



**NOTTINGHAM CITY COUNCIL**  
**REGULATORY AND APPEALS COMMITTEE**

**Date:** Thursday, 16 July 2015

**Time:** 1.00 pm

**Place:** Ground Floor Committee Room - Loxley House, Station Street, Nottingham,  
NG2 3NG

**Councillors are requested to attend the above meeting to transact the following business**

**Acting Corporate Director for Resources**

**Governance Officer:** Mark Leavesley **Direct Dial:** 0115 876 4302

**AGENDA**

**Pages**

- |          |  |         |
|----------|--|---------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>   |         |
| <b>2</b> | <b>DECLARATIONS OF INTERESTS</b><br>If you need advice on declaring an interest, please contact the<br>Governance Officer above, if possible before the day of the meeting |         |
| <b>3</b> | <b>MINUTES</b><br>Last meeting held on 2 June 2015 (for confirmation)  | 3 - 4   |
| <b>4</b> | <b>SAFETY CERTIFICATES - NOTTS COUNTY FOOTBALL CLUB AND<br/>HARVEY HADDEN STADIUM</b><br>Report of Director of Community Protection  | 5 - 100 |

**CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15  
MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH  
VISITOR BADGES**

**CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY  
MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS  
MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S  
POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS,  
WHICH IS AVAILABLE AT [WWW.NOTTINGHAMCITY.GOV.UK](http://WWW.NOTTINGHAMCITY.GOV.UK).  
INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO  
NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.**

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**NOTTINGHAM CITY COUNCIL**

**REGULATORY AND APPEALS COMMITTEE**

**MINUTES of the meeting held at Loxley House, Station Street, on 2 June 2015  
from 10.30 - 10.45 am**

**Membership**

Present

Councillor Brian Grocock (Chair)  
Councillor Mohammed Ibrahim  
Councillor Glyn Jenkins  
Councillor Michael Wildgust  
Councillor Rosemary Healy  
Councillor Andrew Rule  
Councillor Wendy Smith  
Councillor Linda Woodings

Absent

Councillor David Smith  
Councillor Liaqat Ali  
Councillor Gul Nawaz Khan  
Councillor Carole McCulloch  
Councillor Sue Johnson

**Colleagues, partners and others in attendance:**

Phil Lawson	- Licensing Officer	- Community Protection
Judith Irwin	- Solicitor to the Committee	) Resources
Mark Leavesley	- Governance Officer	)
David Michael Brown	)	
Colin Mason	) Darker Enterprises Limited	
Jenny Singleton	)	
Roger Sullivan	)	

**1 APPOINTMENT OF VICE CHAIR**

**RESOLVED to appoint Councillor David Smith as Vice-Chair for the municipal year 2015-16**

**2 APOLOGIES**

Councillor Ali ) personal  
Councillor D Smith )

**3 DECLARATIONS OF INTERESTS**

None.

**4 MINUTES**

The Committee confirmed the minutes of the meeting held on 24 February 2015 as a correct record and they were signed by the Chair.

**5     PRIVATE SHOP, 81-85 UPPER PARLIAMENT STREET, NG1 6LD -**  
**APPLICATION FOR RENEWAL OF SEX ESTABLISHMENT LICENCE**

The Committee considered a report of the Corporate Director of Communities regarding an application for the renewal of a Sex Establishment Licence for the premises known as Private Shop, 81-85 Upper Parliament Street.

Mr Sullivan (Management Consultant and representative of Darker Enterprises Limited) presented the application and summarised the professional expertise of the applicant company and the fact that since moving into the current premises in 2004 there has been no complaints from members of the public or the Police.

He also stated that further to the report, the applicant had received planning permission to install a roller-shutter door at the premises, to be used at night for the prevention of anti-social behaviour, and requested that this Committee also gave its permission for the installation.

**RESOLVED**

- (1) to grant the renewal of the Sex Establishment Licence for the premises known as Private Shop, 81-85 Upper Parliament Street, subject to the Council's standard conditions of licence and the existing special condition;**
- (2) to grant permission for the installation of a roller-shutter on the entrance door, for use when the premises are closed, for the prevention of anti-social behaviour, to be painted a matching colour to the frontage of the premises.**

**REGULATORY AND APPEALS COMMITTEE - 16 JULY 2015**

<b>Title of paper:</b>	Annual Review of General Safety Certificate: Harvey Hadden Athletics Regulated Stand	
<b>Director:</b>	Andrew Errington Director Community Protection	<b>Ward affected:</b> Bilborough
<b>Report author and contact details:</b>	Paul Dales, Food and Health & Safety Manager Telephone: 0115 8761479 Email: <a href="mailto:paul.dales@nottinghamcity.gov.uk">paul.dales@nottinghamcity.gov.uk</a>	
<b>Other colleagues who have provided input:</b>	Catrin Styles, Principal Environmental Health Officer (Health & Safety) Lois Leonard, Environmental Health Officer (Health & Safety) Richard Bines, Solicitor	
<b>Relevant Council Plan Strategic Priority:</b>		
Cutting unemployment by a quarter		<input type="checkbox"/>
Cut crime and anti-social behaviour		x <input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City		<input type="checkbox"/>
Your neighbourhood as clean as the City Centre		<input type="checkbox"/>
Help keep your energy bills down		<input type="checkbox"/>
Good access to public transport		<input type="checkbox"/>
Nottingham has a good mix of housing		<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs		<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events		x <input type="checkbox"/>
Support early intervention activities		<input type="checkbox"/>
Deliver effective, value for money services to our citizens		<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>		
This report deals with the review of the current General Safety Certificate and issue of the proposed for the Regulated Stand at Harvey Hadden.		
<b>Recommendation:</b>		
<b>1</b>	It is recommended that the existing General Safety Certificate for the Regulated Stand at Harvey Hadden be replaced by the proposed Certificate (the Certificate) attached at Appendix 1 of this report with effect from 16 July 2015.	

