



Walsall Council

Walsall Safety Advisory Group For Public Events

Terms of Reference

Walsall Safety Advisory Group for Public Events
Version 10 – 22 February 2019 (Final)



Walsall Council

PROUD OF OUR PAST OUR PRESENT AND FOR OUR FUTURE

1.0 Terms of Reference for a Safety Advisory Group (SAG)

1.1 The role of a Safety Advisory Group is:

- a) To assist the Local Authority in the exercising of its functions to protect public safety and to consider the impact from events on the wider community including business community, travelling public and residents.
- b) To advise event organisers in order to minimise the risks wherever possible in relation to public safety at events.
- c) To provide advice and guidance in ensuring that event organisers are aware of their responsibilities based on current legislation, regulation, guidance and good practice.
- d) To advise relevant service areas within the Local Authority, partner organisations and external agencies of the advice given to event organisers.
- e) To provide a consistent and appropriate approach in dealing with events and event organisers, balancing requirements to meet agreed legislation, regulation, guidance and good practice and the need to remove bureaucracy.
- f) To review events in consultation with event organisers based on any serious accidents and incidents that occur in relation to specific events.
- g) To ensure an accurate record is kept of meetings, discussions and advice provided.
- h) To keep abreast of developments and changes in legislation, regulation, guidance and best practice.

1.2 A Safety Advisory Group has no authority to take any decisions on behalf of the Local Authority or partner organisation and the responsibility for decision making with regard to event safety remains the responsibility of the event organiser. This includes any power to approve or stop any event.

1.3 A Safety Advisory Group understands that the Council and partner organisations may consider and use the advice provided by the Safety Advisory Group when exercising their functions in order to protect public safety and prevent crime and disorder.

1.4 Core members of a Safety Advisory Group must declare any conflict of interest in relation to any item put before the Group prior to discussion on that matter. The Group will take this into consideration when dealing with any event and the advice provided.

1.5 It is acknowledged that some core members of a Safety Advisory Group will also have an enforcement role but this will not conflict with their role in providing advice and guidance through a Safety Advisory Group as the overall responsibility for event planning, management and safety rests with the organiser.

2. Criteria for Consideration of Events

2.1 A Safety Advisory Group will consider and advise only on events that fall within one or more of the following criteria.

- a) Events deemed to have a **high risk factor** in relation to public safety, e.g. bonfire and fireworks events.
- b) Where public performances will take place in restricted sites.
- c) Where large scale temporary structures are to be installed.
- d) Where there are specific activities taking place such as stunt performers.
- e) Events that require a license under the Licensing Act, e.g. premise license or Temporary Event Notice (TEN).
- f) Events that have a planned overall attendance at any one time of 2,000 and above (numbers based on attendees and those working and participating in the event).

Or

- g) Events that any member of Safety Advisory Group feels relevant to consider regardless of attendance.

2.2 The above criteria provide a framework for Safety Advisory Group to concentrate on events that pose the greatest risk to public safety.

2.3 For those events which do not fall within the above criteria, event organisers can be referred to the event safety information on the Council's web-site.

3.0 Composition of a Safety Advisory Group

3.1 The membership of a Safety Advisory Group will consist of a combination of Council service areas and partners organisations and can be added to if required dependent on the event(s) considered. However, Safety Advisory Group will consist of core membership as follows.

3.2 Core Membership

- a) Walsall Council Lead Service including chair of Group:
 - i. Clean & Green Service - for all parks, open space and countryside based events and events taking place on private land.
 - ii. Regeneration Service - for all Walsall Town Centre & District Centre events
- b) West Midlands Police
- c) West Midlands Fire Service
- d) West Midlands Ambulance Service
- e) Walsall Council, Licensing Service
- f) Walsall Council, Environmental Health Service (regarding food safety and health and safety)
- g) Walsall Council, Traffic Management Service
- h) Walsall Council, Building Control (regarding temporary structures)

4.0 Invited representation

- 4.1 The following may be invited to a Safety Advisory Group meeting if considered appropriate:
- a) The event organiser and/or license holder for an event.
 - b) Persons, organisations (including voluntary) or companies working for or representing the organiser; e.g. promoter, production company, stage provider, security provider, medical provider, etc
 - c) Walsall Council, Legal Services
- 4.2 The above list is not exhaustive. The chair may invite such other specialists as is felt to be appropriate and to assist the group to fully consider any issue.

