

## London Borough of Hammersmith and Fulham

### Sports Grounds Safety Monitoring and Inspection Policy

#### 1. Introduction

Hammersmith and Fulham Council (“the Council”) recognises its statutory duty for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) (1975 Act) and the Fire Safety and Safety of Places of Sport Act 1987 (1987 Act), and also recognises its responsibilities for spectator safety at all sports grounds within its boundary. In undertaking this role the Council will implement the following procedures and arrangements in respect of monitoring and inspection of sports grounds.

This document should be read in conjunction with the following policies:

**Issue and Review of The General Safety Certificate for Sports Grounds Policy**  
**Safety in Sports Grounds Enforcement Policy**

In discharging its monitoring and inspection responsibilities the Council will:

- delegate its power to take and implement decisions on safety certification to designated Council officers
- appoint a designated senior council officer to chair the Safety Advisory Group (SAG) for each sports ground holding a safety certificate. The Chairman will have delegated powers to make decisions on behalf of the Council
- provide for adequate resources and appoint appropriate Council officers and/or engage competent specialist agencies/external consultants as necessary to assist the Council in carrying out its statutory duties relating to the safety of spectators at sports grounds under the 1975 and 1987 Acts
- convene regular SAG meetings to assist in discharging its statutory duty to sports grounds
- determine if any sports grounds contain regulated stands and will expediently process and issue safety certificates in respect of those stands and/or any sports ground designated by the Secretary of State under the provisions of the 1975 Act
- put in place policies and procedures for monitoring by inspection and audit compliance with the terms and conditions of any safety certificate issued and take appropriate and proportional action in response to any identified defect or incident compromising spectator safety
- provide prompt advice on spectator safety on request from sports grounds venue operators
- keep under review its procedures and arrangements in pursuit of ensuring the reasonable safety of spectators at sports grounds within its responsibility.

Version	Author	Date issued	Review date	Issued by
BHSD32I 1.0	Karen Ashdown	Dec 2016	Dec 2017	Ann Ramage - Bi Borough Head of Environmental Health Commercial

## 2. Definitions

The 1975 Act defines a **sports ground** as a place where sports and other competitive activities take place in the open air, where accommodation has been provided for spectators, consisting of artificial structures or natural structures artificially modified for the purpose.

Under the provisions of section 1 of the 1975 Act the Secretary of State may designate as requiring a **safety certificate** any sports ground that has accommodation for more than 10,000 spectators, or 5,000 in the case of Premier League and Football League grounds in England and Wales. These sports grounds are referred to as **Designated Grounds**.

A **Regulated Stand** is defined in the Fire Safety and Safety of Places of Sport Act 1987 as any covered stand at a sports ground with accommodation for 500 or more spectators, whether seating or standing.

The **Safety Advisory Group** (SAG) is a multi-agency advisory group consisting of members of local authority staff and representatives of the emergency services, transport providers and other agencies as appropriate. Membership of the SAG is detailed in the SAG Terms of Reference document for each football club, available on the Council's website [www.lbhf.gov.uk](http://www.lbhf.gov.uk).

## 3. Legislation and guidance

This policy should be read in conjunction with the following legislation that applies to the safety of spectators at sports grounds:

**[Safety of Sports Grounds Act 1975](#) - s10B Enforcement** - The duty of every local authority to enforce within their area the Act and regulations made under it and to arrange inspection of designated sports grounds at least once in every 12 months.

**[Fire Safety and Safety of Places of Sport Act 1997](#) – s25 Enforcement** - The duty of every local authority to enforce within their area the Act and regulations made under it for designated grounds and regulated stands.

Guidance on the application of the legislation can be found in the following [Home Office Circulars](#).

**Home Office Circular No 72/1987** – Includes guidance on the scope of inspections of designated sports grounds.

**Home Office Circular No 97/1988** – Includes guidance on the frequency and scope of the inspections of regulated stands. It also reminds local authorities that section 34 of the Act applies to the whole of a sports ground which contains a regulated stand but that the extent of the inspection of any un-certificated parts of the ground should be determined by the local authority.

Further advice is contained in "[Guide to Safety Certification of Sports Grounds](#)" (the "Green Guide") published by the Sports Grounds Safety Authority.

#### **4. Purpose of monitoring and inspection**

The monitoring and inspection regime is intended to provide reassurance to the Council that the terms and conditions of safety certificates issued under the provisions of the 1975 and 1987 Acts are being complied with, and that ground management are maintaining the sports ground and its safety management regime at a level which provides for the reasonable safety of spectators.