**1. REASONS FOR RECOMMENDATIONS**

The Safety of Sports Grounds Act 1975 and The Fire Safety and Safety of Places of Sport Act 1987 requires Regulated Stands such as the main stand at the Harvey Hadden Stadium to have a Safety Certificate held by a “qualified person” (someone with authority and control over the way that the premises and Regulated Stand are run). The purpose of the Certificate is to ensure that provisions are in place to secure reasonable safety at that Regulated Stand. The terms and conditions of the Certificate may require alterations or additions to the stand and the Certificate must contain certain matters such as a plan,



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capacities, means of access and exit etc. A 'Regulated Stand' is defined as any covered stand with accommodation for 500 or more spectators whether seated or standing at a non-designated ground. Responsibility for determining if a stand is a Regulated Stand rests with the Council as the Certifying Authority.

## **2. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION) BACKGROUND**

The Harvey Hadden Athletics Stadium Stand comprises 703 capacity for seated spectators and 29 spaces for wheelchair users and carer. It is therefore a Regulated Stand.

In relation to safety at Regulated Stands, consideration is given to the Guide to Safety at Sports Grounds (The Green Guide). While the recommendations of the Green Guide are built on evidence and experience, the Guide is prepared with stadia events in mind, as it has its origins in official inquiry reports that came out following stadia disasters. An athletics stadium is different to other sporting stadia events such as professional league football; the reasons for this are that the spectators are generally characterised by goodwill, tolerance and good behaviour. The stadium will be used for a variety of sporting activities with a broad range of spectator occupancy levels; it is because of this variability that a risk based approach is required in determining the level of 'safety stewarding' that is commensurate with the event.

Additional Supporting Information;

- a) The Director of Sport and Culture for Nottingham City Council, Hugh White as Holder of the current General Safety Certificate and proposed Holder of the reviewed Certificate recognises that in accordance with the 'Guide to Safety at Sports Grounds' issued by the Department of Culture, Media and Sport; the senior management team must keep the Safety Officer (person with delegated responsibility for securing day-to-day safety at the stadium) informed in good time of all proposals and material works taking place at the regulated stand and not make unqualified assumptions about the impact on safety requirements.
- b) The appointed consultant Safety Officer, Chris Parsons is a qualified safety practitioner with experience of working in sports grounds. He has undertaken and passed structured training to NVQ level 3 safety qualification standards. Chris Parsons is presently working in a part-time temporary role to prepare and set up the various safety management policies related to the Regulated Stand. The ongoing management arrangements of the stadium sports grounds safety compliance are yet to be finalised but an ongoing commitment has been provided at the Safety Advisory Group.
- c) The stadium management team have held some meetings with the various sporting clubs that propose to use the facility in order to determine the levels of occupancy and risk so that a reasonably practicable approach to securing safety can be devised and documented. For example, there will be athletics clubs that have routine training evenings with a small number of the athletes' relatives sitting in the stand to watch. In these circumstances it would be appropriate for a designated person of the athletics club to be trained/instructed in the key safety measures needed to secure reasonable safety of those using the stand. In contrast, a larger event with substantial occupancy of the stand with visiting spectators who would also be unfamiliar with the layout of the stadium may require a more formal approach to stewarding the event with a higher profile presence of experienced and fully trained personnel including an occupationally competent Safety Officer and Deputy Safety Officer. Assessing this need on a documented risk basis will provide a cost effective and reasonable approach to securing safety

of spectators.

- d) The Harvey Hadden sporting complex has seen major building works take place over the past 18 months with a 50m swimming pool, a velodrome and additional leisure centre facilities added to complement the existing athletics stadium sporting offer. The Regulated Stand has been closed for this period of time to enable works to take place on site. This building and refurbishment work is nearing completion and the whole site including the Regulated Stand will be re-opened within the coming weeks.
- e) The Regulated Stand was inspected by the Community Protection Environmental Health Service (Health & Safety) on 11 May 2015 to discuss and verify the seat numbering arrangements, restricted view seating, disabled persons seating areas and the emergency exit capacity calculations. No significant concerns were noted at this inspection. The Community Protection service is committed to carrying out event day and non-event day inspections during the coming year to verify operational compliance with the Certificate.
- f) For the coming year race season the stadium management and its contractors have a programme to complete inspections of various structures, equipment and services in order to comply with a requirement in the Certificate requiring the annual submission of satisfactory certificates for a range of items. Certificates and documents for this season will be submitted to the City Council Community Protection Service for consideration by the Food and Health & Safety Team.
- g) A Safety Advisory Group (SAG) has been set up during the period that the stadium has been closed and it has met a number of times in order to plan and develop documentation to demonstrate compliance with sports grounds safety legislation. The SAG is led by the Community Protection Food and Health & Safety service and a Terms of Reference document has been drawn up and agreed by members consisting of the emergency services, building control, SGSA and Environmental Health Officers as well as the stadium managers. The SAG will continue to meet at regular intervals during the year to support and promote high standards of safety at the Regulated Stand.

The Council is under a duty to review the Certificate from time to time. A comprehensive review of the style of certificate has been carried out this year in line with the model standards within the London Surveyors Association Publication (1997) and the requirements of the 5<sup>th</sup> Edition of the Green Guide produced by the Department of Culture, Media and Sport.

The key issues to note on the revised Certificate are:

- (a) That it permits a maximum capacity of 703 seated spectators and 29 spaces for wheelchair users and carer in the Regulated Stand. The permitted stand capacity has resulted from the calculation of the P and S factors in accordance with the 5<sup>th</sup> edition of the Green Guide. The P factor (Physical Condition) considers the working condition and effectiveness of structural matters through structural surveys, installation inspections of electrical, mechanical, communication and fire detection systems. Access/egress for emergency vehicles and medical facilities are also considered in a P factor analysis. The S factor (Safety Management) considers how the organisation manages the stewarding, medical and first aid provisions, spectator safety, fire safety and compliance with other legislation such as Health and Safety at Work Act. Each factor is given a score, dependant on the stadium management compliance, between 0.0 and 1.0. The lowest (worst score)

of either the P or S factor is then used as a multiplying factor to the maximum ground capacity. The Harvey Hadden stadium has been assessed as achieving broad compliance with the Certificate and it is deemed appropriate to set the S factor at 1.0 and the P factor at 1.0. The P and S factor scores are subject to review throughout the term of the Certificate and can be altered by the Certifying Authority. Officers of the Certifying Authority (Community Protection Food/Health & Safety) are committed to undertaking event day inspections during the season to assess ongoing compliance with the Certificate.

