

Safety Advisory Group Terms of Reference

The Safety Advisory Group (SAG) will:

"Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."

Member Organisations of the SAG

- Sandwell Metropolitan Borough Council
 - Events Team
 - Health and Safety
 - Licensing
 - Parking Services
 - Resilience
 - Traffic Management
 - Trading Standards
 - Environmental Health
 - Community Partnerships
 - Public Health
- West Midlands Ambulance Service
- West Midlands Fire Service
- West Midlands Police
- National Express
- Transport for West Midlands

1.0 Introduction

- 1.1 It is recognised that public events positively promote community development, social cohesion, civic and cultural identity and enhance community life. However, given the numbers of people attending such events there is also a requirement to deal with both potential risks to public safety and any adverse environmental impact.
- 1.2 In recognition of this, a SAG has been established to co-ordinate the efforts of relevant Local Authority directorates and all other agencies involved with the running of events.
- 1.3 The purpose of the SAG is to consider events in the context of their being essential to the communities of Sandwell. The SAG should examine the safety aspects of events, so they can proceed in as safe a way as is reasonably practicable, ideally without compromising the public's enjoyment of them.
- 1.4 The core of the group is comprised of officers (or their representatives) from Sandwell Metropolitan Borough Council, West Midlands Police, West Midlands Fire Service, and West Midlands Ambulance Service. Other stakeholders will be included dependant on the individual event.

- 1.5 The group exists to offer advice and guidance to organisers and to ensure they are aware of their responsibilities. The SAG does not make any decision on behalf of the local authority or other agencies as its role is advisory and, as such, it has no authority to either instruct or ban events.
- 1.6 The group will not undertake the role and responsibilities associated with event organisers. It is stressed that the functions of the SAG should be distinct from those of the planning group for each event and it should not be confused with the arrangements for the management of the event(s).
- 1.7 The range of events across Sandwell is wide and varied ranging from small charitable events to large major events. The SAG will consider the following criteria in assessing the risk to security and crowd management, linked with public safety, presented by the event:
- Whether the event is a public event
 - The experience of the event organiser
 - The type of event
 - If the event has been held previously
 - Any special or unusual activities
 - The location of the event
 - The level of risk posed by the event
 - The number and demographic of people attending
- 1.8 This document provides details of the terms of reference and responsibilities of the group.

2.0 Terms of Reference

- 2.1 The SAG will ensure that event organisers consider risks to public health and safety are minimised for public events as far as possible.
- 2.2 The SAG will provide a forum in which all the agencies concerned can develop a consistent and proportionate, corporate approach to public events and their safety.
- 2.3 The SAG will provide advice and guidance to ensure event organisers are aware of their responsibilities (including with regard to COVID-19 mitigation).
- 2.4 An accurate record and minutes of all of its business will be kept, ensuring the minutes of all meetings are forwarded to members of the group and those organisers present at such meetings.
- 2.5 The SAG will continually seek improvements in the organisation and planning of events through seeking feedback from both organisers and other members of the group and make recommendations where appropriate for improving safety.
- 2.6 The SAG will advise on contingency plans for dealing with emergencies.

- 2.7 The SAG will promote best practice and multi-agency partnership working with event organisers.
- 2.8 The SAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management.
- 2.9 The SAG will ensure event organisers consider any detrimental effect of such events on the wider environment and on the environment of Sandwell are minimised and to encourage the application of the principles of sustainability whenever possible.
- 2.10 The SAG will ensure event organisers are aware that damage to parks, streets and open spaces arising from their event is minimised and are aware of the agreed arrangements for clearing of litter and refuse and repair of damage after events.
- 2.11 The SAG will keep up to date on the latest legislation and guidance.
- 2.12 Where applicable, recommendations of the SAG are consistent with other Council policies.
- 2.13 The SAG will promote the principles of sensible risk management, saving lives not stopping them, reducing admin burdens whilst addressing poor management at the point of creation of risk.
- 2.14 In order to ensure SAGs are not avoided by organisers, SAG members must be realistic and fair in their expectations. Knowledge and experience among members is crucial.
- 2.15 To ensure consistency of the SAG's reviews of events, each event being considered will be assessed on the following items:
- Date and time of the event in comparison to other events taking place
 - Audience profile/expected attendance
 - Security/stewarding and crowd management
 - Duration of event/hours of entertainment
 - Nature of risk level for any activities
 - Event "build" and "breakdown" arrangements
 - Site layout including access/egress and blue light routes
 - Spread of COVID-19 mitigation measures
 - Infrastructure including staging/PA/lighting, toilets
 - Mitigation of damage to ground conditions
 - Accessibility
 - Safeguarding – working with children/vulnerable adults and lost/found children/vulnerable adults
 - Catering and hygiene
 - Medical and/or first aid provision
 - Transport/traffic management and impact on local transport network
 - Parking arrangements and taxi pick-up/drop-off arrangements