5.0 Administration

- 5.1 The lead service will provide the Chair and Secretariat for any Safety Advisory Group meeting and associated business including the circulation of agenda, documentation and notes.
- 5.2 The lead service will ensure that event organisers are informed of any advice and guidance from Safety Advisory Group and that this will be communicated in writing.
- 5.3 Notes will be held by the Council as a public record and be subject to the Freedom of Information Act 2000 and, the Data Protection Act 1998 subject to disclosure of any confidential information such as personal details. Information will be shared with other parties, such as enforcing agencies, if required as part of any investigation or enforcement action if this relates to public safety.

6.0 Frequency of Meetings

- 6.1 Historically, events considered by Safety Advisory Group have generally taken place between May and November and it is therefore considered appropriate to hold meetings of Safety Advisory Group each calendar month, if required.
- 6.2 It is recognised that on occasions a Safety Advisory Group may have to be called at short notice if there is urgent concern over public safety and all core members recognise the need to respond to such a need. Such meetings will, as far as possible, be subject to two weeks' notice. It is open to any member of Safety Advisory Group to call for an additional meeting to be held. Information should be submitted to the lead service in a timely manner. Based on the resources available to the Council and its partner organisations event organisers should take this into account as part of their overall event planning.
- 6.3 The Council will not undertake the role of arranging site meetings with organisers although it is acknowledged that individual Council service areas and partner organisations may wish to meet with organisers to discuss specific site based issues.

6.4 Meetings will only take place if:

- a) There is sufficient business to discuss.
- b) Sufficient information is made available in advance of the meeting in order for Safety Advisory Group to be able to provide appropriate advice and guidance.
- c) Where there is urgent need to consider an event based on the risk to public safety.
- d) Major concerns are raised following an event or if serious injury, accident or incident has occurred.

6.5 Where sufficient information is not available the organiser will be notified that the Safety Advisory Group is unable to provide appropriate advice and which could result in the Council or a partner organisation considering enforcement action.

7.0 Quoracy

7.1 A meeting will be considered quorate when, as a minimum, four members of the Core Group are in attendance, one being the Chair or their nominated representative.

7.2 Roles and responsibilities of Safety Advisory Group Core Members are:

- a) Each service will be represented by a person of appropriate experience and competency, or their appointed deputy, who has full authority of the relevant service to give advice and make recommendations on safety issues.

7.3 The Lead Service and Chair's role is:

- a) The service will be represented by an appropriate senior officer with relevant experience in event safety.
- b) To ensure that a Safety Advisory Group properly fulfils its role in providing advice and guidance.
- c) To have responsibility for the management and running of the Group, including provision of agendas, documentation and notes, ensuring that due account is taken of the views of all core members and a consensus of opinion is reached.
- d) To ensure that advice and guidance provided by a Safety Advisory Group is passed on to an organiser in a timely fashion and in writing.

7.4 Generic roles for Core Members:

- a) To consider all documentation provided and to advise on all technical/legal aspects of legislation, regulation, guidance and best practice based on their roles and responsibilities within the Council or partner organisation.
- b) To have an understanding of event safety and how this impacts on their area of expertise and to attend appropriate training if required.
- c) To advise the Safety Advisory Group over any potential for enforcement action and if the Group's advice and guidance will be relevant.
- d) To ensure advice given is consistent with and detailed enough to enable event organisers to plan, organise and manage their event in a safe manner.

- e) To provide appropriate updates for the 'event planning' information provided through the Council's web-site.
- f) To provide input into any Safety Advisory Group review process that the Council undertakes.
- g) To ensure that the lead service is notified of any change in representation.

8.0 Competency

- 8.1 Core members will ensure that their nominated representative(s) will have the relevant experience, knowledge and training required in order to provide comprehensive advice and guidance and to understand how to work in partnership within Safety Advisory Group. If required, this will include attendance at training events organised by the lead service.

9.0 Event Planning Web based information

- 9.1 The Local Authority will manage this information in accordance with the information provided by the core members for a Safety Advisory Group to ensure it is relevant and up to date. As and when necessary, the group's core members will collectively agree the need for updates and the responsibility for making any agreed changes.

10. Confidentiality and Data Protection

- 10.1 The personal data within the documentation filed on the Safety Advisory Group hub should be regarded as confidential and intended for the members of the Safety Advisory Group their associated colleagues for monitoring and managing events where applicable.
- 10.2 Members of the Safety Advisory Group should be aware of the appropriate Data Protection 1998 legislation and comply accordingly.
- 10.3 Members of the Safety Advisory Group should also be aware that any recorded information produced by the Group (including comments, opinions and notes) may be requested as part of a Subject Access Request, or a request under the Freedom of Information Act 2000. Therefore, all information will have to be provided unless an appropriate exemption can be applied.

These Terms of Reference were adopted by the Safety Advisory Group on 25 February 2019.



Mark Holden

Chair of the Safety Advisory Group