- (b) That it reflects the deviations to the 5th edition of the Guide to Safety at Sports Grounds (Green Guide) as listed in Appendix 5 of the Certificate. It is recommended that the Committee accept these deviations as they are not considered by the Community Protection, Food and Health & Safety Team to be of such significance as to jeopardise safety of spectators.
- (c) That it acknowledges Hugh White as the Holder of the Certificate.
- (d) That the scope of the Certificate be restricted to Athletics, American Football, Association Football and Rugby activities. Any spectator events or series of events other than these specified activities will require a 'Special Safety Certificate' to be issued by the Council. The Stadium Management is required to apply to the Council at least three months before any such events.

### **3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

None.

### **4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)**

There are no direct financial implications or value for money issues arising from this report.

### **5. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)**

The Fire Safety and Safety of Places of Sport Act 1987 places on the Council, as Certifying Authority the duty to determine whether any of the stands at sports grounds within its area are Regulated Stands within the meaning of the 1987 Act, and to issue safety certificates in relation to those stands. Such certificates must contain the terms and conditions the Council considers are necessary and expedient to secure reasonable safety in the stand when it is in use by spectators. The terms and conditions of the Certificate may require alterations or additions to the stand and must contain certain matters such as a plan of the regulated Stand and the area in the immediate vicinity of it.

The Certificate may be amended or replaced by the Council if it considers that it is appropriate.

The 1987 Act requires the Council to act in accordance with guidance issued by the Secretary of State, and such Guidance was issued by the Home Office in 1988 (Circular 97/1988). The Green Guide is guidance issued by the Department for Culture, Media and Sport. It has no statutory force and has advisory status. It does not attempt to provide a universal standard for existing grounds and deviations from it are acceptable provided that they are both necessary and reasonable. The



Guidance does however require that any deviations from it should be listed in the cCertificate together with the reasons why those deviations are acceptable. The proposals outlined in the recommendations are therefore within the Council's powers.

The 1987 Act gives powers of entry and inspection of the Regulated Stand to Authorised Officers of the Council. Any contravention of the terms of the Certificate is punishable as a criminal offence.

**6. EQUALITY IMPACT ASSESSMENT**

No - This report does not include proposals for new or changing policies, services or functions.

**7. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

Current General Safety Certificate: Harvey Hadden

**8. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

Safety of Sports Grounds Act 1975

The Fire Safety and Safety of Places of Sport Act 1987

Guide to Safety at Sports Grounds (the Green Guide) published by Department of Culture, Media and Sport (5<sup>th</sup> edition, 2008)

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NOTTINGHAM CITY COUNCIL

SAFETY OF SPORTS GROUND ACT 1975  
FIRE SAFETY AND SAFETY OF PLACES OF SPORTS  
ACT 1987

AS AMENDED

# **SAFETY CERTIFICATE**

FOR A REGULATED STAND  
AT HARVEY HADDEN STADIUM

SAFETY OF SPORTS GROUND ACT 1975  
FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987  
(AS AMENDED)

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SAFETY OF SPORTS GROUND ACT 1975  
FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987  
(AS AMENDED)

## **INFORMATION**

Responsibility for the safety of Spectators lies at all times with the ground management. It is important to know all the provisions of the Safety of Sports Grounds Act 1975 ('the 1975 Act') and the Fire Safety and Safety of Places of Sports Act 1987 (as amended) ('the 1987 Act'), which are relevant to stadia and stands within their scope. Reference should also be made to the 'Guide to the Safety Certification of Sports Grounds'

However the following points are particularly important but reference should be made to the Acts themselves for authoritative information.

### **I. RIGHT OF ENTRY AND INSPECTION**

Section 35 of the 1987 Act gives to authorised officers the power to enter a Sports Ground and inspect a Regulated Stand and to make any inquiries as are considered necessary for the purposes of the 1987 Act. Authorised officers have power to examine and take copies of records of the number of Spectators accommodated and the maintenance of safety of any Regulated Stand at the Sports Ground.

### **II. ALTERATIONS AND EXTENSIONS**

Section 32 of the 1987 Act requires notice to be given to the Local Authority ('Certifying Authority') before work is begun on any proposed alteration or extension to the Regulated Stand or its Installations at a Sports Ground.

### **III. OFFENCES AND PENALTIES**

For the following offences, that is to say:—

contravening any term or condition of this certificate; or  
admitting Spectators to the Regulated Stand at a time when a Safety Certificate is not in force,

the penalty is, on summary conviction of the responsible person, a fine not exceeding the statutory maximum or, on conviction on indictment of the responsible person, a fine or imprisonment for a term not exceeding two years, or both.

#### **IV. PROHIBITION NOTICES**

Section 10 of the 1975 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 who appears to the Local Authority to be responsible for the management of the ground, prohibiting or restricting the admission of Spectators. A prohibition notice may be appealed in accordance with section 10A of the 1975 Act. Any restrictions imposed under a prohibition notice remain in force unless or until amended or annulled by the court.

#### **V. APPEAL**

Section 30(4) of the 1987 Act provides that an Interested Party may appeal to a Magistrates Court against the inclusion of anything in, or the omission of anything from, the refusal to amend or replace a Safety Certificate for a Regulated Stand. An appeal under s 30(4) of the 1987 Act must be brought no later than 28 after receipt of the Safety Certificate by the Holder.

#### **VI. TRANSFER OF THE CERTIFICATE**

If the Holder of the Safety Certificate ceases to be the person responsible for the management of the Sports Ground, an application must be made to the Certifying Authority for the transfer of the certificate to some other person who will qualify as the person responsible for the management of the ground.

#### **VII. OTHER LEGISLATION/GUIDANCE**

The Holder should be aware that apart from the legislation detailed in 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), 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.

SAFETY OF SPORTS GROUNDS ACT 1975 (AS AMENDED)  
THE FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987  
(AS AMENDED)

## SAFETY CERTIFICATE

FOR A REGULATED STAND  
AT HARVEY HADDEN STADIUM

Clause 1 In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 (as amended) (‘the 1975 Act’) and the Fire Safety and Safety of Places of Sport Act 1987 (as amended) (‘the 1987 Act’) and all other enabling powers, Nottingham City Council (‘the Certifying Authority’), hereby issues to: -

**MR HUGH WHITE** (‘the Holder’),

this Safety Certificate in respect of **Harvey Hadden Athletics Stand at Harvey Hadden Stadium, Wigman Road, Bilborough, Nottingham, NG8 4PB** shown on the Plan being a Regulated Stand

Clause 2 This Certificate includes the Schedules, Appendices, and Drawings attached hereto.

