

DERBYSHIRE COUNTY COUNCIL
REGULATORY – LICENSING AND APPEALS COMMITTEE

12th September 2016
Report of the Director of Legal Services

Regulation of Sports Grounds- Review of Arrangements

1. Purpose of Report

To update the Committee on the arrangements in place for the regulation of sports grounds in Derbyshire and of a review of relevant documentation.

2. Information and Analysis

Chesterfield Football Club

A General Safety Certificate in respect of the stadium in accordance with the Safety of Sports Grounds Act 1975 was granted by this Committee in June 2010. The ground is a 'designated ground' within the meaning of this legislation.

The Derbyshire Safety of Sports Grounds Advisory Group, chaired by an Assistant Director of Legal Services and set up in accordance with the recommendations of Lord Justice Taylor following the Hillsborough Disaster, is responsible for ensuring that the contents of the Certificate are observed by the Club.

The terms of reference and policy objectives of the Group were agreed at a previous meeting of this Committee. These have subsequently been reviewed and amended and are contained in Appendix 1. In the main the amendments made relate to the enforcement process, in the unlikely event that enforcement should be necessary given the excellent working relations that exist between the Club and the Safety Group, as further described below.

The work of the Derbyshire Safety Advisory Group is subject to a 'self-assessment' process overseen by the relevant national regulator. (Sports Grounds Safety Authority-SGSA). The Derbyshire Group has previously been commended by the Sports Grounds Safety Authority. Identified strengths previously include the process for arriving at maximum capacity calculations and certification and monitoring arrangements.

The self-assessment has recently been reviewed and the draft conclusions are attached at Appendix 2. These conclusions will now be subject to verification by the SGSA.

In relation to the renewal of the Safety Certificate for 2016/7 no substantial concerns or proposed amendments to the Certificate have been raised by any of the consultees and it was agreed at the relevant Advisory Group meeting that the Club should continue to be assessed as having a Physical Condition factor of 1 and a Safety Management factor of 1, in both cases the maximum allowable. The capacity of the ground would therefore remain as previously agreed by the Committee. As indicated above all necessary certificates and inspection reports have been provided by the Club prior to the start of the season.

Policing of the fixtures and stewarding levels have also been agreed with the Club. As Members will recall the Club's site operating manual was revised during 2015/16.

Regulated Stands/Smaller Sports Grounds

There are currently 3 "places of sport" in the county where there is a regulated stand. Regulated stands are stands which are capable of accommodating at least 500 people under cover.

These are:

Buxton Football Club Silverlands (2 stands)

Buxton Raceway, Dale Head Road

Ilkeston Football Club, New Manor Ground

All the regulated stands above are of simple design and are covered standing areas with no combustible structural elements.

In addition to the regulated stands at these grounds there are other non-regulated stands and facilities that do not fall within the certification for the regulated stands but for which the Council retains responsibility to the extent of identifying whether they might pose a serious risk to spectators .

The certificates for each of the regulated stands have been reviewed and revised and draft fresh certificates are attached at Appendix 3. The new certifications better reflect modern regulatory practice by requiring the Clubs to carry out risk assessments where appropriate. The Certificates included proposed changes to certificate holders. The drafts will, subject to the Committee's approval, now be the subject of statutory consultation with the respective certificate holders, or prospective holders, the Police, the Fire and Rescue Service and other members of the Safety Advisory Group

Smaller Sports Grounds

Safety Group visits have taken place over the summer of 2016 covering Queen's Park Chesterfield (Derbyshire County Cricket Club), Staveley Miners Welfare FC, Shirebrook Town FC, Matlock Town FC, Alfreton Town FC, Long Eaton United FC, Ilkeston FC, Glossop North End AFC, New Mills AFC, Buxton FC and Buxton Raceway

As a part of these visits the Clubs have been reminded of the advisory capacities applying and any necessary actions identified.

Social Value considerations

The activities referred to in this report are intended to make a significant contribution to the health and safety of Derbyshire residents.

3. Other Considerations

In preparing this report the relevance of the following factors has been considered: - prevention of crime and disorder, equality of opportunity; environmental, health, human rights, personnel and property considerations.

4. Officer Recommendations

That the Committee approves:

- (1) The revised policy/terms of reference for the Safety Advisory Group
- (2) The 'self-assessment' of the exercise of the Council's regulatory functions in respect of Chesterfield Town FC for forwarding to the SGSA
- (3) The draft revised regulated stand certificates for consultation as appropriate.

SAFETY OF SPORTS GROUND ACT 1975 DERBYSHIRE SAFETY ADVISORY GROUP as amended September 2016

Terms of Reference

Aim

To implement the agreed Safety Certification Policy (attached) and to ensure that the holders of General Safety Certificates at Sports Grounds and/or the operators of any place of sport admitting spectators, have access to appropriate advice from a range of agencies who are stakeholders in public safety.

Membership

Derbyshire County Council - Legal Services
Derbyshire County Council - Structural Consultancy Services
Derbyshire County Council - Emergency Planning Division
District/Borough Council - Building Control Services
District/Borough Council - Environmental Health
Derbyshire Police - Operational Planning
Derbyshire Fire and Rescue Service - Fire Safety
East Midlands Ambulance Service NHS Trust
SGSA (Chesterfield SAG only)
Sports Ground Operators
Disabled Supporters Group (Chesterfield SAG only)

It is the responsibility of individual Member organisations to ensure that their employees are aware of the contents of these Terms of Reference and the associated Policy.

Chair and Administration

The County Council, as Certifying Authority under the Act, will convene and chair meetings of the Safety Advisory Group (SAG). The Chair will be an Assistant Director from the Legal Services Division. All meetings will be formally minuted by a Democratic Services Officer of the County Council.

Meeting Regularity

Four meetings per year will be held in relation to Designated Sports Grounds unless the SAG Chair considers that additional meetings are required. The frequency of meetings related to places of sport with a Regulated Stand or no General Safety Certificate (un-regulated) will be determined by the SAG Chair, in consultation with the SAG.

Objectives

The following objectives are set in support of the overall aim:

- The SAG will keep under review General Safety Certificates and will ensure that the Certificate Holder keeps any associated Site Operating Manual under review.
- The Group will receive reports from SAG Members on any activity affecting the condition of the Certificate.

- The Group will consider any issue that may affect the capacity of the Ground or Stand including the S and P factor ratings.
- The Group will ensure appropriate inspections are undertaken and reports on findings submitted.
- The Group will take reports from the Ground Operator (The Club) on any incident and/or injury occurring during a specified activity.

Enforcement

- The Director of Legal Services in consultation with the SAG Chair has delegated authority under the Council's Constitution, (clause CS13), to issue prohibition notices or take urgent enforcement action, if deemed necessary
- In the event of enforcement action being considered necessary Elected Members would be consulted by the Chair of the SAG via a meeting of the Delegation Sub Committee of the Regulatory-Licensing and Appeals Committee wherever practicable.
- Where practicable relevant SAG Members views would also be sought in respect of any enforcement action being considered.
- Any such action will be considered in accordance with the Regulators' Code issued by the Department for Business Innovation and Skills in April 2014

Roles and Responsibilities

All organisations represented on the Safety Advisory Group will ensure attendance by an appropriately experienced or qualified officer who can fulfil the advisory obligations of their agency.

Role of Derbyshire County Council (The Certifying Authority)

Legal Services

- To chair formal SAG meetings.
- To advise on regulation and certification procedures.
- To advise on compliance with statutory requirements of the Safety at Sports Grounds Act 1975 and/or where enforcement action may be required.

Structural Consultancy Services

- To advise on the Site Operating Manual in relation to physical maintenance and standards as required by the General Safety Certificate.
- To provide technical support to the Safety Advisory Group in relation to structures at a designated Stadium or regulated stand.
- To advise on P Factor ratings in relation to ground/stand capacities.

Emergency Planning

- To advise on Site Operating Manual and contingency planning in relation to General Safety Certificate requirements.
- To advise on S Factor ratings in relation to ground/stand capacities.
- To advise on Fire Risk Assessments and compliance with the Regulatory Reform (Fire Safety) Order.

