

**SAFETY ADVISORY GROUP TERMS OF REFERENCE FOR THE
LONDON BOROUGH OF HAMMERSMITH AND FULHAM FIREWORKS EVENTS
HELD ANNUALLY AT BISHOPS PARK AND RAVENSCOURT PARK**

PURPOSE OF THE SAFETY ADVISORY GROUP

1.1 To assist the Council in carrying out its statutory function relating to Fireworks events held at Bishops Park and Ravenscourt Park (“the events”) which are promoted by the London Borough of Hammersmith and Fulham a Safety Advisory Group (SAG) has been established to provide specialist advice to the Council. The Group will consider all matters within its remit and make recommendations. The SAG will operate within a defined recorded role, in order that it effectively carries out this function.

1.2 The responsibility for the health and safety planning and management of the events remains with the events organiser.

2. TERMS OF REFERENCE

2.1 Advise the Council and key partners in exercising safety and other public protection functions in a co-ordinated and consistent process that will oversee and enhance public safety.

2.2 Monitor the implementation of the safety management operations and give relevant advice.

2.3 Consider aspects of and possible changes to safety management operations of the events.

2.4 Receive and review relevant reports or details of matters found during inspections/visits to the events by SAG members.

2.5 Receive and review any significant incident with actual or potential safety implications to event spectator safety.

2.6 Receive and advise on any proposals for alterations to the safety management operations.

2.7 Advise the Council on activities or occurrences outside the events which may affect the safety of spectators whilst they are at the events.

AUTHORITY TO TAKE DECISIONS

3.1 The SAG cannot take any decisions on behalf of the Council. The Chairman will ensure due account is taken of the views of all SAG members and invitees and

endeavour to seek a consensus view from the Group and ensure a reasonable final decision in formulating recommendations of the Group to the events organisers.

4. MEMBERSHIP OF THE SAFETY ADVISORY GROUP

4.1 The SAG comprises authorised representatives from the following:-

- a) LBHF Environmental Health Manager (Chairman)
- b) LBHF Environmental Health, Commercial Services
- c) LBHF Event Manager
- d) LBHF Parks Constabulary
- e) Metropolitan Police Service
- f) London Fire and Emergency Planning Authority
- g) London Ambulance Service
- h) Event production company

4.2 The SAG may co-opt other expert representatives to offer advice to the Group and liaise with other agencies as necessary. They will be permitted to freely contribute to any meeting to which they are invited and have their views considered and recorded.

Such representatives to include but not limited to:-

- a) Firework display provider
- b) Events medical services providers
- c) Events security services provider
- d) Events road closure contractor
- e) Transport for London
- f) LBHF Highways
- g) LBHF Licensing
- h) LBHF Trading Standards
- i) LBHF Noise & Nuisance
- j) LBHF Parking Services
- k) Fulham Football Club

5 ROLES AND RESPONSIBILITIES OF MEMBERS

5.1 To provide a named representative to provide expert technical advice to the SAG and participate in the discussions of the SAG and provide information on the arrangements regarding safety management and general operations of the events and surrounding areas.

5.2 To provide technical advice and appraisal of published documents relating to public events and to inform on any implications arising.

5.3 To attend SAG meetings and conduct inspections and monitoring at the events as appropriate and report back to the SAG as necessary.

5.4 Advise on any breaches of legislation and/or other occurrences which did or could affect the safety of spectators at the events, remembering that the operations of the events are under the control of the holder of the event production company on the day.

5.5 LBHF Environmental Health Commercial Services to provide a named Environmental Health Officer as a Lead Officer to:-

- a) co-ordinate correspondence between the event production company and the Council
- b) to act in a co-ordinating role for all members of the SAG and arrange meetings as appropriate
- c) ensure that recommendations made by the SAG are considered and progressed as appropriate
- d) ensure that SAG meetings are properly constituted and documented and minutes are published on the Council's website

5.6 LBHF Environmental Health Commercial Services Manager to act as Chairman of the SAG. In the event of clear divisions on matters of policy emerging amongst members of the SAG, this person will endeavour to seek a consensus view

6 FREQUENCY OF MEETINGS

6.1 The SAG shall meet a minimum of two times at scheduled meetings before and after the events each year. The number of SAG meetings in any year can be responsive to circumstances. Any member of the SAG may request the Chairman to call an additional special meeting or a series of meetings.

6.2 The SAG may constitute smaller working parties to address specific issues relating to the events operations. The outcome of any such groups will be reported to the next full SAG meeting.

Version	Author	Date issued	Details	Review date
Fireworks SAG Terms of Reference v1.0	Karen Ashdown	November 2017	Issue of new document by SAG Chair Stephanie Needham Environmental Health Commercial Services Manager	September 2019