Clause 3 The words used in this Safety Certificate shall have the meaning assigned to them by Schedule A, the 1975 Act, the 1987 Act and current edition of the Guide to Safety at Sports Grounds, as appropriate.

Clause 4 The Holder shall retain control over the whole and each part of the Regulated Stand and shall take all necessary precautions for the reasonable safety of Spectators admitted to the Regulated Stand. The responsibility for the safety of Spectators at the Regulated Stand lies at all times with the Holder.

Clause 5 The use of the Regulated Stand for Spectator events under this Safety Certificate is restricted to those activities specified in Appendix 1 and is subject to the terms and conditions herein unless a Special Safety Certificate has been granted by the Certifying Authority. No ancillary activities, apart from those listed in Appendix 1, are permitted without the prior written consent of the Certifying Authority.

Clause 6 The Holder shall ensure compliance with the terms and conditions of this Safety Certificate at all times that the Regulated Stand is in use for any Specified Activity.

Clause 7 The Holder shall produce and comply with a written statement of safety policy covering the safety of Spectators, employees, outlining a chain of command and covering safety objectives and the means of achieving them. The Holder shall appoint a person responsible for implementation of the safety policy. The Holder shall take steps to ensure that the contents of this policy is known and understood by all employees and any voluntary workers who may be involved in ground operations. The Holder shall also sign and date the policy and shall ensure that the policy is implemented, reviewed annually and revised as necessary. An up-to-date copy of the policy shall be forwarded to the Certifying Authority upon request and kept with this Safety Certificate.



- Clause 8 The Holder shall inform the Council of the name of the person at a senior level in management of the ground who is responsible for safety policy and its implementation, together with those of the Safety Officer and Deputy Safety Officer, who shall be appointed and be of sufficient competence, status and authority to take responsibility for Spectator safety at the Regulated Stand and be able to authorise and supervise safety measures. The Holder shall ensure the Safety Officer and Deputy Safety Officer are accountable to the person at senior level of the management of the ground who is responsible for safety policy and its implementation. Any change/proposed change in the above roles shall be notified to the Certifying Authority in writing as soon as is practicable and prior to the change if practicable. The Holder shall set out in writing the duties of the Safety Officer and Deputy Safety Officer and the functions of their posts
- Clause 9 The Holder may appoint a replacement Safety Officer or Deputy Safety Officer to carry out or assist in the general duties of the Safety Officer (or Deputy) or duties for a specific event. Such Appointments shall be notified to the Certifying Authority in writing as soon as is practicable and prior to the event taking place.
- Clause 10 Subject to Schedule B unless Safety Officer or Deputy Safety Officer is present at Specified Activities, the capacity of the Regulated Stand will be zero.
- Clause 11 Without prejudice to Clause 21, the Holder shall give the Certifying Authority 14 days notice in writing of any change of circumstances affecting this Certificate. Any changes affecting this certificate that could not be foreseen shall be notified to the Certifying Authority in writing as soon as is practicable and in any event within 7 days of their occurrence.
- Clause 12 The Holder shall produce, review, test and keep up to date documented contingency plans for any incident occurring which might prejudice safety or disrupt normal operations at the Regulated Stand. In these plans, specific tasks shall be assigned to identified post Holders or their nominated deputies. The contingency plans shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or total evacuation of the Regulated Stand and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure.
- Clause 13 The Holder shall carry out training exercises to ensure the procedures as set out in the contingency plans operate correctly. Details of training exercises shall be entered in a logbook.
- Clause 14 The Holder shall ensure that the maximum number of Spectators that may be admitted at any one time to the Regulated Stand shall not exceed the capacities specified in **Appendix 2** of this Certificate. The Holder shall also ensure that the measures for controlling Spectators prescribed in this Safety Certificate are observed.
- Clause 15 The Holder shall ensure that suitable and sufficient equipment, permanent staff, Stewards and others are provided, to monitor, direct, guide, manage and assist Spectators in accordance with **Schedule B** herein during Specified Activities.
- Clause 16 The Holder shall ensure that suitable and sufficient first aid and medical staff, equipment, facilities and accommodation are provided in accordance with **Schedule C**.
- Clause 17 The Holder shall ensure that all Building and Structures, including their means of ingress and egress, and all Installations, referred to in this Certificate are at all relevant times kept unobstructed and maintained in good repair and condition as to fulfil their required

functions and comply with the requirements of **Schedule D** and so far as reasonably practicable do not put Spectators at risk.

- Clause 18 The Holder shall ensure:-
- a. all reasonable precautions are taken to prevent the outbreak and spread of fire,
  - b. suitable and sufficient equipment is maintained and competent staff are available to deal with an outbreak of fire, and
  - c. compliance with the requirements of **Schedule E** to this Certificate
- Clause 19 The Holder shall ensure that the inspections and testing of structures, equipment and systems at the Regulated Stand, are carried in accordance with **Schedule F** herein, at the frequency indicated, or such shorter periods as may be necessary to ensure the reasonable safety of Spectators, subject to the frequency of any such inspection and test not exceeding any frequency indicated by a relevant manufacturer of such structures, equipment and systems. The results of these inspections and test shall be recorded as kept as specified in **Schedule F**.
- Clause 20 The Holder shall ensure that any records and or certificates specified in **Schedules F and G** are kept and made available for inspection by the Certifying Authority at all reasonable times.
- Clause 21 The Holder shall notify the Certifying Authority, in writing detailing any proposed change to Regulated Stand structure or its Installations, at least 28 days before any proposed change is made. Any changes, which may involve addition to, alterations or conditions at the Regulated Stand, shall be accompanied by two sets of:-
- d. drawings of scale 1:100 to clearly show the proposed change,
  - e. such other capacity calculations, drawings and risk assessments as may be necessary or are further required by the Certifying Authority to enable them to undertake the necessary consultation and to make an informed decision on the proposed change.
- Clause 22 No alteration or addition shall be made to the Regulated Stand, including any structure, installation, fitting, whether temporary or permanent, without prior written authorisation of the Certifying Authority. Any authorised change shall be carried out of the satisfaction of the Certifying Authority.
- Clause 23 The Holder shall draw up and keep up to date plans showing the layout of the Regulated Stand, Sports Ground, buildings, equipment, and all details/ documents and certificates considered necessary by the Certifying Authority in connection with this certificate and shall upon request supply the Certifying Authority with copies.
- Clause 24 Any notice required to be given under this Safety Certificate shall be in writing and address to:- **Food and Health & Safety Team, LH Box 45, Loxley House, Station Street, Nottingham, NG2 3NG.**
- Clause 25 This Certificate is issued without prejudice to other legislation controlling the construction or use of the Regulate Stand or Sports Ground 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 Regulated Stand.