Role of Chesterfield Borough Council

Building Control Services (BCN)

- To provide technical support to the Safety Advisory Group in relation to all matters concerning building control and allied legislation.
- To advise on matters relating to the issue of the General Safety Certificate and/or Special Safety Certificate for any approved specified activities.
- To act as a consultee on the appropriateness of the holder of any certificate issued by the Certifying Authority.

Environmental Health Services

- To provide technical support to the Safety Advisory Group in relation to all matters concerning environmental health, licensing and allied legislation.

Role of Derbyshire Police

- To advise the Safety Advisory Group on matters relating to Policing, public safety and crowd management as referred to in the Guide to Safety of Sports Grounds (Green Guide).
- To act as a consultee on the appropriateness of the holder of any certificate issued by the Certifying Authority.

Role of Derbyshire Fire and Rescue Service

- To advise the Safety Advisory Group on matters relating to Fire Safety as referred to in the Guide to Safety at Sports Grounds.
- To advise on Fire Risk Assessments and General Fire Precautions as required under the Regulatory Reform (Fire Safety) Order as it applies to a Designated Sports Ground.
- To act as a consultee on the appropriateness of the holder of any certificate issued by the Certifying Authority.

Role of East Midlands Ambulance Service

- To advise the Safety Advisory Group on matters relating to medical provision as referred to in the Guide to Safety of Sports Grounds.
- To advise on medical and first aid risk assessments and the medical plan as required by the General Safety Certificate.
- To act as a consultee on the appropriateness of the holder of any certificate issued by the Certifying Authority.

Role of Sports Grounds Safety Authority

- To advise the Safety Advisory group on application of current national guidance.
- To share with the Group examples of good practice emerging from other areas.
- To take an overview of self assessment of performance of the Safety Advisory Group and Certifying Authority.

Role of Sports Ground Operator

- To inform the Safety Advisory Group of any revisions required to the terms of the General Safety Certificate.
- To raise and act on any concerns on any issue that could compromise the safety of spectators, staff or supporting agencies during a specified activity.

SAFETY CERTIFICATION - POLICY IN RELATION TO DERBYSHIRE COUNTY COUNCIL'S DUTIES UNDER THE SAFETY OF SPORTS GROUNDS ACT 1975 AND THE FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

Policy Objectives

- To ensure the County Council effectively meets the statutory obligations and responsibilities of a "Certifying Authority" under Safety of Sports Grounds legislation.
- To take oversight, through a formal "Safety Advisory Group" (SAG), of Safety Management at Sports Grounds to ensure all reasonable measures are taken to ensure the safety of spectators and that the conditions of General Safety Certificates are being met.

How the Policy Objectives Will Be Met

The County Council will ensure sufficient resources, expertise and experience are available to fully discharge its duties under the above Acts. Specifically:

- The Director of Legal Services will designate an appropriately qualified legal professional to lead on the issuing of any General Safety Certificate for a Designated Sports Ground or Regulated Stand as defined in the above Acts and to chair formal Safety Advisory Groups.
- Certification procedures will take account of current guidance¹ and in particular where appropriate will adopt the principle of "light touch" certification which requires the holder to:
 - undertake appropriate risk assessments
 - provide an operation manual
 - comply with the policies, plans and procedures set out in the operations manual.
- The prescribed statutory consultation process as to the suitability of a proposed holder of a Certificate will be undertaken.
- Democratic accountability and oversight of this function will be achieved via the Regulatory Licencing and Appeals Committee of the Authority.
- Consultation will be undertaken during any certification process to ensure relevant stakeholders have the opportunity to contribute to appropriate clauses in the Certificate. Consultees will include, but not be limited to, the following:
 - Derbyshire Police
 - Derbyshire Fire and Rescue Service
 - East Midlands Ambulance Service NHS Trust
 - appropriate district or borough council
 - Sports Grounds Safety Authority.
- The capacity of a Designated Sports Ground or Regulated Stand will take account of the Physical Condition (P factor) and Safety Management Capability (S factor). Assessment of the S and P factors will be checked by appropriate Officers of the County Council. Where deemed necessary for the safe admission of spectators, the recommended P and/or S factors will be adjusted to reduce the capacity to a level deemed safe.

¹ Guide to Safety Certification of Sports Grounds - SGSA

- Any General Safety Certificate issued by the Authority will be kept under review, amended and reissued as appropriate, to reflect changing circumstances or to respond to any concerns related to spectator safety.
- For unregulated sports grounds in the County, the Authority will convene periodic inspections by a specially convened Safety Advisory Group to ensure reasonable safety measures and precautions are in place for the safety of spectators.

Enforcement

- The Director of Legal Services in consultation with the SAG Chair, has delegated authority under the Council's Constitution, (clause CS13), to issue prohibition notices or take urgent enforcement action, if deemed necessary
- In the event of enforcement action being considered necessary Elected Members would be consulted by the Chair of the SAG via a meeting of the Delegation Sub Committee of the Regulatory Committee- Licensing and Appeals Committee wherever practicable.
- Where practicable relevant SAG Members views would also be sought in respect of any enforcement action being considered.
- Any such action will be considered in accordance with the Regulators' Code issued by the Department for Business Innovation and Skills in April 2014

Sports Grounds and Places of Sport in Derbyshire

Designated Sports Grounds

The Proact Stadium - Chesterfield

Places of Sports with Regulated Stand(s)

Buxton Town Football Club
Ilkeston Football Club
Buxton Raceway

Places of Sport - Unregulated

The unregulated places of sport that will be subject to this policy will include, but not be limited, to the following:

Alfreton Town Football Club
Belper Town Football Club
Glapwell Football Club
Glossop North End Association Football Club
Gresley Football Club
Heanor Town Football Club
Holbrook Sports Football Club
Long Eaton United Football Club
Matlock Town Football Club
New Mills Association Football Club
Sheffield Football Club (Dronfield)
Shirebrook Football Club
Staveley Football Club

Self Assessment against key areas of Local Authority performance identified by Sports Grounds Safety Authority

Toolbox 1 Capacity

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	There is no evidence or knowledge as to how the current capacity was calculated. Staff not conversant with how to calculate capacities or the use of P and S factors.	
2	Some knowledge of how to calculate capacities using the entry, holding and exit figures. No recognition of the relevance of P and S factors or reduction of capacity applied even though defects have been identified.	
3	Good understanding of the relevant parts of the capacity calculations. Evidence that the relevant indicative questions (See SGSA Safety Management Guide) have been used in identifying the P and S factors, but there is no record of the way in which the factors have been applied.	
4	Clear evidence and experience of calculating capacities. Clear evidence that the P and S factors have been used in calculating the capacity and the Green Guide methodology has been recorded.	
5 ✓	Clear and concise capacity calculations have been recorded and are regularly reviewed by experienced staff. A clear audit trail for the whole process.	<ul style="list-style-type: none"> Capacity Calculations for the Stadium and Individual Stands are included as Appendix B of the General Safety Certificate and are informed by Green Guide and expert opinion of

		<ul style="list-style-type: none"> • experienced and trained Authority personnel. • Section 8 of the Site Operating Manual (SOM) contains full S and P factor assessments by the Club (last reviewed at the request of the certifying authority, July 2015), to support rationale for S and P factors of 1.0 to continue. The risk assessments are themselves subject to review by the Authority. • The Authority corresponds annually with key SAG members (correspondence dated 26 June 2015 and 2 June 2016) to confirm agreement for the S and P factors to remain at 1.0 and therefore capacity to remain unchanged. • SAG formally reviews capacities on an annual basis. SAG meeting on 5 July 2016 gave most recent formal approval, which is recorded as minute 16/16.
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Toolbox 2 SAG Performance

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	SAG meetings are not held or are very infrequent appropriate to the risks. Lack of interest in process.	
2	Meetings are held but many core members of the group are not regular attendees or send deputies who are not empowered to make decisions on their behalf. Low levels of interest.	
3	Although meetings are held, with regular attendees, the ability of the group to influence the performance of the club is diminished by not identifying actions that need to be taken. Effective leadership of the group by the Chair.	
4	SAG meetings are regularly held appropriate to the risks. The certifying authority identifies actions that need to be taken, records the findings but does not ensure that actions are followed through to completion. Effective leadership by the Chair and effective participation from members of the group.	
5 ✓	Regular meetings with all groups represented, where actions are identified, recorded and acted upon, with good audit trails. Effective leadership from the Chair and keen interest from the group.	<ul style="list-style-type: none"> At least quarterly meetings are held chaired by Assistant Director of Legal Services from the Certifying Authority who has carried out this role for a total period of some 15 years. Special meetings involving SAG members have been held in addition if particular issues are identified (e.g. meeting of police, Club and Authority on 29th September 2015 to discuss the

