



**LONDON BOROUGH OF HAMMERSMITH AND FULHAM**

**SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED**

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

**Kiyan Prince Foundation Stadium**

**SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED**

**GENERAL SAFETY CERTIFICATE**

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# **SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED**

## **INFORMATION**

The certificate holder should be aware of 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 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**

(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for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or,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

intentionally obstructs any person in the exercise of powers under section 11, or without reasonable excuse refuses, neglects or otherwise fails to answer any question asked by any person in the exercise of such powers, or

fails to give notice of an alteration or extension to the sports ground 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 at Work etc Act 1974 and associated regulations, 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', Guide to Safety at Sports Grounds ('Green Guide') 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

**SAFETY OF SPORTS GROUNDS ACT 1975  
GENERAL SAFETY CERTIFICATE**

**Kiyan Prince Foundation Stadium  
South Africa Road  
London W12 7PA**

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: -

**QPR Holdings Ltd  
Kiyan Prince Foundation Stadium  
South Africa Road  
London W12 7PA**

("The Holder"), this General Safety Certificate in respect of

**Kiyan Prince Foundation Stadium  
South Africa Road  
London W12 7PA**

being a sports ground designated by Order of the Secretary of State as requiring a Safety Certificate.

2. This Certificate includes the attached Appendices numbered 1 and 2.
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 spectators admitted to the sports ground. The responsibility for the safety of spectators 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 sports 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 spectators are admitted to the ground. The safety officer and deputy safety officer shall have, or be working towards, a level 4 spectator safety qualification.
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.
8. **The use of the sports ground for spectator events under this General Safety Certificate is restricted to Association Football** and is subject to the terms and conditions set out in this Certificate. No ancillary activities are permitted without the prior written consent of the Council.
9. The Holder shall produce and comply with a written statement of safety policy for spectators and staff, 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.
10. The Holder shall maintain and comply with all sections of an Operations Manual which relates to the safety of spectators and employees at the sports ground. The Operations Manual shall be forwarded to the Council. Detailed information relating to key content of the Operations Manual can be found in Appendix 1 of 'Safety Management' and the 'Green Guide'.

**The Operations Manual should include but not be limited to: -**

- Spectator and employee safety policy statement;
  - Safety management structure;
  - Capacity calculations;
  - Stewarding plan;
  - Medical plan;
  - Fire safety plan;
  - Contingency plans;
  - Generic risk assessment for standard activities;
  - Ticketing strategy / segregation policy;
  - Traffic management plan;
  - Event management plan;
  - Planned preventative maintenance / tests / inspections;
  - Emergency exercises;
  - Specific risk assessments;
  - Event specific risk assessments;
  - Statement of intent;
  - Plans of the ground
  - Recruitment and training policies and procedures including job descriptions of safety personnel
  - Access audit
  - Safeguarding policies
  - Data protection policies
  - Service level agreements with specialist providers
  - [Covid-19 Operations Plan, Risk Assessment and associated revisions required to existing arrangements for behind closed doors matches.](#)
11. The Holder shall ensure that the maximum number of spectators that may be

admitted at any one time to the Sports Ground and to each part of the Sports Ground shall not be exceeded. A plan of parts of the sports ground and the specified maximum capacities are detailed in Appendix 1. The Holder shall also ensure that any measures for managing crowds prescribed in the Operations Manual and this certificate are observed.

12. As required under the provision of the Regulatory Reform (Fire Safety) Order 2005 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 spectators 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 included in the Operations Manual. The Holder shall comply with the fire safety plan at all specified activities.
13. The Holder shall undertake or commission a medical risk assessment from a competent person or organisation. In undertaking this assessment, the local ambulance NHS trust, crowd doctor 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 spectators at the Sports Ground which shall be set out in the Operations Manual.
14. 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.
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 spectators 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. All stewards shall be trained and assessed to a level 2 spectator qualification within the National Qualifications Framework, or undergoing such training. Stewards should not work unaccompanied until they have satisfied the following criteria:
  - a) they have received training to provide the underpinning knowledge for the following units in the National Occupational Standards (NOS) for Spectator Safety:
    - i) C29 – Prepare for spectator events
    - ii) C35 – Deal with accidents and emergencies
    - iii) C210 – Control of entry, exit and movement of people at spectator events
  - b) they have attended four events as a steward

Stewards should be fit and active with the maturity, character and temperament to carry out the duties required of them, and be able to understand and communicate verbal and written instructions in English.

17. 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 spectators. The Holder shall set out the frequency of planned preventative maintenance, tests and inspection in the Operations Manual. The frequency of any such planned preventative maintenance, tests and inspection shall not be less than the frequency indicated by the equipment manufacturer. Reports of planned preventative maintenance, tests and inspection shall be available for inspection by authorised officers at all reasonable times.
18. The Holder shall arrange a detailed structural inspection and appraisal of the structures periodically by a competent person to ensure their safety is adequate in the light of current circumstances and use. The Standing Committee on Structural Safety (SCOSS) advises that an interval between appraisals of 6-10 years is likely to be appropriate for most large stadia.
19. The Holder shall keep a record of all inspections and tests specified below in the Operations Manual. The holder shall submit the following certificates to the Council, not less than one month prior to the commencement of each forthcoming football season:
  - (i) an escape-lighting battery test report;
  - (ii) a certificate of examination of boiler calorifiers etc;
  - (iii) 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 lightning protection system;
  - (xv) a certificate of inspection and cleaning of kitchen extract ventilation including hoods, filters, fans and ductwork.