Clause 26 Notwithstanding clauses 7 & 12 the Holder shall ensure the following documentation is produced, kept up dated and signed and dated by the Holder. The Holder shall ensure that up-to-date copies of the following are supplied to the Certifying Authority upon request:-

- f. plans showing the layout of the stand, buildings, equipment, and all details considered necessary by the Certifying Authority in connection with the Safety Certificate.
- g. duties of the Safety Officer;
- h. safety policy and
- i. contingency plans.

With effect from xxxxxx 2015 this certificate will replace all previous certificates and will be reviewed by the Certifying Authority.

Enter name and address of Issuing Authority

Signed:  
(The Officer appointed for this purpose)  
Date:

## SCHEDULE A – DEFINITION

- A.1.1 'the Ambulance Service'  
means the Chief Executive Officer of the Nottinghamshire Ambulance Service NHS Trust or any other such officer designated by him/her.
- A.1.2 'Building Regulations'  
mean The Building Regulations 2010 as amended
- A.1.3 'Building and Structures'  
in relation to the Sports Ground means all buildings, structures and parts thereof including means of access and egress.
- A.1.4 'Carer /s' means any person assisting or caring for a Wheel Chair Spectator in the Wheel Chair Spectator Area
- A.1.5 'Certifying Authority'  
means the Food/Health and Safety Section of Nottingham City Council
- A.1.6 'Child'  
means a person who has not attained the age of 17 years, and the word 'Children' shall be construed accordingly.
- A.1.7 'Competent Person '  
means in relation to the testing and certification of electrical systems and Installations, one of the following:
- a. corporate member of the Institution of Electrical Engineers;
  - b. contractor currently enrolled with the National Inspection Certifying Authority for Electrical Installation Contracting or Electrical Contractors' Association; or a suitably qualified representative of the Electrical Supply Authority.
- A.1.8 'Competent Person '  
means in relation to the testing and certification of Building and Structures , one of the following, with the appropriate skills and experience:-
- a. Chartered Structural Engineer;
  - b. Chartered Surveyor (Building Surveying Division);
  - c. Chartered Civil Engineer; or a person who in the opinion of the Certifying Authority possesses similarly qualifications to those at a, b or c above.

- A.1.9 'Dedicated First-Aid Room'  
means a fully resourced room within Harvey Hadden Leisure Complex set aside for treating the members of public as required.
- A.1.10 'Deputy Safety Officer'  
means the deputy officer appointed under Clause 20 and Schedule B paragraph B.1.2
- A.1.11 'Emergency Lighting'  
means lighting provided from a source independent of the Normal Lighting supply.
- A.1.12 'Emergency Services'  
means the Police, the Ambulance Service and the Fire Brigade
- A.1.13 'Escape Lighting'  
means the portion of Emergency Lighting, provided in the absence of natural daylight, to allow free movement within the Regulated Stand and exits there from.
- A.1.14 'the Fire Brigade'  
means the Chief Officer of Nottinghamshire Fire & Rescue Service, or such other officer designated by him/her.
- A.1.15 'Fire Resisting'  
means the construction is capable of resisting the action of fire for not less than half-an-hour, (or such other period as may be specified by the Certifying Authority) in accordance with the appropriate British Standard. or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations 2000.
- A.1.16 'Gas Safety Regulations'  
means the Gas Safety (Installation and Use) Regulations 1998
- A.1.17 'Green Guide'  
means the current edition of the 'Guide to Safety in Sports Grounds' produced by The Department for Culture Media and Sport.
- A.1.18 'Holder'  
Means the person to whom the Safety Certificate was issued as the person responsible for the management of the ground.
- A.1.19 'Installations'  
includes all or part of any radial fencing, and any electrical, mechanical and heating Installations.
- A.1.20 'Local Authority'  
means Nottingham City Council
- A.1.21 'Maintained Escape Lighting'  
means a system of Escape Lighting in which the lamps remain illuminated during specified activities to allow free movement within the Regulated Stand and exits therefrom
- A.1.22 'Maintained Normal Lighting'  
means a portion of the Normal Lighting, which remains illuminated in the absence of natural daylight during specified activities to allow free movement within the Regulated Stand and exits therefrom.
- A.1.23 'Medical Practitioner' (also referred to as crowd doctor)  
means a qualified Medical Practitioner, registered with the General Medical Certifying Authority, who has received training in pre-hospital (immediate) care and major incident management.