		<p>Barnsley fixture where CCTV was reviewed by Group members) and any necessary actions identified (see following SAG meeting 6th October 2015.)</p> <ul style="list-style-type: none"> • Quarterly meetings are formally minuted by an officer of the Authority's Democratic Services Department and minutes reviewed/approved at subsequent SAG meeting. • Terms of Reference in place, communicated to all SAG members and agreed by the Authority's Regulatory Licensing and Appeals Committee, last reviewed September 2016. • Membership of SAG kept under review- last reviewed in 2015 and disabled supporter representative added to the Group, confirmed at SAG 8 December 2015, minute 36/15. • The SAG's SGSA inspector of many years, Ian Smith at his last meeting, 5 July 2016 endorsed the effective performance of the Group as follows <i>"the way the (Derbyshire) SAG operated was a model for others to follow"</i>, minute number 24/16 refers. • Leadership of the Group has also been endorsed by SGSA Inspector who has referred to SAG Chair's 'very positive and professional approach to the safety of spectators not just at Chesterfield FC but across all the various sports grounds across the county' (E mail 28th July 2016)
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Toolbox 3 Safety Certification

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	Although a safety certificate is in force the conditions, or the procedures in any operations manual required under the safety certificate, are out of date in respect with current circumstances.	
2	The certificate, and operations manual where one is required under the safety certificate, has/have been reviewed on an ad hoc basis, but no amendments have been issued where changes have been identified.	

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3	The certificate, and operations manual where one is required under the safety certificate, is the subject of an annual review but any amendments are not immediately made or changes recorded.	
4.	Annual review of certificate, and operations manual where one is required under the safety certificate, with amendments issued immediately to ensure that the certificate is up to date.	
5 ✓	A dynamic review of the certificate and operations manual where one is required under the safety certificate, is undertaken, The club fully aware of the conditions that apply to it and where an operations manual is in place the local authority is kept aware of any proposed changes. Amendments issued immediately after changes and public notices issued to advise of	<ul style="list-style-type: none"> • A "New Style" Safety Certificate has been place since July 2010 linked to a series of Risk Assessments and Site Operating Manual (SOM). • At the request of the Authority, the Club carried out a comprehensive review of their SOM in 2015 and amendments were agreed by SAG on 6 October 2015, minute number 27/15. This was a significant undertaking and allowed the Club to incorporate good practice into all areas of the SOM. • The changes made to the SOM were subsequently reported to the public meeting of the Council's Regulatory - Licensing and Appeals Committee on the 2nd November 2015 as follows; <p><i>The most significant development this year concerned the review of the Club's 'Site Operating Manual'. Chesterfield FC moved into their new stadium, now known as the "Proact Stadium", in July 2010. The Council issued a General Safety Certificate under then new guidance from the Sports Grounds Safety Authority. The new recommended approach was known as "light touch" certification with the emphasis moving away from</i></p>

	<p>the amendment to the safety certificate.</p>	<p>the Authority issuing and monitoring a prescriptive certificate and more to the Club developing a risk based Site Operating Manual. Safety Group representatives met with the safety officer of the Club on 27 May 2015 and agreed that a thorough review of the Site Operating manual should be undertaken to ensure that it remained current and also take account of any emerging risks to spectator safety. The review has been concluded and is summarised below.</p> <p>Spectator Safety Policy Statement. This statement of intent from the club, signed by the Chief Executive, has been updated. The review introduced a new safety management structure within the Club, to include the role and responsibilities of the Deputy Safety Manager. At the request of the Authority, it also included a new explicit requirement for the club to take action as soon as possible on any issues identified by their independent surveyor resulting from annual inspections.</p> <p>Event Management and Contingency Plan This is the main operational part of the manual which outlines how the Club's safety management systems are put into practice for each football match admitting spectators. The club were asked to look at all the perceived risks to spectators and the contingencies to mitigate those risks. It has become good practice to briefly describe how each risk may occur i.e. scenario planning. This has been done as part of the review. The review also updated procedures in relation to dealing with flares and other pyrotechnics, in line with current SGSA guidance and also developed procedures which related to remote control "drones" being flown over the stadium during a game (an emerging risk which has occurred at other stadia).</p> <p>Major Incident Contingency Plan This element of the plan is reviewed annually by the County Council's Emergency Planning Team. As such the overall review and current manual includes the 2015 version of the Major Incident Contingency Plan. Medical Plan This section summarises the arrangements made with East Midlands Ambulance Service, St John Ambulance, and the newly appointed "Crowd Doctor" whose role has now been outlined in the medical plan. The club's first aid and medical facilities for spectators were last inspected by EMAS in 2014.</p> <p>(http://www.derbyshire.gov.uk/council/meetings_decisions/meetings/regulatory/licensing_appeals/2112015_regulatory_licensing_and_appeals_committee.asp)</p>
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		<ul style="list-style-type: none"> An Annual Review is carried out by the Authority to ensure compliance with the Certificate and appropriate application of the SOM. Correspondence retained by Authority and SAG informed of outcomes (e.g. minute 27/15 of SAG meeting 6 October 2015)
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Toolbox 4 Monitoring

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	Local authority does not undertake any form of monitoring of compliance with the safety certificate.	
2	No risk assessments undertaken to inform frequency of inspections. Inspections limited to single statutory visit. No prescribed forms for inspections and no record of results conveyed back to the club or retained on file.	
3	Risk assessed match DPI's are undertaken but no planned annual inspection, covering all aspects of the spectator safety is made. Forms are used to record results.	
4	A programme of risk assessed DPI's planned and annual inspection undertaken, with issues being identified but not followed up to completion.	
5 ✓	Programme of risk assessed DPI's and inspections using comprehensive report forms. All issues identified, communicated to the club and followed through to completion. Comprehensive audit trails.	<ul style="list-style-type: none"> High risk fixtures (Police categories C and C-IR) are regularly monitored and written reports submitted to SAG in accordance with agreed template. Normally 4 inspections are carried out with additional inspections as necessary. All such match day inspections are followed up

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		<p>by a formal written report to SAG and Club. Records retained and minuted. Any actions identified are then followed up in SAG meetings and via correspondence.</p> <ul style="list-style-type: none">• Last formal annual inspection carried out 16 April 2016, reported to SAG 5 July 2016, minute 15/16
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Toolbox 5 Procedures

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	No written procedures in place for overseeing the certification process.	
2	Unwritten set of procedures is in place for overseeing the certification process. Staff actions do not always follow the procedures.	
3 ✓ (but with aspects of level 4 and 5)	Written procedures are produced and communicated to all staff.	<ul style="list-style-type: none"> • Safety Certification Policy and Procedures in place, circulated to SAG members and approved by the Authority's Regulatory Licensing and Appeals Committee on 21 May 2012, reviewed September 2016 • The Committee have been formally updated on the exercise of the Council's functions directly by the SAG Chair/Assistant Director of Legal Services (on 22 July 2013, 2 November 2015, 12 September 2016) • Whilst the procedures and not been formally reviewed on an annual basis the Authority believes that it can demonstrate a clear and consistent approach to safety of spectators at the Club which is well understood by both Members of the SAG and Elected Members on the Committee and that this is fully reflected in the minutes of the SAG group. • If it expressly stated in Terms of Reference that

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		it for individual SAG members to communicate policy to their employees.
4	Comprehensive procedures are issued to all staff. They are reviewed at least annually and updated as necessary. All staff receive training and all actions are documented.	
5	There is a process for the annual review of procedures, with senior staff overseeing the process, monitoring actions and clear audit trails are produced.	

