glasgow, G13 1PL
- Scotstoun Stadium, 112 Danes Drive, Glasgow, G14 9HD
- Lesser Hampden, Letherby Drive, G42 9BA

#### **Safety of Sports Grounds Act 1975 (as amended)**

The Council has a statutory duty under the above legislation to –

- (a) Issue General and Special Safety Certificates for designated sports grounds in Glasgow, containing “*such terms and conditions as the Council consider necessary or expedient to secure reasonable safety at the sports grounds*”; and

- (b) If necessary, serve a prohibition notice in respect of a sports ground if the Council are of the opinion that - *“the admission of spectators to a sports ground or any part of 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 spectators to the ground to that part of the ground ought to be prohibited to restricted”*. (Section 10 is applicable to Designated and non-Designated Sports Grounds).

### **Fire Safety and Places of Sport Act 1987 Part III**

The Council has a statutory duty under the 1987 Act to –  
Issue general and special safety certificates for Regulated Stands in Glasgow, containing  
*“such terms and conditions as the Council consider necessary or expedient to secure reasonable safety in the Stand when it is in use for viewing the specified activity or activities at the ground”*.

## **4. TERMS OF REFERENCE FOR THE SAFETY ADVISORY GROUP**

The role of the Safety Advisory Group is defined below:

- To advise the Council in the exercise of its powers under the Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification;
- To provide advice and assistance to certificate holders and event organisers on public safety related issues at sports grounds;
- To provide a forum within which the Council and other agencies may develop a coordinated approach to spectator safety at sports grounds;
- To consider aspects of and possible changes to the terms and conditions in safety certificates;
- To consider, continually review and react to the advice published in legislation and all available guidance documents;
- To receive any relevant reports in relation to matters found during inspections of sports grounds by Safety Advisory Group members;
- To ensure that any matters raised by the Safety Advisory Group have been reported to the Council, certificate holders or event organisers; and
- To discuss any significant incident with potential safety implications or “near miss” at a sports grounds.

It will be within the remit of the Safety Advisory Group for sports grounds to constitute smaller working parties and sub-groups to address specific issues or relating to a particular sports ground and any subsequent developments or changes. These groups may have delegated to them the full authority of the Chair to make decisions on behalf of the Safety Advisory Group for sports grounds, dependent upon circumstances and with full knowledge of the Chair. The

outcome of any such groups will be conveyed to all interested parties and reported at the next Safety Advisory Group for sports grounds meeting

## 5. DECISIONS OF THE COUNCIL

The Safety Advisory Group as such cannot take any decisions on behalf of the Council. The Council's decision-making power is delegated to the Chair of the Safety Advisory Group, whose approval is required to enact any recommendations made by the Safety Advisory Group.

The Council's core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Safety Advisory 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 party agreed with the Safety Advisory Group.

## 6. COMPOSITION OF THE SAFETY ADVISORY GROUP

The Safety Advisory Group consists of representatives of the following core members:

- Chair (appointed by the Council);
- Building Authority;
- Police Scotland;
- Scottish Fire and Rescue Service; and
- Scottish Ambulance Service;

Below are individuals that should be invited to all Safety Advisory Group meetings:

- Safety certificate holder;
- The sports ground safety officer; and
- In the case of a special safety certificate the person responsible for organising the event.

The above lists are not exhaustive. The Chair of the Safety Advisory Group has authority to invite any additional representatives or specialists from organisations not referred to above, as the Chair feels appropriate to assist the Safety Advisory Group to fully consider any issue.

## 7. FREQUENCY OF MEETINGS OF THE SAFETY ADVISORY GROUP

The number of Safety Advisory Group meetings in any year will be flexible and responsive to particular circumstances. There will, however, be a minimum of three meetings scheduled and spread throughout the year.

The Safety Advisory Group may request an inspection/s of the sports ground for a sporting event as determined by the Chair of the Safety Advisory Group in consultation with the sports ground event management. Such members as the Safety Advisory Group considers appropriate will be requested to attend the inspection and will be provided with a pro forma

sheet from the Chair for completion at the inspection. The completed pro forma must be returned to the Chair no later than two weeks after an inspection has taken place. The completed pro forma will be circulated to Safety Advisory Group members for discussion at the next Safety Advisory Group meeting.

## **8. FORM OF MINUTES OF THE SAFETY ADVISORY GROUP**

Each meeting of the Safety Advisory Group will be prearranged by the Chair to an agenda published in advance of the meeting with minutes recorded in accordance with the Council's procedures. The Safety Advisory Group's agendas and minutes of any meetings will be circulated by the Chair to all Group members.