- A.1.24 'Non Combustible'  
means material capable of being classified as non-combustible if subjected to the test for non-combustibility prescribed in the appropriate British Standard, or such other material or combination of materials as the Certifying Authority accepts as being non-combustible.
- A.1.25 'Non Maintained Escape Lighting'  
means a system of Escape Lighting in which the lamps are illuminated automatically only on failure of the Normal Lighting supply.
- A.1.26 'Normal Lighting'  
means all lighting, other than Escape Lighting, permanently installed throughout the Regulated Stand. The term may include purely decorative lighting, but not lighting installed solely for advertising purposes.
- A.1.27 'Occupationally Competent'  
means a person who has sufficient training and experience to meet the national occupational standards relevant to the task within their identified role.
- A.1.28 'Paramedic'  
means a person who holds a current certificate of proficiency in ambulance Paramedical skills, issued by the Institute of Health Care and Development (IHCD), and who has immediate access to the appropriate level of specialist equipment, including drug therapy, as stipulated and approved by the relevant Paramedical Steering Committee. A Paramedic crew, as a minimum, consists of a Paramedic plus an ambulance technician, trained to IHCD Standard
- A.1.29 'the Plan'  
means the documents attached to this Certificate marked Drawing No -RC 1
- A.1.30 'Planned Preventative Maintenance Schedule'  
means a schedule that complies with the requirement of Schedule F and deals with periodic inspection testing and assessment and details structural appraisal of all structures and Installations relating to the Regulated Stand
- A.1.31 'the Police'  
means the Chief Constable of Nottinghamshire Police or such other officer designated by him/her.
- A.1.32 "the Police Commander"  
means an officer designated by the Police for the purpose of commanding Police activities.
- A.1.33 'Regulated Stand'  
means the covered seating area at Harvey Hadden Stadium, Wigman Road, Bilborough, Nottingham, NG8 4PB as shown on plan [HH1] at Appendix 3 in respect of which a Safety Certificate under Part III of the 1987 Act is required
- A.1.34 'Safety Certificate'  
means this certificate being a general Safety Certificate in respect of the use of the Regulated Stand for viewing an activity or a number of activities' specified at Appendix [ ] during an indefinite period commencing on at the date of this certificate, not being a special safety certificate specified under section 26(10)(b) of the 1987 Act.
- A.1.35 'the Safety Officer'  
means the officer appointed under clause 20 and Schedule B.1.2
- A.1.36 'Safety Officer's Control Point'  
means the control room (CR) as shown on the Plan in Appendix 4.

A.1.37 'Safety Staff'

means the Holder, a person designated by them, the Safety Officer and all persons under their control who are engaged in the management of the Regulated Stand and the safety, direction and control of Spectators, including employees, agents, Stewards, contractors, franchise Holders and their respective employees

A.1.38 'Special Safety Certificate'

means any Safety Certificate issued under s26(10(b) of the 1987 Act in respect of the use of the stand for viewing an activity or a number of activities specified in a such a certificate on an occasion or series of occasion so specified.

A.1.39 'Specified Activity'

means any of the activities listed in Appendix 1 and the duration of the Specified Activity shall be construed as including the whole period when Spectators of the Specified Activity are within the Regulated Stand.

A.1.40 'Spectator'

means persons viewing a Specified Activity including disabled persons from the Regulated Stand

A.1.41 'Sports Ground'

means any place where sports or other competitive activities take place in the open air and where the accommodation has been provided for Spectators, consisting of artificial structures or of natural structures artificially modified for the purpose.

A.1.42 'SGSA'

means the Sports Grounds Safety Authority

A.1.43 'Steward'

means a person trained, or being trained, to a recognised national Standard, employed or contracted by management to act in accordance with the general recommendation of the Green Guide and the specific requirements of this General Safety Certificate.

A.1.44 'Surface Spread of Flame Classification'

means the class into which a material falls when tested for surface spread of flame in accordance with the appropriate British Standard or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations2000.

## **SCHEDULE B Staff And Crowd Control**

### **B.1. Safety Officers**

- B.1.1 The Holder shall be responsible for ensuring Spectator safety is effectively managed, ensuring that all checks, inspections, testing, training, recording, remedial works, and other matters relating to Spectator safety are carried out promptly and effectively. Details of any equipment to be provided, the level of staffing and the training given to those staff shall be recorded in writing and retained by the Holder.
- B.1.2 The Holder shall ensure the appointment of a Safety Officer and Deputy Safety Officer both of whom shall be Occupationally Competent and provide them with detailed job descriptions clearly identifying the functions of their posts.
- B.1.3 The Holder must ensure that a risk assessment is carried out for every Specified Activity to determine whether a Safety Officer and or Deputy Safety Officer needs to be present where less than 500 Spectators are expected at or attend an event, or whether another suitably trained member of Safety Staff should be present who is of sufficient competence, status and authority to take responsibility for Spectator safety at the Regulated Stand and be able to authorise and supervise safety measures.
- B.1.4 A Safety Officer or Deputy Safety Officer is required to be present during a Specified Activity where:
  - a. 500 or more Spectators are expected at or attend an event
  - b. a risk assessment has determined that a Safety Officer or Deputy Safety Officer is required.

N.B. Unless a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Council, is present in these circumstances, the capacity of the Regulated Stand under this General Safety Certificate will be zero.
- B.1.5 During Specified Activity the Safety Officer or Deputy Safety Officer shall be easily identifiable and shall be in attendance at the Safety Officer's Control Point or elsewhere in the Sports Ground but must be easily contactable from there. The Safety Officer on duty shall not be engaged in any task which will prevent him/her from exercising the principal duty of ensuring safety during a Specified Activity.

### **B.2. Safety Staff**

- B.2.1 Stewards are required to be present during a Specified Activity where:
  - a. 500 or more Spectators are expected at or attend an event and
  - b. a risk assessment has determined that Safety Staff are required.
- B.2.2 The Holder must ensure that a suitable and sufficient risk assessment is carried out for every event involving a Specified Activity to:
  - a. determine whether a Safety Staff needs to be present where 500 or less Spectators are expected at or attend an event.
  - b. enable the final number, location and duties of the Safety Staff to be determined so that Spectator safety is managed effectively.



- B.2.3 The Holder shall be responsible for ensuring that mechanisms are in place to enable the effective management of Spectator safety by Safety Staff, which shall include the production of a Stewarding plan in accordance with the Green Guide.
- B.2.4 The number of Stewards provided should not fall below those stated within the Stewarding plan.
- B.2.5 All Stewards shall be fit and active and shall be aged ideally not less than 18 years and have the character and temperament to carry out the duties required of them.
- B.2.6 The Holder shall be required to ensure a register of Stewards is maintained, recording their attendance and post as well as their training and qualifications.
- B.2.7 Each Steward shall be readily recognisable with a high visibility and distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by the Certifying Authority) uniquely identifiable to the individual and worn outside his/her clothing.
- B.2.8 The chief Steward and each senior Steward shall be readily recognisable by the wearing of a high visibility surcoat or tabard (or such other clothing approved in advance by the Certifying Authority), which is distinctive from that worn by the Stewards, uniquely identifiable to the individual and worn outside his/her clothing.
- B.2.9 Each member of Safety Staff shall be adequately trained in safety procedures in accordance with their responsibilities.
- B.2.10 The basic duties of Steward include:
- a. controlling or directing Spectators who are entering or leaving the Regulated Stand to help achieve an even flow of people in, to and from the viewing areas;
  - b. recognising crowd conditions so as to ensure the safe dispersal of Spectators on terraces or viewing slopes and the prevention of overcrowding;
  - c. staffing entrances, exits and other strategic points, especially exit gates and doors which are not continuously open while the Regulated Stand is in use;
  - d. undertaking specific duties in the event of an emergency or as directed by the Safety Officer (or, where appropriate, any senior Police officer present).