Toolbox 6 SAG Governance

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	A SAG has not been formally established.	
2	The group has been formed. No terms of reference have been produced. Lack of audit trails.	
3	Terms of reference established. Agendas for meetings. No real compliance with the identified roles and responsibilities. Lack of clarity in identifying issues in minutes or on action notes. Audit trails exist.	
4	Request agenda items (approx two weeks) before meetings. Timely (approx two weeks) minutes reflect the identification of required actions; these are followed through to completion.	
5 ✓	Strong leadership which regularly reviews the performance of the group against the terms of reference. Annual review of terms of reference. Effective administration of the group. Strong support from the group.	<ul style="list-style-type: none"> • Terms of Reference in place identifying key roles and responsibilities of all SAG Stakeholders, reviewed September 2016. • Effective leadership and administration of the group which works co-operatively to resolve all issues of concern, see comments as recorded under Toolbox 3. • Minutes reviewed at commencement of each formal SAG to ensure actions undertaken.

Toolbox 7 Policy

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	Although policy on safety certification may have been determined, it has not been promulgated. Staff lacks guidance.	
2	Policy document is in place but staff have not been fully briefed or trained in their respective roles.	
3 ✓ (but with aspects of level 4 and 5)	Policy clearly documented and communicated to all staff. Monitoring of performance against policy not regularly undertaken.	<ul style="list-style-type: none"> • We consider that this judgment overlaps with other tool box areas in particular toolboxes 6 and 7 .See comments above therefore relating to toolboxes 6 and 7 • Policy and procedures document identifies • Policy Objectives and how they will be achieved • Policy and procedure drafted by senior officers. • Excellent working relationships and effective performance commented on by external regular (see comments above)
4	Regular review of policy and performance undertaken by senior staff. Policies amended where considered necessary. Changes to policy immediately communicated to all staff.	
5	Senior staff regularly review all the policies and adapt in	

	a dynamic way. Policies are communicated to all staff.	
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Toolbox 8 Training and Expertise

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	Staff lack experience or formal training. Little support.	
2	Staff have received training but lack of relevant experience does not give them confidence to act with authority. Therefore they are unable to make effective judgements.	
3	Identified that staff are inexperienced with only limited training. Resources are allocated, including time, to ensure that more guidance and support given to staff	
4	Experienced staff who have received appropriate training. They receive a good deal of support to undertake roles. Regularly monitored by way of performance and quality of reports.	
5 ✓	Confidence in the ability of the staff. They are well trained, experienced and are clearly capable of dealing with all issues within their delegated authority. A	<ul style="list-style-type: none"> All staff involved in Safety at Sports Grounds and the Certification process are experienced senior/management level staff.

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	commitment from LA to support staff in carrying out the role	<ul style="list-style-type: none"> • Experience gained from more than one Designated Stadium and more than one Certifying Authority, over many years. • The Authority takes the approach of having a "Lead Officer" (Asst Director of Legal Services) who chairs SAG, supported by Officers who monitor the P and S factor elements of the Safety Certificate • Most recent training attended by SAG member with responsibility for structural (P Factor) issues took place on 2-4 August 2016, "The Safety Advisory Group Officer Training Course" by Watson Associates. Feedback on any learning P and S to be on Agenda for SAG at 4 October 2016 meeting.
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Toolbox 9 Enforcement

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	No enforcement policy and enforcement processes developed. No staff guidance issued or training given. No willingness to enforce relevant sports ground safety standards.	
2	Staff lack experience in their role. Unsure of policies to follow through poor communication. Poor documentation. Lack of process to issue prohibitions.	
3	Policy and process on enforcement is promulgated. Staff not fully trained or supported in their roles. Documentation is not in accordance with regulators code.	
4	Safety at Sports Grounds policy and process, communicated to staff. Staff are experienced and confident to carry out enforcement. Documentation, including audit trails, has scope for improvement.	

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5 ✓	<p>A defined policy is implemented and applied by experienced staff. Regular monitoring of performance against agreed criteria. Clear audit trails. A process has been established to enable enforcement action to be taken when appropriate.</p>	<ul style="list-style-type: none"> • The Chair of SAG and Lead Officer for the purpose of Certification is an Assistant Director of Legal Services with considerable experience of enforcement in a range of regulatory roles, including safety at sports grounds. • The Director of Legal Services, in consultation with the SAG Chair, has delegated authority under the Council's Constitution, (clause CS13), to issue prohibition notices or take urgent enforcement action, if deemed necessary. • As the Assistant Director of Legal Services is also the SAG Chair there is a very good understanding within the SAG of the legal procedures applying • The Regulatory Committee has considered enforcement processes as reflected in amendments to the policy (Regulatory Committee September 2016).
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Toolbox 10 Business Continuity and Resilience Planning

Please tick box which best describes current position	Description of performance	Comment (Please include comment to validate your assessment)
1	No business continuity or resilience planning in place for safety certification process.	
2	No formal planning in place although staff have experience which will enable them to 'plug the gaps'.	
3	A plan is in place but it has never been tested. Staff not given the opportunity to act at a higher level to test the resilience of the system or their own abilities. There is no process for learning lessons from any incidents and developing contingency plans.	
4	Plans are in place but have not been tested. Staff are trained and experienced to ensure service delivery continues but formal processes are not in place. Staff flexibility leads to a higher degree of resilience.	
	Staff trained and experienced in all of the roles that they could be expected to perform. Plans are regularly	<ul style="list-style-type: none"> The County Council's Business Continuity Plan identifies "Legal Services" as a Priority 1

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	<p>reviewed and tested to ensure resilience. Staff are confident in their abilities to ensure continuity. Plans and processes comply with recognised standards.</p>	<p>Function.</p> <ul style="list-style-type: none"> • Emergency Planning resilience is achieved as at least 1 further member of the EP Team has SAG experience through membership of Derby City Council SAG for Derby County FC. • The County Council's BC plan is regularly audited internally against ISO 22301. • The last test of the Authority's BC plan, to meet an audit requirement, took place on 4 March 2016.
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APPENDIX 3

REVISED DRAFT REGULATED STAND CERTIFICATES

1. Buxton Football Club
2. Ilkeston Football Club
3. Buxton Raceway

PART 2

Interpretation of words used in the

General Safety Certificate and Schedule

"the Act"	means the Fire Safety and Safety of Places of Sport Act 1987 as amended.
"authorised person"	means a person authorised in accordance with Section 5 of the Act.
"event"	means a football match.
"responsible person"	means the Certificate Holders referred to in Part 1 of this Certificate and any other person or persons responsible for the management of the Sports Ground from time to time
"the Plans"	means the document or documents attached to this Certificate marked "plans referred to in the General Safety Certificate" and signed by or on behalf of the Director of Legal Services and/or any other document or documents which by agreement between the responsible person and the Council may be added to or substituted for such document or documents and signed by or on behalf of the Director of Legal Services.
"the Sports Ground" -	means The Silverlands ground as shown on the plans.
"the Council"	means the Derbyshire County Council
"the Chief Fire Officer"	means the Chief Fire Officer for the time being of the Derbyshire Fire and Rescue Service or, as the case may require, the fire officer authorised to act on his behalf.

"the building authority"

means the High Peak Borough Council.

"steward"

means a person appointed by the responsible person for the performance of the duties referred to in this Certificate.

"Stands"

means "Regulated" Stands specified in Part III of the Act being a Stands under cover able to accommodate at least 500 spectators at sports grounds not designated as needing a Safety Certificate under Section 1 Safety of Sports Grounds Act 1975.

PART 3
General Conditions of Certificate

1. The Club acknowledges that it is its responsibility to take all reasonable steps to ensure the safety of spectators within the Stands and the ground. The Club will carry out appropriate risk assessments as may be appropriate to ensure that spectators can be safely admitted into the Ground.
2. The Certificate Holder shall be at the Sports Ground whenever the Stands are open for accommodating spectators to view the activity or activities for which this Certificate is issued, and shall ensure that the terms and conditions of this Certificate are complied with.
3. Where the prior written approval is required under the terms and conditions hereof application shall be made at least 14 days before the event in respect of which it is required but if the responsible person does not receive a reply within 14 days of the application it will be deemed to be approved unless some other time is expressly provided herein.
4. The Club shall make and keep the following records which shall be available at all reasonable times to authorised persons:-
 - (i) A record of any accident or incident at the Stands or means of access to it which causes injury which is brought to the notice of the Owners and which occurs whilst the Sports Ground is in use for an event.
 - (ii) A record of the inspections, certificates, tests and training records carried out under paragraphs 6, 7 and 11
5. The number of spectators who may be admitted at any one time to the Stands and to the separate parts thereof shall not exceed the numbers specified in the Schedule hereto.
6.
 - (i) No spectator shall be admitted to the Stands unless the club has obtained a Certificate from a Chartered Civil or Structural Engineer certifying that the Stands are structurally adequate.
 - (ii) The Club shall obtain a fresh certificate for each of the Stands at a period not exceeding two years during the continuance of this Certificate.
7. The Club shall ensure that all crush barriers in the stands shall be subject to a risk assessment by a Chartered Civil or Structural Engineer at a period not exceeding two years to determine which of the crush barriers should be tested. Every barrier identified by the risk assessment as a potential risk should be tested and any defects rectified before the stand is next in use.