## **9. ROLES AND RESPONSIBILITIES OF MEMBERS OF THE SAFETY ADVISORY GROUP**

### **The Chairperson**

The Chair of the Safety Advisory Group for sports grounds will be a senior officer of the Council who has authority under the Council's Scheme of Delegation to hold this position and issue, renew, transfer and amend safety certificates under the Safety of Sports Grounds Act 1975 and Fire Safety and Safety of Places of Sports Act 1987.

### **Role of the Chairperson:**

- To enforce on behalf of the Council all matters relating to safety of sports grounds as required under the Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sports Act 1987 and all associated legislation and guidance;
- To arrange general meetings of the Safety Advisory Group throughout the year;
- To arrange a specific meeting/inspection of the sports ground in relation to the issuing of a Special/special Safety Certificates;
- To issue to officers of the Safety Advisory Group an agenda of discussion for the meeting and minutes from the previous meeting, in advance of any Safety Advisory Group meeting;
- To arrange a special meeting of the Safety Advisory Group where any matter is brought to the attention of the Chair by an officer of the Safety Advisory Group or other relevant party in relation to matters relating to an amendment, addition, deletion or breach of any conditions contained within the safety certificate;
- To act in a co-ordinating role to the Safety Advisory Group on all matters relating to spectator safety and liaise with Safety Advisory Group members in the production of any items or reports to be placed on the agenda for the meetings;
- To invite additional attendees to a Safety Advisory Group meeting where the Group are of the view it would be beneficial for an additional attendee to be invited in relation to a particular issue;
- To ensure all meetings of the Safety Advisory Group are conducted in a fair and open manner;

- To request, where appropriate, that any member of the Safety Advisory Group attends meetings or carries out additional duties to achieve the aim and objectives of the Safety Advisory Group for sports grounds;
- To prepare, monitor, enforce, review and amend as necessary the safety certificate for sports grounds on a regular basis following consultation with members of the Safety Advisory Group;
- To ensure the Safety Advisory Group for sports grounds properly discharges the responsibilities in relation to sports grounds, delegated to it by the Council;
- To instruct inspections of the sports grounds detailed in section 7 by representatives of the Building Authority, Police Scotland and Scottish Ambulance Service;
- To issue pro forma annual and match day inspection sheets for completion to the Building Authority, Police Scotland and Scottish Ambulance Services representatives on the Safety Advisory Group prior to any pre-arranged inspections of the sports grounds;
- To ensure that decisions taken by the Safety Advisory Group for sports grounds are implemented as soon as reasonably practical;
- To act as liaison officer to the Licensing and Regulatory Committee on behalf of the Safety Advisory Group for sports grounds;
- To report to the Licensing and Regulatory Committee on a regular basis and advise of any changes or other matters that require their attention;
- To act on behalf of the Council's Licensing and Regulatory Committee with full authority in cases of urgency in connection with any Safety Advisory Group issues regarding spectator safety;
- To ensure that the Safety Advisory Group for sports grounds may not make any decisions on behalf of the Council's Licensing and Regulatory Committee, except within its own remit or where there is a specific delegation given in terms of the Council's Scheme of Delegations;
- To serve prohibition/enforcement notices on behalf of the Council to sports grounds that place spectators at serious risk; and
- To take appropriate action in respect of any breach of the safety certificate.

### **The Building Authority**

The service will be represented by a senior officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for sports grounds, where a building standards officer's presence is expected to be relevant and necessary.

### **Role of the Building Authority:**

- To be the lead officer within the Safety Advisory Group for sports grounds on buildings and barriers;

- To provide technical support to the Safety Advisory Group for sports grounds in relation to all matters concerning Building Regulations and associated legislation;
- To contribute to the preparation, monitoring and amending as necessary of the safety certificates in consultation with other officers of the Safety Advisory Group for sports grounds;
- To identify and take appropriate action in respect of any breach of Building Regulations or any structural or safety matters which present a danger to spectators at any of the sports grounds;
- To advise the Safety Advisory Group for sports grounds on any structural dangers or any breaches of the safety certificates within the sports ground which relate to Building Regulations;
- To make recommendations to the Safety Advisory Group on sports grounds on ground and stand capacities;
- To conduct annual, match day and any other inspections of the sports grounds detailed in section 7 above; and
- To provide a completed annual and match day pro forma inspection sheet (issued by the Chair) to the Chair within two weeks on the inspection being undertaken.