- B.2.11 Before beginning duty at a Specified Activity, each Steward shall be briefed thoroughly, be handed a copy of his/her instructions and be made fully aware of his/her general responsibilities and his/her duties in the event of an emergency. Records shall be kept of such briefings as specified in Schedule G. De-briefing of Safety Staff shall take place after the Specified Activity to ensure that incidents or problems are referred to the Safety Officer/ Deputy Safety Officer/ or other person appointed take responsibility for Spectator safety at the Regulated Stand and be able to authorise and supervise safety measures for follow up action.
- B.2.12 No Safety Staff shall leave their place of duty during a Specified Activity without the permission of the appropriate Safety Officer, Deputy Safety Officer/ or other person appointed take responsibility for Spectator safety at the Regulated Stand and be able to authorise and supervise safety measures, who shall ensure suitable re-placement Safety Staff are in place before the position is vacated.
- B.2.13 Stewards shall be located throughout the Regulated Stand and particularly at key points where control is most needed, such as in gangways, tops of staircases, and at each exit or entrance.
- B.2.14 Each exit in the Regulated Stand shall be enabled to open immediately in the event of an emergency.
- B.2.15 Safety Staff shall be made aware of the provisions of Section 35 of the Fire Safety and Safety of Places of Sports Act 1987 which authorises certain Officers of the Certifying Authority to enter a Sports Grounds and inspect a Regulated Stand at any reasonable time, upon production of written authorisation.
- B.2.16 Loudhailers shall be made available for use.
- B.2.17 All Safety Staff including Stewards shall be told before each Specified Activity the location of the Safety Officer's Control Point and the name of the Safety Officer/ Deputy Safety Officer/ or other person appointed to take responsibility for Spectator safety at the Regulated Stand and be able to authorise and supervise safety measures on the day in question.
- B.2.18 No Steward, whether directly employed or supplied by an agency, shall be deployed without proper training unless accompanied by a Steward who has been so trained.

### **B.3. Spectators with Disabilities**

- B.3.1 The Holder shall ensure that accommodation in the Regulated Stand provided for Spectators with disabilities is safe, properly designed and managed. Entrance and exit routes must be made available for disabled Spectators together with safe evacuation procedures.

### **B.4. Spectator Control And Policing**

- B.4.1 Where a request is made for Police attendance, it shall be for the Police Commander to determine the appropriate level of policing inside the Regulated Stand.
- B.4.2 The Holder shall enter into a written statement of intent with the Police setting out their respective responsibilities for crowd safety and control where a request has been made for police attendance. Any variation in the statement must be agreed in writing in advance of the Specified Activity to which it relates. Note: The Statement of Intent is not a contract but an agreement on respective areas of responsibility.

- B.4.3 A public address system shall be provided and operated by a person nominated by the Holder. The system shall be used for the carrying out of emergency evacuation procedures for the Regulated Stand, when considered necessary.
- B.4.4 The public address system shall be capable of communicating information to the Regulated Stand.
- B.4.5 The Holder shall provide a Safety Officer's Control Point within or in close proximity to the Regulated Stand, which must:
- a. accommodate the necessary communications equipment and be a base for the staff required for their operation or supervision;
  - b. be suitable to serve as a command post in the event of an emergency; and
  - c. be capable of being evacuated safely if necessary.
- B.4.6 Drinks may only be sold or supplied in the Regulated Stand in containers made of paper or plastic materials except:
- a. with the prior written consent of the Certifying Authority; or
  - b. where drink is served at a table accompanying a meal; or
  - c. in those parts of the Regulated Stand not usually open to members of the general public.
- Note Attention is drawn to the provisions of the Sporting Events (Control of Alcohol) Act 1985 as amended.

## **B.5. Public Safety Incidents and Evacuation**

- B.5.1 The Holder shall assess in writing the risk of incidents prejudicing public safety or disrupting normal operations and where a risk of such an incident is identified shall produce a written plan of action to deal with all contingencies. 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 Regulated Stand and shall identify appropriate individuals and their respective tasks.
- B.5.2 The Plan of action shall be reviewed after any incident, near miss or exercise or following permanent or temporary changes made to the structures or Installations at the Regulated Stand. Where following any review the Holder revises the Plan of action a copy of the revisions should be forwarded to the Certifying Authority.
- B.5.3 The Holder shall also carry out training exercises at least once a year so as to ensure the emergency procedures as set out in a "plan of action" operate correctly. Details of training exercises, including its duration, the instruction provided and the personnel involved shall be entered in a log book.
- B.5.4 Where it has been determined that a Safety Officer or Deputy Safety Officer is not required at a Specified Activity, the Holder shall ensure instructions are made available to the organiser of a Specified Activity to enable them to deal with all reasonably foreseeable contingencies up to and including the need for evacuation of the Regulated Stand.