8. Alterations and additions to the Stands whether permanent or temporary shall not be made except with the prior consent of the Council. Notice in writing shall be given to the Council of any alterations or additions proposed to be made, and such notice shall be accompanied by full details, and where necessary by drawings and calculations in duplicate. The work shall not be started until the consent of the Council has been obtained. The execution of the work and any further work required shall be carried out to the satisfaction of the Council. This duty shall in no way affect the statutory duty of the responsible person to obtain the approval of the building authority for its works as and when appropriate
9.
 - (i) The Club shall prepare and regularly review appropriate fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005, submitting to the Council when amendments are made. Fire precautions identified in the assessments must be actioned and all firefighting equipment within the ground should be serviced annually.
 - (ii) Any costs incurred by the Fire Service in connection with attendance at any event may be recovered from the responsible person.
 - (iii)
 - (a) All combustible materials shall be kept in stores approved by the Chief Fire Officer when the Ground is in use.
 - (b) No liquefied petroleum gas shall be kept or used at the Stands for any purpose.
10. The responsible person shall cause the Stands to be inspected before and after each occasion when the Sports Ground is used for an event and shall cause all rubbish and combustible waste to be removed for safe storage prior to disposal.
11.
 - (i) The responsible person shall ensure that an adequate number of Stewards are appointed in respect of the Stands and that those Stewards shall be (a) fit and capable both physically and mentally to carry out their duties; (b) properly trained (including first aid and recognition of stress within a crowd) and instructed, such instructions to be supplied in writing to each member of the staff; (c) identifiable by dress; and (d) provided with written instructions as to their general duties in order to carry out the following:
 - (a) The manning of all entrances and exits to the Stands indicated on the plan attached to this Certificate.
 - (b) Control and direction of spectators entering using or leaving the Stands.

- (iii) A record of the training and instruction given shall be maintained by the Club include the date and time of the instruction or exercise, the duration, the name of the person giving the instruction and the nature of the instruction or exercise.
 - (iv) No person shall be employed as a steward unless (s)he has been so trained and instructed.
- 12. The Club shall maintain a public address system capable of being heard by spectators in the stands which shall be tested before each activity.
- 13.
 - (i) All entrances, exits gangways and means of access and egress to and from the Ground shall be clearly identified.
 - (ii) All entrances, exits and means of access to the Stands shall be kept free from obstruction at all times during an event.
- 14. All fuel or power supplies used for the provision of catering at the Stands shall be safety stored and used only in accordance with manufacturers' or suppliers' instructions. Mobile Sales Staff shall not position equipment so as to obstruct exit routes from the Stands and shall take all practical steps to minimise the deposit of litter.
- 15. In respect of any activity at which the Stands are open for accommodating spectators, the responsible person shall ensure the attendance of sufficient persons appropriately qualified in first aid.
- 16.
 - (i) The responsible person shall prepare and from time to time review written instructions about the action to be taken in the event of an emergency before, during or after any activity at the Sports Ground at which the Stands may be open for accommodating spectators. Such instructions shall be submitted to the Council within 6 months from the date of this Certificate who may direct such alterations to be made therein as they may consider necessary. The responsible person shall ensure that those instructions are carried out when an emergency occurs.
 - (ii) The responsible person shall be responsible in law for the evacuation from the Stands and the ground of members of the public or spectators, or any part thereof, but if there is a police presence in the Sports Ground at any event, and the occurrence of any emergency, the police shall assume responsibility for the evacuation and the responsible person, his/her servants or agents shall observe forthwith the instructions of the senior police officer then present in the Sports Ground.

17. The responsible person shall consult with Police, Fire and Ambulance Services to produce agreed plans for dealing with foreseeable types of emergency.

Use of Stands

18. The Stands are only to be used on the occasion of an event.

Liquid Refreshments

19. (i) The responsible person shall ensure that liquid refreshments are sold or distributed at the Stands only in soft plastic or other soft material containers.
- (ii) The responsible person shall ensure that during any event no alcohol is consumed in the Stands.

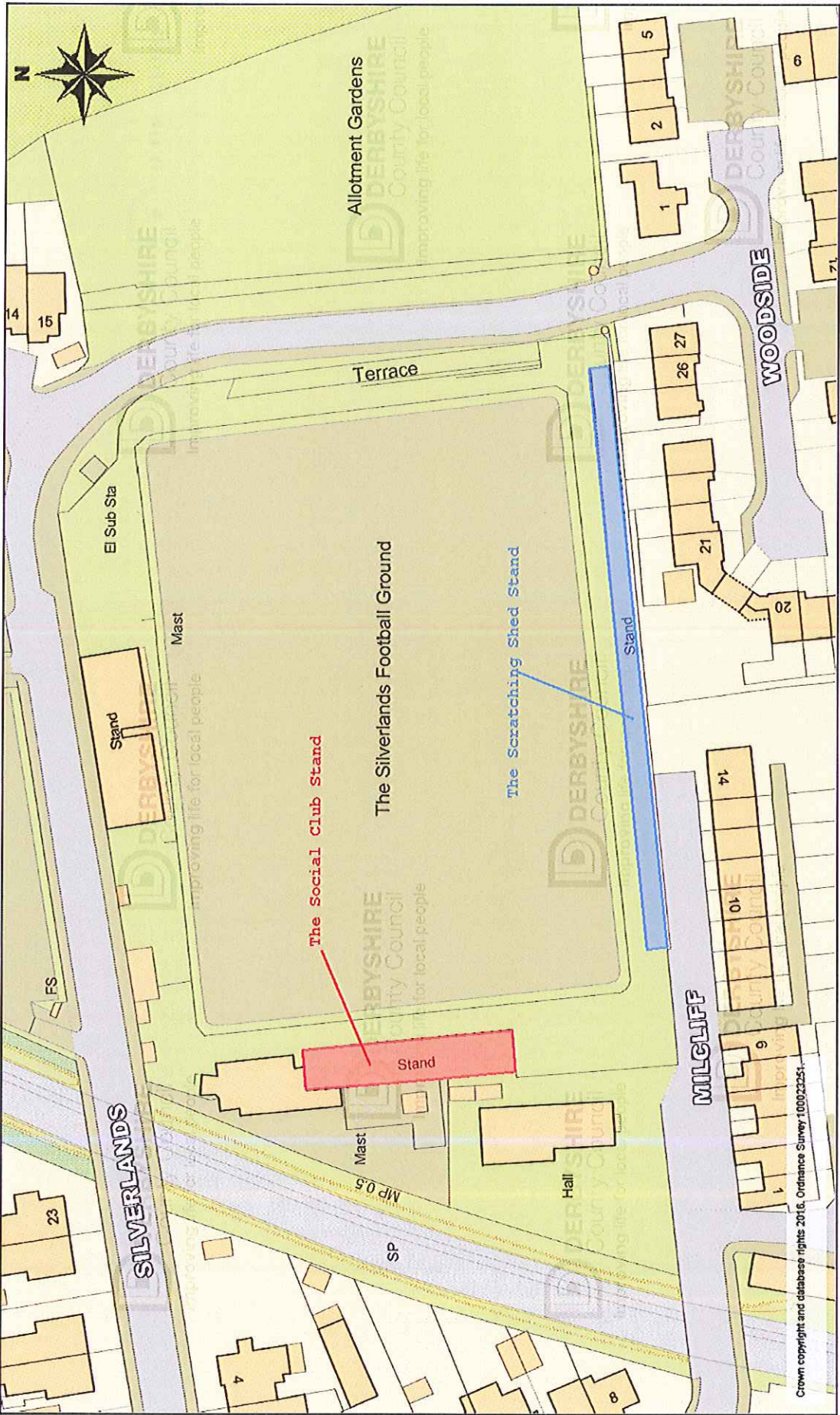
The Schedule

Stands

- (i) The Social Club Stand
Maximum capacity 791
- (ii) Scratching Shed Stand
Maximum Capacity 578

