



**LONDON BOROUGH OF HAMMERSMITH AND  
FULHAM**

**SAFETY OF SPORTS GROUNDS ACT 1975**

**AS AMENDED**

**GENERAL SAFETY CERTIFICATE  
FOR A DESIGNATED GROUND  
KNOWN AS**

**FULHAM FOOTBALL CLUB  
CRAVEN COTTAGE  
STEVENAGE ROAD  
LONDON  
SW6 6HH**

**SAFETY OF SPORTS GROUND ACT 1975**

**AS AMENDED**

**GENERAL SAFETY CERTIFICATE**

**ARRANGEMENTS**

GENERAL SAFETY CERTIFICATE

- APPENDIX 1 OPERATIONS MANUAL
- APPENDIX 2 PERMITTED NUMBERS OF SPECTATORS AND OTHERS  
PRESENT
- APPENDIX 3 SPECIFIED ACTIVITIES
- APPENDIX 4 GENERAL GROUND ARRANGEMENT DRAWINGS
- APPENDIX 5 SCHEDULE OF AMENDMENTS TO THE GENERAL SAFETY  
CERTIFICATE

# SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED

## INFORMATION

It is important to know all the provisions of the Safety of Sports Grounds Act 1975, which are relevant to stadia within its scope.

The following points are particularly important but reference should be made to the Act itself for authoritative information.

(i) **Right of Entry and Inspection**

Section 11 of the Act gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

(ii) **Alterations and Extensions**

Section 8 of the Act requires notice to be given to the Council before work is begun on any proposed alteration or extension to the stadium.

(iii) **Offences and Penalties**

For the following offences, that is to say: -

- (a) Contravening any term or condition of this certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) Knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement, or
- (c) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine not exceeding level 5 on the standard scale.

(iv) **Prohibition Notices**

Section 10 of the Act (as amended) provides that if the local authority are of the opinion that the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a "prohibition notice") on the Holder of the general safety certificate or the person responsible for the management of the ground, prohibiting or restricting the admission of spectators.

(v) **Appeals**

Section 5(3) of the Act (as amended) provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a safety certificate.

(vi) **Transfer of the Certificate**

If the Holder of the safety certificate ceases to be the person responsible for the management of the ground, an application must be made to the Council for the transfer of the certificate to some other qualified person.

(vii) **Other Legislation/guidance**

The holder should be aware that apart from the legislation detailed in (i) above there may be other acts and guidance that apply to the sports ground. These include health and safety legislation, legislation relating to people with disabilities, civil contingencies legislation, The Regulatory Reform Fire Safety Order (2005), Licensing Act 2003, Sports Ground and Stadia Guide No.4: 'Safety Management' document and any other specific pieces of legislation or guidance that may have relevant safety implications.

**NOTE:** No temporary variation of the terms and conditions of the certificate will be permitted other than in accordance with the terms and conditions of any relevant letter of consent by the certifying authority

# GENERAL SAFETY CERTIFICATE

**FULHAM FOOTBALL CLUB  
CRAVEN COTTAGE  
STEVENAGE ROAD  
LONDON  
SW6 6HH**

1. In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 (as amended) and all other enabling powers, the **London Borough of Hammersmith and Fulham** ("the Council") hereby issues to:

**FULHAM FOOTBALL CLUB LIMITED  
TRAINING GROUND, MOTSPUR PARK  
NEW MALDEN  
SURREY  
KT3 6PT**

("The Holder"), this General Safety Certificate in respect of **CRAVEN COTTAGE, STEVENAGE ROAD, LONDON, SW6 6HH** being a sports ground designated by Order of the Secretary of State as requiring a Safety Certificate.

2. This Certificate includes the Appendices and Drawings attached hereto
3. The words used in this Certificate and the appendices attached hereto shall have the meaning assigned to them by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and current edition of the Guide to Safety at Sports Grounds.
4. The Holder shall retain control over the whole and each part of the sports ground and shall take all necessary precautions for the reasonable safety of all people admitted to the sports ground. The responsibility for the safety of all people at the sports ground lies at all times with the Holder.
5. The Holder shall inform the Council of the name of the person at senior level in the organisation who is responsible for safety policy and its implementation, together with those of the safety officer and deputy safety officer who shall be of sufficient competence, status and authority to take responsibility for safety at the ground and be able to authorise and supervise safety measures. Either the safety officer or a nominated deputy shall be present at any event during which all people are admitted to the ground.
6. Unless a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Council, is present, the capacity of the sports ground will be **zero**.

7. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the sports ground is in use for a Specified Activity. In relation to a Specified Activity, this Safety Certificate will be in operation 2 HOURS before the start and 1 HOUR after the end of the activity, or until such time that the event control room has been stood down by the Safety Officer. The responsibility for safety of those present at the sports ground lies at all times with the Holder.
8. The use of the sports ground for spectator events under this General Safety Certificate is restricted to Association Football as specified in Appendix 3 and is subject to the terms and conditions set out in this Certificate. No ancillary activities, apart from those listed in Appendix 3, are permitted, without the prior written consent of the Council.
9. The Holder shall produce and comply with a written statement of event safety policy for all people and employees, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations. The Holder shall also ensure that the policy is reviewed annually and revised as necessary. A copy shall be included in the operations manual and a copy of the policy shall be forwarded to the Council.
10. The Holder shall maintain and comply with all sections of the Operations Manual at Appendix 1 which relates to the safety of all people at the sports ground.

The Operational Manual shall be made available to the Council and emergency services

11. The Holder shall keep under review the effectiveness of the Operations Manual and undertake a formal review as soon as practicable after any incident in which safety may have been put at risk. The Holder shall notify the Council in advance of any proposed change to the Operations Manual and provide full details of such proposals.
12. The Holder shall ensure that the maximum number of spectators and staff that may be admitted at any one time to the sports ground and to each part thereof shall not exceed the capacities specified in Appendix 2 and shall also ensure that any measures for managing crowds prescribed in the Operations Manual and this certificate are observed.
13. The Holder shall, on the basis of a risk assessment, identify and apply precautions to prevent the outbreak and spread of fire; measures to ensure the safety of all people should fire break out; provision and maintenance of fire safety equipment and the training of staff to deal with an outbreak of fire. These shall be set out in a fire safety plan of the Operations Manual
14. The Holder shall undertake or commission a medical needs assessment from a competent person or organisation. In undertaking this assessment, the local ambulance NHS trust, event doctor or event practitioner and first aid providers should be consulted. From the results of this assessment the Holder shall produce a medical plan defining the levels of medical and first aid provision for staff and all people at the sports ground which shall be set out in the Operations Manual.

15. The Holder shall, on the basis of a risk assessment, identify the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist all people during specified activities. Details of the equipment to be provided, the level of staffing and the training given to those staff shall be set out in the Operations Manual.
16. The Holder shall, on the basis of a risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of all people. The Holder shall set out the frequency of the inspection and testing in the Operations Manual. The frequency of any such inspection and test should not exceed the frequency indicated by the equipment manufacturer.
17. The Holder shall keep a record of all inspections and tests specified below. These records shall be available for inspection by authorised officers at all reasonable times.
  - (i) a certificate of examination of boiler calorifiers etc;
  - (ii) a certificate of inspection of the generator(s) and engine(s);
  - (iv) a certificate of structural safety;
  - (v) a certificate of satisfactory load testing of barriers including crash barriers;
  - (vi) a certificate of inspection of the manual electric fire alarm and automatic fire detection equipment;
  - (vii) a certificate of inspection of lifts;
  - (viii) a certificate of inspection of the public address installation;
  - (ix) a certificate of inspection of the emergency telephone system;
  - (x) a certificate of inspection of all fire fighting equipment;
  - (xi) a certificate of inspection of the electrical installation as specified;
  - (xii) a certificate of inspection of the CCTV system;
  - (xiii) a certificate of inspection of the turnstile monitoring system;
  - (xiv) a certificate of inspection of lightening protection system;
  - (xv) a certificate of inspection and cleaning of kitchen extract ventilation including hoods, filters, fans and ductwork.
  - (xvi) a certificate of inspection of catering outlets for gas safety (LPG).
18. The Holder shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations and produce a plan of action to deal with all contingencies. The plan of action shall be produced in consultation with the Police, Fire Brigade, Ambulance Service and the Council. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the sports ground and shall identify appropriate individuals and their respective tasks.

The Holder shall set out the plan of action in the Operations Manual. The plans shall be reviewed annually, after any incident, near miss or exercise.