- Health and safety arrangement of site/persons/activities/equipment etc. throughout event
- Risk of fire and mitigation measures in place
- Emergency action plans/Evacuation Procedures
- Hostile Vehicle Mitigation
- Environmental issues including waste management, noise management, weather conditions, underground pipes and sustainability
- Licensing including Temporary Event Notice (TEN) or Premises Licence
- Landowner approval
- Any local, regional or national issues that may affect an event (including pandemic)

3.0 Meetings

- 3.1 The SAG shall meet a minimum of 4 times per calendar year. Any member of the group may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise. Regular meetings shall be scheduled for the first Wednesday of the month at 10am.
- 3.2 Meetings will be chaired by the Senior Manager – Tourism, Culture and Leisure. The chair will ensure that the group discharges its responsibilities fairly, effectively, efficiently and proportionately.
- 3.3 Where matters arise which require consideration by the SAG, such a meeting may be convened at short notice.
- 3.4 All relevant agencies should be represented at a meeting of the SAG.
- 3.5 Any additional agencies outside of those mentioned above can be invited to attend if deemed necessary to offer specialist advice.
- 3.6 A record of the meetings will be maintained by Events Team and circulated to member organisations within ten working days of the meeting taking place.
- 3.7 The core members may invite representatives to SAG meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.
- 3.8 Members of the SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing from specific sections of the meeting.

4.0 Roles of Core Members

All Core Members

- Unless there are very good reasons for not doing so, it is a responsibility of all core members to have prepared for the meeting in advance, e.g. having read documentation sent to them.
- To send recommendations for the event to the SAG administrators who will circulate to the group.
- Can request a meeting of the Safety Advisory Group if their concerns are not satisfied by the Event Organiser.
- To send a nominated representative to each SAG meeting.
- To provide feedback after the event if necessary to inform the group of any issues during the event.
- To inspect and advise event organisers on the documents submitted including risk assessments and public liability insurance.
- Where an agency has concerns regarding an event, they should inform the SAG administrators and the event organiser at the earliest opportunity.
- Advise on a communication plan, crowd safety, security and stewarding and entrance controls.
- Advise on safety and protection of lost/found children.
- Advise on site security and safety when in and out of use.
- Advise on any other activities which may give rise to concern.
- Where appropriate, participate in emergency responses to events.
- Ensure that other departments of the member's agency are aware and conversant of the SAG and its terms of reference. This is particularly so with legal departments who are often unaware of the existence of the SAG.

Local Authority (LA)

- The LA will administrate the SAG sharing documents and liaising with event organisers
- Advise on licensing and trading standards/merchandising issues.
- Advise on all matters relating to food sales, hygiene, water provision, and sanitation and noise control.
- Advise on the impact of the event on the borough transport infrastructure and the provision of services to the event.
- To advise on traffic management on the highway.
- Controls on tents or caravans for overnight stays.
- Controls on animals, animal health and safety.
- Advise on food safety, health & safety at work, public safety and pollution issues.

West Midlands Police

- To advise and liaise on the preservation of order through keeping the peace
- To advise and liaise on the protection of life and property.
- To advise and liaise on the prevention and detection of crime
- To provide feedback on crime and disorder at events.
- Attaining the aims of the Local Policing Plan

- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and Public Safety
- Where appropriate, liaise with the local authority to advise on traffic management on the highway
- Where appropriate, participate in emergency responses to events.
- Provide advice and support in relation to any other identified Policing issues.

West Midlands Ambulance NHS Trust

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Liaise and collaborate with all the other organisations that form part of the SAG.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.
- Act as the liaison between the event and NHS.

West Midlands Fire Service

- To provide advice on fire related matters in regard to operations, fire and community safety.
- Liaise and advise in relation to the Fire and Rescue Services Act 2004 sec 6.

5.0 Standard Agenda 2021

1. Apologies
2. Minutes of previous meeting
3. Conflicts of Interest
4. Current COVID-19 data for Sandwell borough and surrounding areas
5. Organiser Briefings
6. Notification of Future Events
7. Review of Past Events
8. West Midlands Police issues impacting upon Sandwell
9. Any Other Business