The above maximum capacities apply only where the Council is satisfied that appropriate safety management arrangements are in place,

Plan referred to in the General Safety Certificate



DERBYSHIRE COUNTY COUNCIL

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

DERBYSHIRE COUNTY COUNCIL

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

GENERAL SAFETY CERTIFICATE

PART 1

Ground:	New Manor Ground, Awsworth Road, Ilkeston, Derbyshire.
Owner/Occupier:	Ilkeston Football Club
Applicant for and person to whom the Certificate is issued ("the Club")	Nigel Harrop Chairman, c/o Ilkeston Football Club (Subject to consultation)

1. The Stand at the above named ground commonly known as the Awsworth Road Stand is hereby certified under Part III of the Fire and Safety of Places of Sport Act 1987 for providing viewing accommodation for football.
2. This Certificate is for an indefinite period from the date hereof but is subject to the conditions set out in Part 2.
3. The Plan and Schedule attached hereto shall form part of this Certificate.

Dated this day of 2016

Director of Legal Services
For and on behalf of Derbyshire County Council

PART 2

Interpretation of words used in the

General Safety Certificate and Schedule

"the Act"	means the Fire Safety and Safety of Places of Sport Act 1987 as amended.
"authorised person"	means a person authorised in accordance with Section 35 of the Act.
"event"	means a football match.
"responsible person"	means the Certificate Holders referred to in Part 1 of this Certificate and any other person or persons responsible for the management of the Sports Ground from time to time
"the Plans"	means the document or documents attached to this Certificate marked "plans referred to in the General Safety Certificate" and signed by or on behalf of the Director of Legal Services and/or any other document or documents which by agreement between the responsible person and the Council may be added to or substituted for such document or documents and signed by or on behalf of the Director of Legal Services.
"the Sports Ground"	means The ground as shown on the plans.
"the Council"	means the Derbyshire County Council
"the Chief Fire Officer"	means the Chief Fire Officer for the time being of the Derbyshire Fire and Rescue Service or, as the case may require, the fire officer authorised to act on his behalf.

"the building authority"

means the Erewash Borough Council

"steward"

means a person appointed by the responsible person for the performance of the duties referred to in this Certificate.

"Stand"

Means a "Regulated" Stand as specified in Part III of the Act being a Stand under cover able to accommodate at least 500 spectators at sports grounds not designated as needing a Safety Certificate under Section 1 Safety of Sports Grounds Act 1975.

PART 3
General Condition of Certificate

1. The Club acknowledges that it is its responsibility to take all reasonable steps to ensure the safety of spectators within the Stand and the ground. The Club will carry out appropriate risk assessments as may be appropriate to ensure that spectators can be safely admitted into the Ground.
2. The Certificate Holder shall be at the Sports Ground whenever the Stand is open for accommodating spectators to view the activity or activities for which this Certificate is issued, and shall ensure that the terms and conditions of this Certificate are complied with.
3. Where the prior written approval is required under the terms and conditions hereof application shall be made at least 14 days before the event in respect of which it is required but if the responsible person does not receive a reply within 14 days of the application it will be deemed to be approved unless some other time is expressly provided herein.
4. The Club shall make and keep the following records which shall be available at all reasonable times to authorised persons:-
 - (i) A record of any accident or incident at the Stand or means of access to it which causes injury which is brought to the notice of the Owners and which occurs whilst the Sports Ground is in use for an event.
 - (ii) A record of the inspections, certificates, tests and training records carried out under paragraphs 6, 7 and 11
5. The number of spectators who may be admitted at any one time to the Stand and to the separate parts thereof shall not exceed the numbers specified in the Schedule hereto.
6.
 - (i) No spectator shall be admitted to the Stand unless the club has obtained a Certificate from a Chartered Civil or Structural Engineer certifying that the Stand are structurally adequate.
 - (ii) The Club shall obtain a fresh certificate for each of the Stand at a period not exceeding two years during the continuance of this Certificate.
7. The Club shall ensure that all crush barriers in the Stand shall be subject to a risk assessment by a Chartered Civil or Structural Engineer at a period not exceeding two years to determine which of the crush barriers should be tested. Every barrier identified by the risk assessment as a potential risk should be tested and any defects rectified before the stand is next in use.

8. Alterations and additions to the Stand whether permanent or temporary shall not be made except with the prior consent of the Council. Notice in writing shall be given to the Council of any alterations or additions proposed to be made, and such notice shall be accompanied by full details, and where necessary by drawings and calculations in duplicate. The work shall not be started until the consent of the Council has been obtained. The execution of the work and any further work required shall be carried out to the satisfaction of the Council. This duty shall in no way affect the statutory duty of the responsible person to obtain the approval of the building authority for its works as and when appropriate
9.
 - (i) The Club shall prepare and regularly review appropriate fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005, submitting to the Council when amendments are made. Fire precautions identified in the assessments must be actioned and all firefighting equipment within the ground should be serviced annually.
 - (ii) Any costs incurred by the Fire Service in connection with attendance at any event may be recovered from the responsible person.
 - (iii)
 - (a) All combustible materials shall be kept in stores approved by the Chief Fire Officer when the ground is in use.
 - (b) No liquefied petroleum gas shall be kept or used at the Stand for any purpose.
10. The responsible person shall cause the Stand to be inspected before and after each occasion when the Sports Ground is used for an event and shall cause all rubbish and combustible waste to be removed for safe storage prior to disposal.
11.
 - (i) The responsible personal shall ensure that an adequate number of Stewards are appointed in respect of the Stand and that those Stewards shall be
 - (a) fit and capable both physically and mentally to carry out their duties;
 - (b) properly trained (including first aid and recognition of stress within a crowd) and instructed, such instructions to be supplied in writing to each member of the staff;
 - (c) identifiable by dress; and
 - (d) provided with written instructions as to their general duties in order to carry out the following:
 - (a) The manning of all entrances and exits to the Stand indicated on the plan attached to this Certificate.
 - (b) Control and direction of spectators entering using or leaving the Stand.

- (ii) A record of the training and instruction given shall be maintained by the Club include the date and time of the instruction or exercise, the duration, the name of the person giving the instruction and the nature of the instruction or exercise.
 - (iii) No person shall be employed as a steward unless (s)he has been so trained and instructed.
- 12. The Club shall maintain a public address system capable of being heard by spectators in the Stand which shall be tested before each activity.
- 13.
 - (i) All entrances, exits gangways and means of access and egress to and from the Ground shall be clearly identified.
 - (ii) All entrances, exits and means of access to the Stand shall be kept free from obstruction at all times during an event.
- 14. All fuel or power supplies used for the provision of catering at the Stand shall be safely stored and used only in accordance with manufacturers' or suppliers' instructions. Mobile Sales Staff shall not position equipment so as to obstruct exit routes from the Stand and shall take all practical steps to minimise the deposit of litter.
- 15. In respect of any activity at which the Stand are open for accommodating spectators, the responsible person shall ensure the attendance of sufficient persons appropriately qualified in first aid.
- 16.
 - (i) The responsible person shall prepare and from time to time review written instructions about the action to be taken in the event of an emergency before, during or after any activity at the Sports Ground at which the Stand may be open for accommodating spectators. Such instructions shall be submitted to the Council within 6 months from the date of this Certificate who may direct such alterations to be made therein as they may consider necessary. The responsible person shall ensure that those instructions are carried out when an emergency occurs.
 - (ii) The responsible person shall be responsible in law for the evacuation from the Stand and the ground of members of the public or spectators, or any part thereof, but if there is a police presence in the Sports Ground at any event, and the occurrence of any emergency, the police shall assume responsibility for the evacuation and the responsible person, his/her servants or agents shall observe forthwith the instructions of the senior police officer then present in the Sports Ground.

17. The responsible person shall consult with Police, Fire and Ambulance Services to produce agreed plans for dealing with foreseeable types of emergency.

