



LONDON BOROUGH OF HAMMERSMITH AND FULHAM

TERMS OF REFERENCE

SAFETY ADVISORY GROUP FOR QUEENS PARK RANGERS FC



July 2018

1. PURPOSE OF THE SAFETY ADVISORY GROUP

- 1.1 The London Borough of Hammersmith and Fulham (LBHF) ("the Council") has a statutory duty under the Safety of Sports Grounds Act 1975 (As amended) to issue a General Safety Certificate ("the Certificate") in respect of Loftus Road Stadium, South Africa Road, London W12 7PA ("the Stadium") containing such terms and conditions as it considers necessary or expedient to secure the reasonable safety of spectators admitted to the Stadium.
- 1.2 The Council may serve a Prohibition Notice in respect of all or part of the Stadium, if it considers that the admission of spectators involves or will involve a risk to them so serious that the admission of spectators ought to be restricted or prohibited.
- 1.3 The Council has delegated all functions in relation to the Safety at Sports Grounds to the Assistant Director for Regulatory Services and the Head of Environmental Health (Commercial).
- 1.4 To assist the Council in carrying out its statutory function a Safety Advisory Group (SAG) has been established to provide specialist advice to the Council, not the Stadium management. 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.

2. TERMS OF REFERENCE

- 2.1 Advise the Council on policies and procedures to be adopted in the implementation of the Safety of Sports Grounds Act 1975 ("the Act") and associated legislation/guidance in respect of the General Safety Certificate to the Stadium.
- 2.2 Monitor the implementation of the General Safety Certificate and give relevant advice.
- 2.3 Consider aspects of and possible changes to the terms and conditions in the General Safety Certificate.
- 2.4 Receive and review relevant reports or details of matters found during inspections/visits to the Stadium by SAG members.
- 2.5 Receive and review any significant incident with actual or potential safety implications to Stadium spectator safety.
- 2.6 Receive and advise on any proposals for alterations to the Stadium or safety management operations.
- 2.7 Advise the Council on activities or occurrences outside the Stadium which may affect the safety of spectators whilst they are in the Stadium.

3. AUTHORITY TO TAKE DECISIONS

- 3.1 The SAG cannot take any decisions on behalf of the Council. The Chairman of the SAG will be a senior LBHF Council Manager, with appropriate delegated authority to take 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.

4. MEMBERSHIP OF THE SAFETY ADVISORY GROUP

4.1 The SAG comprises authorised representatives from the following: -

- a) LBHF Council Senior Manager (Chairman)
- b) LBHF Environmental Health
- c) LBHF Highways
- d) Metropolitan Police Service
- e) London Fire and Emergency Planning Authority
- f) London Ambulance Service
- g) Queens Park Rangers Football Club, and
- h) Sports Ground Safety Authority

4.2 Additional representatives may be invited to contribute to SAG meetings by attendance or by providing a written report on their service area as it relates to SAG business. They may be invited to attend the meeting to make a presentation or offer specific advice to the Group. Additional representatives cannot be party to the decision-making process of the Group. However, they will be permitted to freely contribute to any meeting to which they are invited and have their views considered and recorded. Such representatives may include but are not limited to;

- a) The crowd doctor
- b) Stadium medical services providers
- c) British Transport Police
- d) Transport for London
- e) LBHF Licensing
- f) LBHF Building Control
- g) LBHF Trading Standards
- h) LBHF Parks Constabulary
- i) LBHF Street Trading
- j) LBHF Environmental Enforcement
- k) LBHF Waste Management

l) LBHF Parking Services

m) NHS England

- 4.3 Individual club supporters and club supporter group representatives are encouraged to engage with the SAG at any time. Supporter feedback is a standing item on the SAG agenda and supporter representatives are provided with a direct link to the LBHF Lead Officer. Supporter representatives may suggest agenda items or bring something to the attention of the SAG at any time.

5 ROLES AND RESPONSIBILITIES OF MEMBERS

5.1 LBHF ENVIRONMENTAL HEALTH

- 5.1.1 Fulfil the statutory duties of the Council under the Safety of Sports Grounds Act 1975 (As amended).
- 5.1.2 To provide a named Environmental Health Officer as a Lead Officer to co-ordinate correspondence between the Club and the Council. To provide technical advice and appraisal of published documents relating to safety of sports grounds and public events and to inform on any implications arising.
- 5.1.3 Act in a co-ordinating role for all members of the SAG and arrange meetings as appropriate.
- 5.1.4 Ensure that SAG meetings are properly constituted and documented and information is published on the Council's website.
- 5.1.5 Ensure that SAG meetings are chaired by a person of suitable experience and status from the Council's Environmental Health Service. 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.
- 5.1.6 Ensure that recommendations made by the SAG are considered and progressed as appropriate.
- 5.1.7 To conduct or arrange inspections and monitoring at the Stadium as appropriate and report back to the SAG as necessary.
- 5.1.8 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.1.9 Arrange for periodic reports to be presented to relevant Council Cabinet Members concerning the Safety at Sports Ground function.

5.2 LBHF Building Control

- 5.2.1 Provide technical advice within the remit of the service including construction and drainage matters, provision for disabled persons, means of escape in case of fire and general building design matters, together with compliance with the provisions

of the Building Act 1984 and the Building Regulations 2010 as they relate to sports grounds.