19. The plan of action shall also be reviewed when any permanent or temporary change is made to the structures or installations at the ground. Where following any review the Holder revises the plan of action in the Operations Manual, details of the revisions should be forwarded to the Council.
20. The Holder shall assess in writing, the risk of crowd disorder and anti-social behaviour which may cause physical harm or injury occurring at the ground and shall develop a written plan to deal with such risks. The written plan shall be produced following consultation with the Police. The Holder shall set out the written crowd disorder and anti-social behaviour plan in the Operations Manual. The plans shall be reviewed annually, after any incident, near miss or exercise.
21. The Holder shall assess in writing, the risk of a terrorist incident occurring at the ground which may cause physical harm or injury and shall develop a written plan to deal with such risks. The written plan shall be produced following consultation with the Police. The Holder shall set out the written counter terrorism plan in the Operations Manual. The plans shall be reviewed annually, after any incident, near miss or exercise.
22. After conducting all the necessary risk assessments, the holder shall produce detailed capacity calculations in accordance with the guidance set out in the current edition of the Guide to Safety at Sports Grounds. These calculations shall be reviewed at least once a year, after any structural changes made at the sports ground and/or after any incident that involves implementing the Holder's emergency plans. The calculations shall be submitted to the council. The Holder may within this document specify different capacities for different events that might be held within the Sports Ground.
23. The Holder shall also carry out training exercises at least once a year so as to ensure the emergency procedures as set out in the "plan of action" operate correctly. The Holder shall notify the Council, the police and the other emergency services not less than 14 days before a training exercise is to take place to enable them to observe the standards of staff training. Details of training exercises, including its duration, the instruction provided and the personnel involved shall be entered in a log book.
24. The Holder shall use his or her best endeavours to agree a Statement of Intent with the police over their respective roles.
25. The Holder shall give not less than 35 days notice to the Council, Police, Fire Brigade and Ambulance Service of all forthcoming specified events, together with details of any activity that might require a change to this certificate and not less than 3 months notice before the sports ground is used for any other activity that may require a Special Safety Certificate being issued. The 35 days notice can be waived by agreement with the Council.
26. The Holder shall notify the Council, in writing, at least 28 days before any change of circumstances affecting this certificate. Any changes, which may involve alterations or conditions at the ground, shall be accompanied by sufficient information: -



- (a) Such information shall include two sets of drawings to an appropriate scale to clearly show the proposed works, capacity calculations and risk assessments and such other drawings as may be necessary,
- (b) Such calculations, risk assessments and other details as are necessary, or are further required by the council to enable them to undertake the necessary consultation and to make an informed decision on the application.
27. No alteration or addition shall be made to the sports ground or its structures or installations without the prior written consent of the Council.
28. No specific activity, which is specially presented for children, shall take place until the Council's consent has been given in writing. At least 28 days notice in writing shall be given to the Council of any intention to provide such a specified activity.
29. The Holder shall draw up and keep up to date plans showing the layout of the sports ground, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate and shall upon request supply the Council with copies.
30. This Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder. The specific requirements of this certificate shall not be regarded as the limit of the obligation placed on the Holder to take all necessary precautions for the reasonable safety of all people admitted to the sports ground.
31. The Council will review this Certificate at least annually and/or after any incident, near miss or exercise and revise as necessary.
34. The previous Certificate, effective from 20<sup>th</sup> May 2021 is replaced by this Certificate to take effect from 30<sup>th</sup> July 2021. The Council will review this Certificate annually.



**30<sup>th</sup> July 2021**

Steve Hollingworth  
Assistant Director Leisure Sports and Culture  
Hammersmith and Fulham Council  
Environmental Health  
Hammersmith Town Hall  
King Street, London W6 9JU

## **APPENDIX 1      Operations Manual**

The contents of the Operations should include but not be limited to the following documents and shall be made available to the Council by electronic or physical means:

### **Contents**

- 1      The Event Safety Policy
- 2      Safety Management Structure
- 3      Capacity Calculations
- 4      Site Plans / Drawings
- 5      Risk Assessments for:
  - i. Regular events.
  - ii. Pre-event activities.
  - iii. Specific events or activities.
6.      Stewarding Plan
7.      All contingency plans
- 8      Counter Terrorism Plan
9.      Details of training and exercising
10.     Segregation Policy
11.     Crowd Disorder and Anti-Social Behaviour Plan
12.     Safeguarding Plan
13.     Ticketing Strategy
14.     Event Management Plan
15.     Traffic Management Plan
16.     Details of co-ordination for Zone Ex.
17.     Fire Risk Assessment
18.     Fire Plan
19.     Communications Plan
20.     All planned preventative maintenance/test/inspections
21.     Medical Risk Assessment and Plan