Use of Stand

18. The Stand is only to be used on the occasion of an event.

Liquid Refreshments

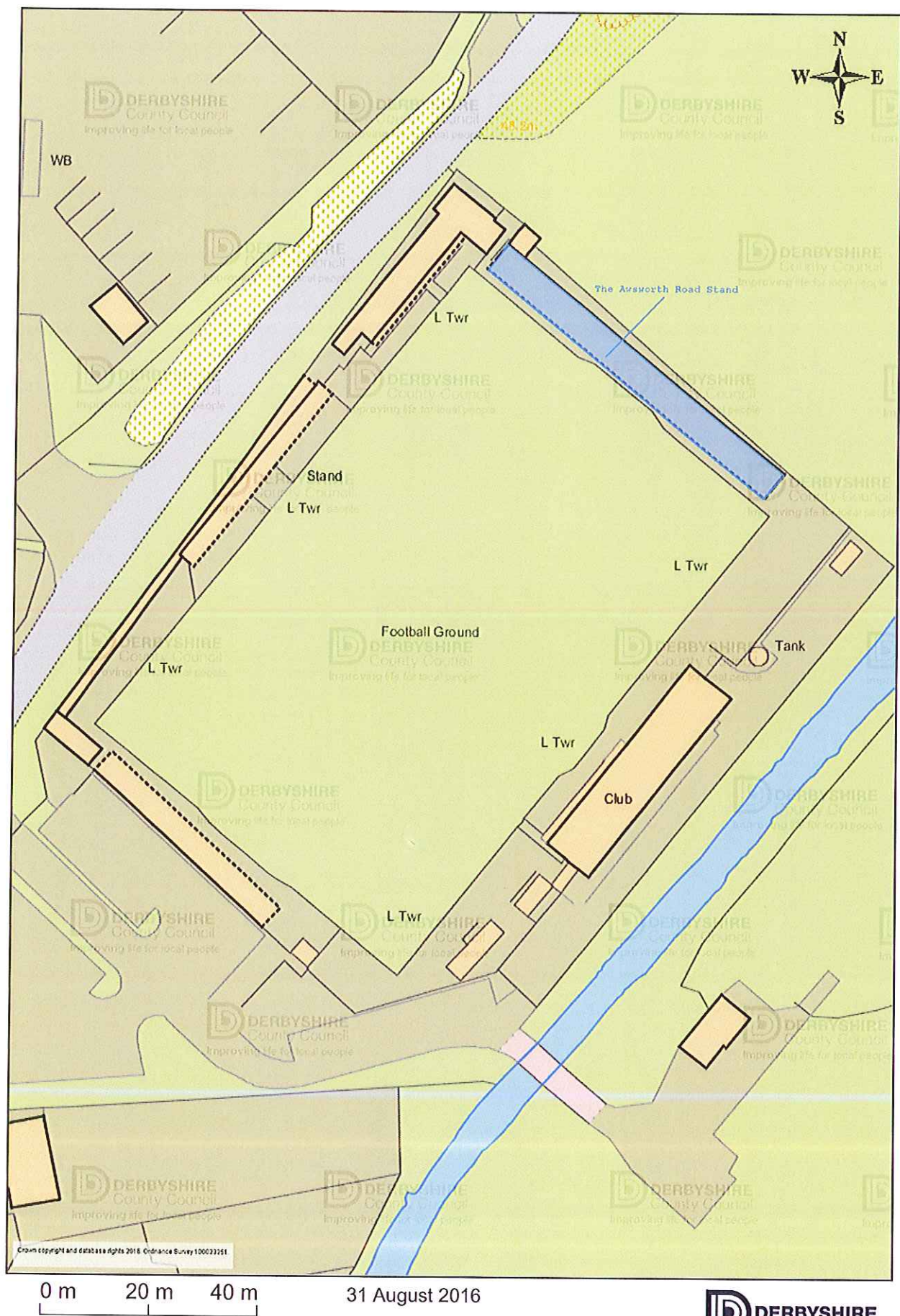
19. (i) The responsible person shall ensure that liquid refreshments are sold or distributed at the Stand only in soft plastic or other soft material containers.
- (ii) The responsible person shall ensure that during any event no alcohol is consumed in the Stand.

The Schedule

Stand The Awwsworth Road Stand Maximum Capacity 1532 (includes spectators standing in the area behind the pitch perimeter fence in front of the stands.

The above maximum capacity applies only where the Council is satisfied that appropriate safety management arrangements are in place,

Plan referred to in the General Safety Certificate



DERBYSHIRE COUNTY COUNCIL

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

GENERAL SAFETY CERTIFICATE

PART 1

Sports Ground	The Buxton Raceway, off A53, Leek to Buxton Road, Buxton, Derbyshire
Certificate Holder	Mr Matthew Watson c/o P.O. Box 40, New Mills, High Peak, Derbyshire SK22 3W2

1. The Stand at the above named ground is hereby certified under Part III of the Fire Safety and Safety of Sports Grounds Act 1987 for providing viewing accommodation for short circuit car racing during times of adequate daylight only.
2. This Certificate is for an indefinite period from the date hereof but is subject to the conditions set out in Part 2.
3. The Plan attached hereto shall form part of this certificate.

Dated this day of 2016

Director of Legal Services
For and on behalf of Derbyshire County Council

PART 2

Interpretation of words used in the General Safety Certificate and Schedule

Interpretation of words used in the General Safety Certificate and Schedule

"the Act"	means the Fire Safety and Safety of Places of Sport Act 1987 as amended.
"authorised person"	means a person authorised in accordance with Section 35 of the Act.
"event"	means a speedway, stockcar or similar motorsport race or meeting.
"responsible person"	means the Certificate Holder referred to in Part 1 of this Certificate and any other person or persons responsible for the management of the Sports Ground from time to time
"the Plans"	means the document or documents attached to this Certificate marked "plans referred to in the General Safety Certificate" and signed by or on behalf of the Director of Legal Services and/or any other document or documents which by agreement between the responsible person and the Council may be added to or substituted for such document or documents and signed by or on behalf of the Director of Legal Services.
"the Sports Ground"	means the Buxton Raceway as shown on the plans.
"the Council"	means the Derbyshire County Council
"the Chief Fire Officer"	means the Chief Fire Officer for the time being of the Derbyshire Fire and Rescue Service or, as the case may require, the fire officer authorised to act on his behalf.

"the building authority"

means the High Peak Borough Council.

"steward"

means a person appointed by the responsible person for the performance of the duties referred to in this Certificate.

"stand"

means a "Regulated" Stand specified in part III of the Act being a stand under cover able to accommodate at least 500 spectators at sports grounds not designated as needing a Safety Certificate under Section 1 Safety of Sports Grounds Act 1975.

PART 3
General Condition of Certificate

1. The Raceway acknowledges that it is its responsibility to take all reasonable steps to ensure the safety of spectators within the Stand and the ground. The Raceway will carry out appropriate risk assessments as may be appropriate to ensure that spectators can be safely admitted into the Ground.
2. The Certificate Holder shall be at the Sports Ground whenever the Stand is open for accommodating spectators to view the activity or activities for which this Certificate is issued, and shall ensure that the terms and conditions of this Certificate are complied with.
3. Where the prior written approval is required under the terms and conditions hereof application shall be made at least 14 days before the event in respect of which it is required but if the responsible person does not receive a reply within 14 days of the application it will be deemed to be approved unless some other time is expressly provided herein.
4. The Raceway shall make and keep the following records which shall be available at all reasonable times to authorised persons:-
 - (i) A record of any accident or incident at the Stand or means of access to it which causes injury which is brought to the notice of the Owners and which occurs whilst the Sports Ground is in use for an event.
 - (ii) A record of the inspections, certificates, tests and training records carried out under paragraphs 6, 7 and 10
5. The number of spectators who may be admitted at any one time to the Stand and to the separate parts thereof shall not exceed the numbers specified in the Schedule hereto.
6.
 - (i) No spectator shall be admitted to the Stand unless the Raceway has obtained a Certificate from a Chartered Civil or Structural Engineer certifying that the Stand and the barrier between the front of the Stand and the track are structurally adequate
 - (ii) The Raceway shall obtain a fresh certificate for the Stand at a period not exceeding two years during the continuance of this Certificate.
7. Alterations and additions to the Stand whether permanent or temporary shall not be made except with the prior consent of the Council. Notice in writing shall be given to the Council of any alterations or additions proposed to be made, and such notice shall be accompanied by full details, and where

necessary by drawings and calculations in duplicate. The work shall not be started until the consent of the Council has been obtained. The execution of the work and any further work required shall be carried out to the satisfaction of the Council. This duty shall in no way affect the statutory duty of the responsible person to obtain the approval of the building authority for its works as and when appropriate