- 5.2.2 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of any persons at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.2.3 Arrange provision for Building Control Officer attendance at SAG meetings and other inspections or meetings as required by the Lead Officer.

5.3 Metropolitan Police Service

- 5.3.1 Advise the SAG on issues of compatibility and compliance of the Club's event safety and security plan and contingency plans with the Department for Culture Media and Sport - Guide to Safety at Sports Grounds ("The Green Guide"), and the Emergency Services Liaison Panel (LESP) Major Incident Procedure Manual.
- 5.3.2 Advise of the Police classification (in line with National guidelines), for forthcoming football fixtures based on current intelligence and agree with the Club the Police resourcing levels for each individual match.
- 5.3.3 Advise in relation to possible public disorder issues inside or in the immediate vicinity of the Stadium on football match days and other Stadium uses, where they may impact upon the reasonable safety of all persons present at the Stadium.
- 5.3.4 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of any persons present at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.3.5 Arrange for appropriate local representatives to attend SAG meetings and to ensure appropriate contact between the SC&O Football Unit and Police Commanders of football events with the Club, the LBHF Lead Officer and other SAG members as necessary.
- 5.3.6 Participate in inspection of the Stadium relating to policing provisions and facilities and report the findings to the SAG.

5.4 London Fire & Emergency Planning Authority

- 5.4.1 Assist the Council with matters related to fire safety at the Stadium and to provide professional advice in respect of building design and construction in consultation with LBHF Building Control.
- 5.4.2 Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the London Emergency Services Liaison Panel Major Incident Procedure Manual and other emergency plans. .
- 5.4.3 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.

5.4.4 Arrange for an appropriate Fire Officer to attend SAG meetings and to ensure appropriate contact between the Fire Brigade with the Club, the LBHF Lead Officer and other SAG members as necessary.

5.4.5 Participate in inspection of the Stadium relating to fire safety provisions and report the findings to the SAG.

5.5 London Ambulance Service

5.5.1 Advise on all matters relating to the provision of first aid and medical services at the Stadium to ensure compliance with relevant current guidelines and requirements.

5.5.2 Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the London Emergency Services Liaison Panel Major Incident Procedure Manual and other emergency plans.

5.5.3 To act as liaison for the Stadium first aid and medical service providers, the Certificate Holder and local hospitals as required.

5.5.4 Arrange for an appropriate London Ambulance Service representative to attend SAG meetings.

5.5.5 Participate in inspection of the Stadium relating to first aid and medical services provision and report the findings to the SAG.

5.6 Queens Park Rangers Football Club

5.6.1 Participate in the discussions of the SAG and provide information on the Club's arrangements regarding safety management and general operations of the Stadium and surrounding areas.

5.6.2 Advise the SAG of any proposed alterations to the Stadium.

5.6.3 Report to the SAG on the performance of safety management arrangements and of any occurrences which did or could have affected the safety of all persons present at the Stadium or surrounding areas.

5.6.4 Take primary responsibility for the reasonable safety and security of all persons present at the Stadium and own the operational and contingency plans. These plans should be developed, reviewed and tested with effective consultation involving members of the SAG and others as appropriate.

5.6.5 Report to the SAG on the application of the standards and recommendations of the Guide to Safety at Sports Grounds ("The Green Guide"), Football Licensing Authority Safety Management ("Pink Book") and any other relevant legislation, guidance and best practice to achieve safe conditions.

5.6.6 Participate in discussions and respond to consultation on any decision to be taken affecting the provisions of the General Safety Certificate.

- 5.6.7 Keep the SAG appraised of any matter or information known to the Club relating to football matches and other events to be held at the Stadium that may impact on event safety arrangements at the Stadium.
- 5.6.8 Arrange for representative(s) including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for matchday operations to attend SAG meetings.
- 5.6.9 To ensure appropriate contact between Club representatives with the SC&O Football Unit and Police Match Commanders of football events, the LBHF Lead Officer and other SAG members as necessary.

5.7 Sports Ground Safety Authority

- 5.7.1 Arrange for the Regional Inspector or a deputy to attend SAG meetings and inspections of the Stadium in an advisory capacity.

6 MEETINGS

- 6.1 The SAG shall meet a minimum of two times at scheduled meetings in January and July each year. However, the number of SAG meetings in any year can be flexible and 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 full SAG minutes will be published on the Council website.
- 6.3 Sensitive matters relating to counter terrorism and security will be discussed in a smaller sub-group immediately prior to or following the full SAG meeting. The minutes of this Part 2 meeting will be circulated to attendees only.
- 6.4 Smaller sub-group meetings may be convened to discuss and address specific issues relating to the stadium operations, development or alteration. A written record will be kept of these meetings and the outcome of any such groups will be reported to the next full SAG meeting.

Version	Date	Changes
3.0	January 2016	Revised text from previous version
3.1	January 2017	Update Club and Council logos Minor text changes
3.2	February 2017	Update to para 4.3 Minor text changes
4.0	July 2018	Revised text to reflect SGSA guidance Wider Understanding of Safety, 6.3 Council title changes, minor improvements for clarity