20. Where it is proposed to use a temporary demountable structure as part of the spectator accommodation it shall be erected and used in strict accordance with the design criteria approved by the Council prior to assembly. The design shall be subject to an independent check by a competent person and a certificate of that check submitted to the Council.
21. 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 total evacuation of the stadium and shall identify appropriate individuals and their respective tasks. The Holder shall set out the plan of action in the Operations Manual. The plan shall be reviewed at least annually, and/or after any incident, near miss or exercise.
22. 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.
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 Police, Fire Brigade, Ambulance Service and the Council 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 and together with a report reviewing and revising the plan of action should be forwarded to the Council.
24. 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. The 35 days notice can be waived by agreement with the Council. The Holder shall supply details of any proposed changes to normal operations of the ground including but not limited to reassessment of capacity, safety systems, crowd management and stewarding, toilet and medical provision and fire precautions set out in a revised Operations Manual supported by relevant specific risk assessments and any other information the Council considers necessary in order to discharge its functions. The Holder shall give no less than three months notice for any activity other than Association Football that might require a change to this certificate. If consent for a change to specified activity or a consent for a non specified activity is granted the Council will issue a Special Safety Certificate with specific conditions attached as necessary and any conditions complied with before such use. If consent is refused the Holder has the right to appeal within seven days.
25. No specific activity which is especially presented for children or at which the number of children is likely to exceed 25% of tickets available shall take place until the Council's consent has been given. At least 35 days written notice shall be given to the Council of any intention to provide such a specified activity.

26. The Holder shall notify the Council, in writing, at least 28 days before any change of circumstances affecting this certificate, including any significant revision or amendment to the Operations Manual. 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. 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 supply the Council with copies.
29. The Holder shall supply the Council through the QPR Portal with all updates and amendments made to the documents comprising the Operations Manual. The holder will ensure the portal is up to date at least one month before the commencement of the forthcoming football season. This requirement is notwithstanding specific requirements of this certificate to notify the Council of significant changes to the Operations Manual or to apply for prior consent for certain activities or to submit specified inspection and test certificates.
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 spectators admitted to the sports ground.
31. The Holder shall ensure that, whilst provisions of the Health Protection (Coronavirus Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport (behind closed doors), as set out in condition 32.
32. Before any fixtures are held, the Holder shall develop a Covid-19 competition venue operation plan and a Covid-19 risk assessment and mitigation plan. These plans should include as a minimum, the standards and considerations set out in the Department for Digital, Culture, Media and Sport's stage 3 guidance "Elite sport – return to domestic competition guidance" as may be amended.
33. This Certificate is effective from 18<sup>th</sup> of June 2020 and replaces all previous General Safety Certificates issued to the Holder.

34. The Council will review this Certificate at least annually and/or after any incident, near miss or exercise and revise as necessary.

Hammersmith & Fulham Council  
Environmental Health  
Food and Safety Team  
Clockwork Building, 4<sup>th</sup>Floor  
45 Beavor Lane,  
London, W6 9AR



Stephen Hollingworth

Assistant Director Leisure, Sports  
and Culture

Date 18<sup>th</sup> June 2020

## APPENDIX 1

### PERMITTED NUMBERS OF SPECTATORS

N.B. Whilst provisions of the Health Protection (Coronavirus Restrictions) (England) Regulations 2020 (as amended) are in force no spectators (“general public”) are 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.

Location	<b><u>Number of Spectators – Capacity A</u></b> (Where there is a split between the School Upper and Lower of home and away supporters with a low risk)	<b><u>Number of Spectators – Capacity B</u></b> (Where there is a split between the School Upper and Lower of home and away supporters with a high risk and safety overrides the 10% rule)	<b><u>Number of Spectators – Capacity C</u></b> (Where there is no split between the School Upper and Lower stands between supporters)
South Africa Road Stand	3414	3414	3414
South Africa Road Stand - West Paddock	498	498	498
South Africa Road Stand - East Paddock	431	431	431
Ellerslie Road Stand	4752	4752	4752
Loftus Road Stand (Upper)	3139	3139	3139
Loftus Road Stand (Lower)	1935	1935	1935
School End Stand(Upper)	1880	1754	1894
School End Stand (Lower)	1373	1373	1373
Executive / Press Area	743	743	743
Total seats for Stadium			
Total certified seats for Stadium	18,165	18,039	18,193
Reduced by 12 when Business Lounge is required for TV Broadcasting facilities	18, 153	18, 027	18, 181



SEASON TICKET PRICING KEY:



Please note the stadium plan is not to scale and acts as a guide only

## APPENDIX 2

### AMENDMENTS TO GENERAL SAFETY CERTIFICATE

<b>Date</b>	<b>Certificate Version</b>	<b>Amendment Details</b>
2 March 2012	1	Revised General Safety Certificate Issued
August 2012	2	Permanent amendment to capacity.
December 2014	3	Addition of and amendments to conditions following guidance issued by Sports Ground Safety Authority. Amendment to Appendix 1 to reflect permanent change in capacity following seating reconfiguration.
October 2015	4	Amendment to Appendix 1 to reflect permanent change in capacity following seating reconfiguration. Amendment to Council Office address.
August 2016	5	Amendment to Appendix 1 to reflect permanent change to capacity following review of risk assessment and release of additional seats for sale.
September 2017	6	Amendment to Appendix 1 to reflect a change in the stadium capacity owing to reduction of the number of seating to accommodate the new disabled area in the School End Lower Tier, Block Z6. 76 seats have been removed to provide 10 disabled positions and 10 carer seats. Net reduction of 57 to the stand / stadium overall capacity.
July 2018	7	Amendment to Appendix 1 to reflect a change in the stadium capacity owing to an increase of the number of seating to accommodate 12 persons in the TV box when used as a Business Lounge on non-TV-Broadcast matchdays
July 2019	8	Amendment of the Name of the Stadium to Kiyon Prince Foundation Stadium
June 2020	9	<a href="#">Procedures for the phased return of live sport</a>