In addition to the Building Authority's role in relation to Building Regulations, detailed above, a senior officer from the Building Authority will also, on behalf of the Council as Enforcing Authority in relation to fire safety duties set out in sections 53 to 57 under the Fire (Scotland) Act 2005 for the sports grounds undertake the following role:

- To conduct annual, match day and any other inspections of the sports grounds detailed in section 7 above;
- To provide a completed annual and match day pro forma inspection sheet (issued by the Chair) to the Chair within two weeks on the inspection being undertaken;
- Attend meetings of the Safety Advisory Group for sports grounds, on behalf of the Council as Enforcing Authority and speak to the completed pro forma sheets referred to above;
- To respond to any fire safety concerns received at any time in relation to any of the Designated Sports Ground or Regulated Stand and take any such action within its powers under the 2005 Act, as it deems necessary;
- To issue prohibition notices, enforcement notices and alteration notices under the 2005 Act in relation to any of the Designated Sports Ground or Regulated Stand; and
- To notify SFRS in writing of any fire safety concerns the Council has in relation to the Designated Sports Ground or Regulated Stand. This notification should be given to SFRS within 10 working days from the date the officer first identifies the fire safety concern in relation to the Designated Sports Ground or Regulated Stand.



## **Police Scotland**

The service will be represented by a senior officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for sports grounds, where a police presence is expected to be relevant and necessary.

### **Role of Police Scotland:**

- To report on all technical/legal aspects of legislation within the remit of Police Scotland; Policing, public safety and crowd management matters referred to in the Guide to Safety at Sports Grounds and other relevant publications;
- Matters relating to the issue of the safety certificates in relation to the Police role and relevant issues;
- Identify any breaches of any safety certificate that is brought to their attention in relation to the Police role, public order and other relevant issues affecting spectator safety;
- Contribute to the preparation, monitoring and amending as necessary of the safety certificate in consultation with members of the Safety Advisory Group for sports grounds;
- To conduct annual, match day and any other inspections of the sports grounds detailed in section 7 above; and
- To provide a completed annual and match day pro forma inspection sheet (issued by the Chair) to the Chair within two weeks on the inspection being undertaken.

## **Scottish Fire and Rescue Service**

The service will be represented by a senior officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for sports grounds, where a Fire officer's presence is expected to be relevant and necessary.

### **Role of Scottish Fire and Rescue Service:**

- Report on all technical/legal aspects of legislation within the remit of Scottish Fire and Rescue Services which relates to sports grounds;
- Report on any matters arising relating to the issue of the safety certificates in relation to the role of Scottish Fire and Rescue Service;
- Report on any breaches of the safety certificate in relation to the Scottish Fire and Rescue Service's role and other relevant fire safety issues;
- To contribute to the preparation, monitoring and amending as necessary of the safety certificates in consultation with members of the Safety Advisory Group for sports grounds;

- SFRS shall make every reasonable effort to ensure an SFRS representative attends the Safety Advisory Group meeting for the Relevant Premises when invited to such meeting by the Council's representative; and
- SFRS shall give expert advice and assistance to the Council where possible, on matters of fire safety and the appropriateness of the fire risk assessments in respect of the Designated Sports Ground or Regulated Stand, where such assistance is sought by the Council.

### **Scottish Ambulance Service**

The service will be represented by a senior officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for sports grounds in their respective area within Glasgow, where a Scottish Ambulance Service presence is expected to be relevant and necessary.

### **The role of the Scottish Ambulance Service:**

- Provide general advice to the Safety Advisory Group. It should however, be noted that the Scottish Ambulance Service is unable to endorse or approve any private ambulance or event medical provider as there is currently no regulation or inspection standards pertaining to the private ambulance or event medical sector in Scotland. Therefore, the Scottish Ambulance Service is unable to verify the clinical, medical equipment, personnel, training, insurance, financial, operational or fleet management standards employed by any independent provider;
- To report on all technical/legal aspects of legislation within the remit of the Scottish Ambulance Service which relates to sports grounds;
- To report on the medical provision and risk assessment referred to in the Guide to Safety at Sports Grounds and other relevant publications;
- To report on matters relating to the issue of safety certificates in relation to the Ambulance Service role and relevant issues;
- To report any breaches of the safety certificate and/or medical risk assessment in relation to the Ambulance Service role and other relevant medical issues;
- Contribute to the preparation, monitoring and amending as necessary of safety certificate in consultation with members of the Safety Advisory Group for sports grounds;
- Identify and make recommendations in respect of any breach of medical safety matters which present a danger to spectators at sports grounds;
- To conduct annual, match day and any other inspections of the sports grounds detailed in section 7 above as requested by the Chair; and
- To provide a completed annual and match day pro forma inspection sheet (issued by the Chair) to the Chair within two weeks on the inspection being undertaken.