## APPENDIX 2.

### PERMITTED NUMBERS OF SPECTATORS AND OTHERS PRESENT

#### TABLE 1 - PERMITTED NUMBERS OF SPECTATORS

LOCATION	Number of Spectators
JOHNNY HAYNES STAND	5,929
HAMMERSMITH STAND	6,904
PUTNEY STAND	5,915
COTTAGE BALCONY	72
BOXES / SUITES	80
<b>TOTAL</b>	<b>18,900</b>

#### TABLE 2 - OTHERS PRESENT ON EVENT DAYS

STAFF GROUP	Number
PUBLIC & HOSPITALITY CATERING STAFF	200
STADIUM STEWARD OPERATION	380
FULHAM CLUB STAFF: INCLUDES TEAM STAFF, TEAM MEDICAL, SAFETY, MAINTENANCE, TICKET OFFICE, COMMERCIAL, SECURITY, GROUNDS STAFF.	100
CLEANING TEAM	30
TV CREWS	30
VISITING TEAM STAFF	35
<b>TOTAL</b>	<b>775</b>

## **APPENDIX 3**

### **SPECIFIED ACTIVITIES**

#### **ACTIVITIES COVERED BY THE CERTIFICATE**

The activities covered by this certificate are as follows: -

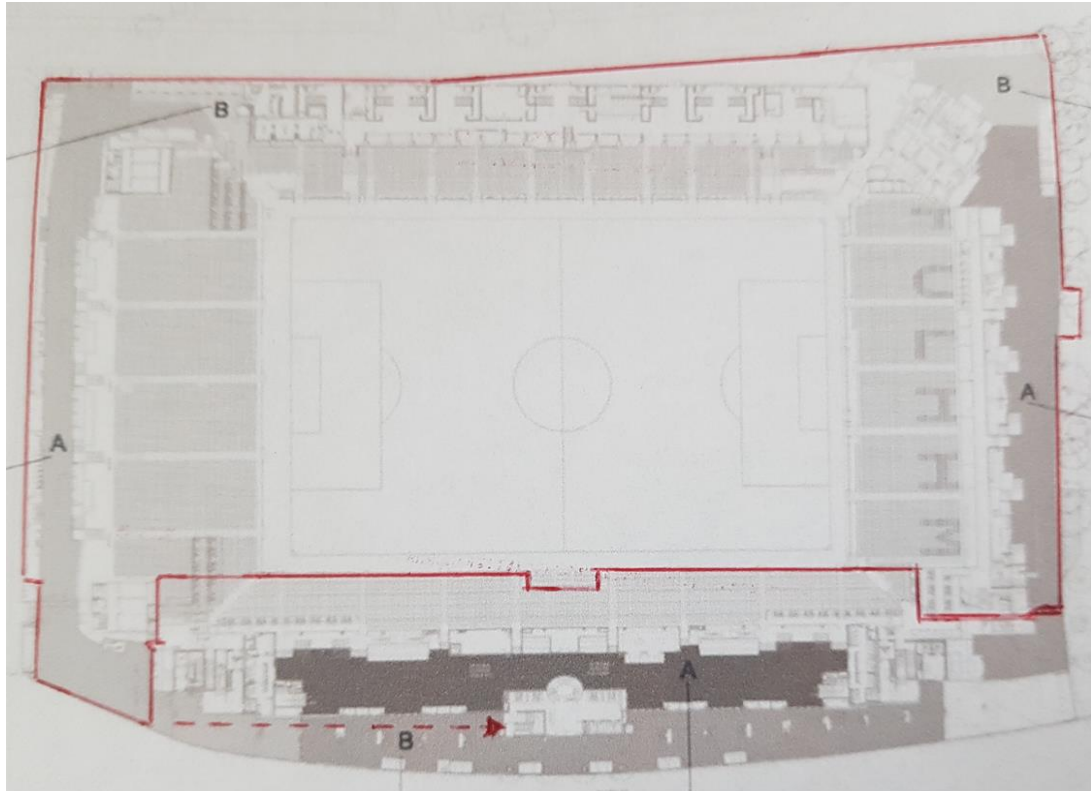
The use of the sports ground for spectator events under this General Safety Certificate is restricted to:

**Association Football**

# APPENDIX 4

## GENERAL GROUND ARRANGEMENT DRAWINGS

A plan outlining the extent of the safety certificate:



## APPENDIX 5 AMENDMENTS TO GENERAL SAFETY CERTIFICATE

Date	Certificate Version	Amendment Details
7 <sup>th</sup> August 2015	2.0.	Revised General Safety Certificate. Amended of Holder name by removal of (1987).
29 <sup>th</sup> March 2019	3.0	Inclusion of SGSA Wider Definition of Safety requirements / all persons. Amendment of Certified capacity owing to accessible seating works undertaken 2018/19 season and all persons.
26 <sup>th</sup> July 2019	4.0	<p>Amendment of the General Safety Certificate owing to transitional works for the demolition and redevelopment of the Riverside Stand and associated modifications to the Putney Stand and Hammersmith Stand.</p> <p>Inclusive of additional seat losses with the replacement accessible seating platform in the Putney Stand.</p> <p>(Revised plan issued Appendix 4).</p>
19 <sup>th</sup> August 2019	4.1	Revised certified capacity with the addition of Boxes / Suites (80 spectators) to Appendix 2 / Table 1 - of the General Safety Certificate.
22 <sup>nd</sup> October 2019	4.2 (Temp)	<p>Revised certified capacity to account for seat losses in the Hammersmith Stand owing to the following reasons:</p> <ol style="list-style-type: none"> <li>1. The installation of a permanent accessible seating deck in the Hammersmith Stand.</li> <li>2. Temporary loss of concourse space to the north west corner of the Hammersmith Stand due to essential piling works for the Riverside Stand development,</li> </ol> <p>This temporary amendment will apply for the following matches.</p> <ul style="list-style-type: none"> <li>❖ Fulham v Luton Town 23<sup>rd</sup> October 2019</li> <li>❖ Fulham v Hull City 2<sup>nd</sup> November 2019.</li> </ul> <p>(Revised plan issued Appendix 4).</p>
20 <sup>th</sup> November 2019	4.3 (Temp)	<p>The certified capacity of the stadium remains at 18,928 owing to the temporary loss of concourse space to the north west corner of the Hammersmith Stand, due to essential piling works for the Riverside Stand development,</p> <p>This temporary amendment will apply for the following matches.</p> <ul style="list-style-type: none"> <li>❖ Fulham v Queens Park Rangers 22<sup>nd</sup> November 2019</li> </ul>

		❖ Fulham v Derby County 26 <sup>th</sup> November 2019
6 <sup>th</sup> December 2019	5.0	The certified capacity of the stadium increases (+372 seats Hammersmith Stand) to 19,300 with the return of concourse space to the north west corner of the stadium.  (Revised plan issued Appendix 4 – further “red line” version” issued 9/12/19
18 <sup>th</sup> June 2020	6.0	Amendment to include additional conditions to apply whilst the Health Protection (Coronavirus Restrictions) (England) Regulations 2020 (as Amended) are in force, requiring special procedures and plans for live sport to be played at the stadium (behind closed doors).
11 December 2020	7.0	Amendment to include additional conditions to apply whilst The Health Protection (Coronavirus Restrictions) (England) Regulations 2020 (as amended by the “All Tiers Regulations”) are in force, requiring special procedures and plans for safe return of spectators under socially distanced and COVID-19 secure conditions.
16 December 2020	8.0	Amendment made further to Greater London becoming a Tier 3 Higher Risk region, thereby no spectators (“ the general public”) are permitted to be admitted to the sports ground. All matches are to be played behind closed doors with only cleared personnel permitted access in accordance with the COVID-19 Operations Plan and associated arrangements.
20 <sup>th</sup> May 2021	9.0	Amendment under The Health Protection (Coronavirus Restrictions) (Steps) (England) Regulations 2021 requiring special procedures and plans for the safe return of spectators and limited capacity under socially distanced and COVID-19 secure conditions.
30 <sup>th</sup> July 2021	10.0	Amendment of the General Safety Certificate following the Step 4 removal of socially distanced restrictions allowing for the full capacity based on the current P&S factor assessment.