Monitoring and inspection will include:

- an annual inspection of the sports ground
- during performance inspections
- focused inspections
- an audit of safety management documentation
- attendance at match review and planning partnership meetings
- site visits where the ground is being used for an event not related to usual match day fixtures
- investigation of complaints made to the Council affecting public safety

#### **5. Scope**

The sports grounds covered by these arrangements are:

**Chelsea FC at Stamford Bridge Stadium Fulham Road SW6 1HS**

**Queens Park Rangers FC at Loftus Road Stadium South Africa Road W12 7PJ**

**Fulham FC at Craven Cottage Stadium Stevenage Road SW6 6HH**

#### **6. Delegated powers**

The Council has delegated its powers for the enforcement of the Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 to:

**Bi-Borough Head of Environmental Heath Commercial**

**Food Safety and Health & Safety Environmental Health Officers**

#### **7. Annual Inspection**

An inspection of each designated ground and an audit of safety management documentation will be carried out at least once every 12 months.

The inspection schedule of grounds with regulated stands will depend on the size of the largest regulated stand.

Where a ground contains a regulated stand that has accommodation for more than 2000 spectators an inspection of that stand, plus any other regulated stands and such un-

certificated parts of the ground as the Council considers necessary, will be undertaken at least once every calendar year following the date of the last inspection.

At all other grounds with regulated stands an inspection of the regulated stands and such un-certificated parts of the ground as the Council considers necessary will be carried out at least once every alternate calendar year following the date of the last inspection.

The inspection will be conducted by an authorised Environmental Health Officer and Council Building Control Officer. The police, fire authority and ambulance authority will also be invited to take part in the inspection.

The inspection and audit will include as a minimum:

- the certificates covering structural, dynamic performance and electrical tests
- the records maintained by the management of the sports ground, in particular of attendances, accidents, maintenance, equipment tests, steward training and contingency plans
- the physical condition of the sports ground and its fixtures and fittings
- lighting, public address, fire warning and entry control equipment.

A written report of the findings of the inspection will be sent to the safety certificate Holder within 10 working days. Follow up inspections to confirm completion of any works will be conducted as required.

## **8. During Performance Inspection**

A minimum of 7 During Performance Inspections (DPIs) will be made each season on event days, to ensure that the terms and conditions in the safety certificate are suitable and appropriate for the activity taking place and to monitor the ground management's compliance with the terms and conditions of the safety certificate. Additional DPIs may be made dependant on the success of the club in European fixtures and Cup competitions and the risk category applied by the police.

When undertaking during performance inspections the Council's inspecting officer will:

- make their presence known to the duty safety officer and others in the Control Room
- tour accessible parts of the sports ground and 'walk the ground', that is to say, not stay in one particular area of the sports ground for any length of time
- observe the safety management arrangements and crowd, recording information or observations, and noting the time of any incident etc
- present a verbal report of findings to the Safety Officer prior to leaving the sports ground
- send a detailed written report to the club within 10 days. Copies will be sent to the Bi-Borough Head of Environmental Health Commercial, the Commercial Services Team Manager, and the Sports Ground Safety Authority
- take any issues arising to partnership meetings and the SAG for discussion and resolution as required.

Where breaches in the terms and conditions of safety certificates are noted, these will be brought to the attention to the safety certificate holder, duty safety officer and/or head of security immediately. This will be followed up by a formal letter of confirmation.

The responsibility for the safety of spectators lies at all times with the holder of the general safety certificate. Therefore, when the inspecting officer is at the ground they should refer breaches and concerns immediately to the club's duty safety officer and/or head of security.

The frequency of DPIs will be determined by risk assessment which will take account of the safety management culture at the ground and ground management's compliance with the safety certificate.

## **9. Focused Inspection**

Focused Inspections will be made from time to time on event days to monitor the safety management of a particular aspect of event day operations. This may be to monitor the effectiveness of a new or revised safety management procedure or an aspect of ground management which may require improvement.

When undertaking focussed inspections the Council's inspecting officer will:

- make their presence known to the duty safety officer and others in the Control Room
- observe the safety management arrangements and crowd related to the focused activity, recording information or observations, and noting the time of any incident etc
- present a verbal report of findings to the Safety Officer prior to leaving the sports ground
- send a detailed written report to the club within 10 days. Copies will be sent to the Bi-Borough Head of Environmental Health Commercial, the Commercial Services Team Manager, and the Sports Ground Safety Authority
- take any issues arising to partnership meetings and the SAG for discussion and resolution as required.

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The frequency of DPIs will be determined by risk assessment which will take account of the safety management culture at the ground and ground management's compliance with the safety certificate.

## **10. Suitably trained and competent staff**

Council officers who carry out enforcement duties under the 1975 and 1987 Acts will be suitably trained and qualified to ensure their competency. The Council will ensure that:

- duties are specified in job descriptions and experience is built-up over time with provision made in individual appraisals for monitoring progress;
- all Council officers and advisers have professional qualifications, experience in other sectors and complete a scheme of Continuing Professional Development as well a regular participation in sports grounds work and SAGs
- appropriate succession planning is in place to ensure that Council officers have the necessary training and experience to fulfil the roles they may be expected to undertake.

## **11. Review and revisions to this document**

This policy will be reviewed at intervals not exceeding 12 months and amended at any stage to reflect any changes that may occur in operational procedures or to current legislation.