8.
 - (i) The Raceway shall prepare and regularly review appropriate fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005, submitting to the Council when amendments are made. Fire precautions identified in the assessments must be actioned and all firefighting equipment within the ground should be serviced annually.
 - (ii) Any costs incurred by the Fire Service in connection with attendance at any event may be recovered from the responsible person.
 - (iii)
 - (a) All combustible materials shall be kept in stores approved by the Chief Fire Officer when the ground is in use.
 - (b) Petroleum spirit shall only be kept in vehicle tanks or in approved marked containers conforming to the Petroleum (Consolidation) Regulations 2014
 - (c) No liquefied petroleum gas shall be kept or used at the Stand for any purpose.
9. The responsible person shall cause the Stand to be inspected before and after each occasion when the Sports Ground is used for an event and shall cause all rubbish and combustible waste to be removed for safe storage prior to disposal.
10.
 - (i) The responsible personal shall ensure that an adequate number of Stewards are appointed in respect of the Stand and that those Stewards shall be (a) fit and capable both physically and mentally to carry out their duties; (b) properly trained (including first aid and recognition of stress within a crowd) and instructed, such instructions to be supplied in writing to each member of the staff; (c) identifiable by dress; and (d) provided with written instructions as to their general duties in order to carry out the following:
 - (a) The manning of all entrances and exits to the Stand indicated on the plan attached to this Certificate.
 - (b) Control and direction of spectators entering using or leaving the Stand.

- (iii) A record of the training and instruction given shall be maintained by the Raceway include the date and time of the instruction or exercise, the duration, the name of the person giving the instruction and the nature of the instruction or exercise.
 - (iv) No person shall be employed as a steward unless (s)he has been so trained and instructed.
- 11. The Raceway shall maintain a public address system capable of being heard by spectators in the Stand which shall be tested before each activity.
- 12.
 - (i) All entrances, exits gangways and means of access and egress to and from the Ground shall be clearly identified.
 - (ii) All entrances, exits and means of access to the Stand shall be kept free from obstruction at all times during an event.
- 13. All fuel or power supplies used for the provision of catering at the Stand shall be safely stored and used only in accordance with manufacturers' or suppliers' instructions. Mobile Sales Staff shall not position equipment so as to obstruct exit routes from the Stand and shall take all practical steps to minimise the deposit of litter.
- 14. In respect of any activity at which the Stand are open for accommodating spectators, the responsible person shall ensure the attendance of sufficient persons appropriately qualified in first aid.
- 15.
 - (i) The responsible person shall prepare and from time to time review written instructions about the action to be taken in the event of an emergency before, during or after any activity at the Sports Ground at which the Stand may be open for accommodating spectators. Such instructions shall be submitted to the Council within 6 months from the date of this Certificate who may direct such alterations to be made therein as they may consider necessary. The responsible person shall ensure that those instructions are carried out when an emergency occurs.
 - (ii) The responsible person shall be responsible in law for the evacuation from the Stand and the ground of members of the public or spectators, or any part thereof, but if there is a police presence in the Sports Ground at any event, and the occurrence of any emergency, the police shall assume responsibility for the evacuation and the responsible person, his/her servants or agents shall observe forthwith the instructions of the senior police officer then present in the Sports Ground.

16. The responsible person shall consult with Police, Fire and Ambulance Services to produce agreed plans for dealing with foreseeable types of emergency.

Use of Stand

17. The Stand is only to be used on the occasion of an event.

Liquid Refreshments

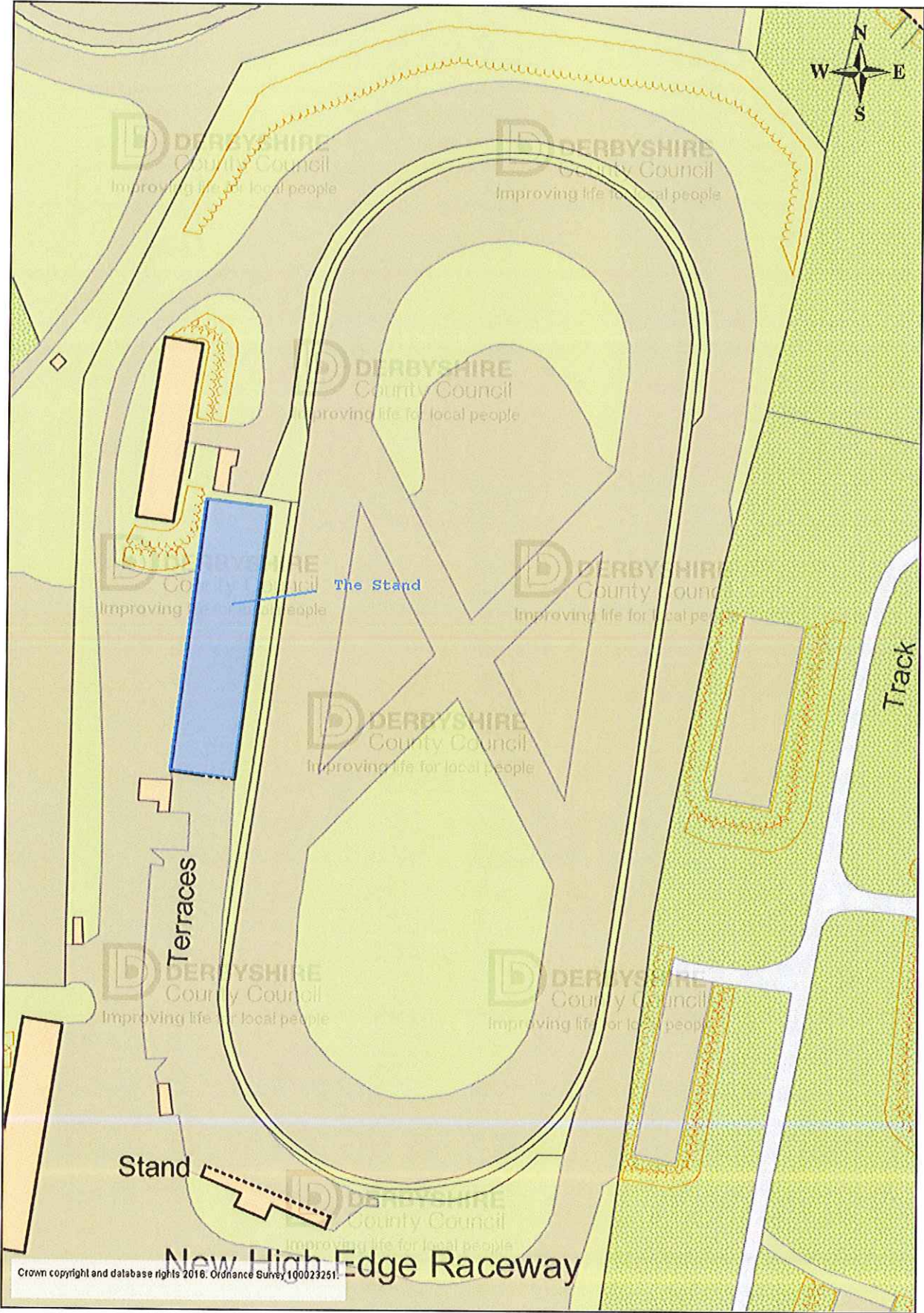
18. (i) The responsible person shall ensure that liquid refreshments are sold or distributed at the Stand only in soft plastic or other soft material containers.
- (ii) The responsible person shall ensure that during any event no alcohol is consumed in the Stand.

The Schedule

The Stand	Maximum Capacity 635
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The above maximum capacity applies only where the Council is satisfied that appropriate safety management arrangements are in place,

Plan referred to in the General Safety Certificate



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31 August 2016

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