## SCHEDULE C - FIRST-AID AND MEDICAL FACILITIES

### C.1. Accommodation and Equipment

- C.1.1 The Holder shall provide a Dedicated First-Aid Room which is suitable in size, fitting and facilities and design and location (see Green Guide for details). The Dedicated First-Aid Room should have a W.C. suitable for use by disabled people adjacent to it, together with a wash basin and hot and cold water supply.
- C.1.2 The Holder shall ensure appropriate medical provisions are available for Spectators during any Specified Activity. The Holder shall ensure that where a Safety Officer or Deputy Safety Officer is required to be present during a Specified Activity a medical risk assessment shall be conducted by a Competent Person or authority. Consultation shall take place as necessary with the local ambulance NHS trust, crowd doctor and first aid providers. The Holder shall ensure the development and implementation of a medical plan which takes the results of the risk assessment into consideration. The medical plan shall define the levels of medical provision for Spectators, subject to a minimum requirement of one first aider to be present during a Specified Activity where over 500 Spectators are expected at or attend an event.
- C.1.3 The Holder shall ensure that defibrillators are provided at all events, whether they are provided by the Club or supplied through a medical/ first aid provider. The Holder shall ensure that there are an adequate number suitably trained persons at a Specified Activity to operate a defibrillator.
- C.1.4 The Dedicated First-Aid Room shall be accessible to first aid personnel, ambulances and the public from every part of the ground, and shall be suitably sign-posted throughout the Regulated Stand.
- C.1.5 The Holder shall clean, heat, light, ventilate and maintain the Dedicated First-Aid Room, which shall be used solely for first aid purposes. The Holder shall ensure that all appropriate standards of hygiene are maintained.
- C.1.6 The Dedicated First-Aid Room shall be available for first aid during each Specified Activity.
- C.1.7 Instruction notices for contacting the Emergency Services shall be displayed in the Dedicated First-Aid Room.

## **SCHEDULE D - BUILDINGS, STRUCTURES AND INSTALLATIONS**

### **D.1. Means of Ingress and Egress**

- D.1.1 The means of ingress and egress shall be maintained in good condition and unobstructed to each part of the Regulated Stand.
- D.1.2 Means of ingress and egress to each part of the Regulated Stand and all signage relating thereto shall be adequately maintained and shall be marked in a manner that can be understood by Spectators.
- D.1.3 Each exit gate shall be available for egress during any Specified Activity.
- D.1.4 During a Specified Activity, no door or gate forming part of an escape route from the Regulated Stand shall be locked by a key or fastened in such a way that it cannot easily and immediately be opened by those using that route in an emergency.
- D.1.5 'WAY OUT' or 'EXIT' notices shall be provided and maintained over each exit within the Regulated Stand.
- D.1.6 Each gangway, exit route, stairway, ramp, stepping and means of access for emergency vehicles to the Regulated Stand shall be kept free of stored goods, litter, ice and snow whilst the Regulated Stand is in use for any Specified Activity. The treads of steps and stairways shall be maintained with non-slip and even surfaces, and shall be adequately drained.
- D.1.7 Gangways on terraces within the Regulated Stand shall be in a conspicuous colour with a non-slip surface. Conspicuous nosings shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of Spectators.
- D.1.8 The Services Rendezvous Point for the Emergency Services shall be provided as indicated on the Plan contained in Appendix 4
- D.1.9 The means of access for Emergency Service vehicles to the Regulated Stand shall be maintained unobstructed and in good condition.

### **D.2. Electrical, Mechanical And Heating Installation**

- D.2.1 The electrical installation for the Regulated Stand shall be maintained in accordance with the latest BS 7671 British Standard Requirements for Electrical Installation (IEE Wiring Regulations). The Holder shall ensure that technical staff are competent, properly trained and familiar with the Installations in the Regulated Stand so as to be able to respond in the event of an emergency.
- D.2.2 A diagram of the main electrical distribution arrangements shall be fixed in a position easily accessible to the technical staff. All switch and control gear shall be clearly labelled to indicate the circuits which they control.
- D.2.3 All cables and conductors of wiring systems shall be sited so that they are, as far as practicable, inaccessible to the public and shall be enclosed throughout in a protective covering of material which has sufficient strength to resist mechanical damage. Where wiring is to be used within confined spaces such as escape routes, Low Smoke and Fume Emission (LSF) sheathed cables should be used.

- D.2.4 An alternative electricity supply which functions for a minimum of 3 hours in the event of failure of the normal supply shall be provided and shall be sufficient in power to simultaneously run all of the following systems effectively
- a. Emergency Lighting
  - b. Escape Lighting
  - c. Fire alarm
  - d. Other apparatus/areas where required

*Note: Where a generator is used to provide the alternative supply, the start up time of the generator should not exceed 5 seconds*

- D.2.5 Any approved non-Maintained Escape Lighting shall automatically provide illumination in the event of a failure of the Maintained Normal Lighting supply.
- D.2.6 All Escape Lighting shall provide a level of illumination which is adequate to allow free movement within the Regulated Stand and exits therefrom.
- D.2.7 No Spectator shall be admitted unless the public address system is in full working order. In case of a failure to the electrical supply serving the public address system fully functioning loud hailer must be available for use.
- D.2.8 The heating installation (including all boilers, calorifiers and safety devices) for the Regulated Stand, shall be maintained by the Holder in a safe and satisfactory condition; shall be housed in a Fire Resisting enclosure; shall be fitted with automatic energy cut off device(s); shall have an adequate air supply and shall not prejudice the means of escape for Spectators. The installation shall also be examined as required by Schedule F. Any gas Installations shall be provided and maintained in accordance with the Gas Safety Regulations.
- D.2.9 The Holder should ensure that there is a Competent Person or persons either on site or readily available during any Specified Activity to deal with any problems which might arise in relation to the electrical or mechanical Installations at the Regulated Stand.

### D.3. General

- D.3.1 No temporary sales kiosk or stall or other temporary structure (including any mobile stall) shall be installed without prior written consent of the Certifying Authority. Liquefied Petroleum Gas shall not be used unless written consent is obtained from the Certifying Authority.
- D.3.2 The following areas shall be kept completely free of storage, goods, litter, combustible or flammable material or other obstruction and access must be maintained at all times:-
- a. Cupboard containing electrical distribution board and PA equipment;
  - b. The outside area at the rear of the Regulated Stand;
- D.3.3 No cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the Regulated Stand
- D.3.4 No special effects, displays or other arrangements (including pyrotechnics, lasers etc.) within the Regulated Stand shall be undertaken without consultation and written prior consent of the Certifying Authority.
- D.3.5 The Holder shall ensure that all seating is maintained securely fixed in position, suitably numbered and that damaged seats are promptly repaired or replaced.
- D.3.6 Television cameras, commentary points, camera gantries and the location of outside broadcast vans, for the broadcast or recording of specified activities, and including

cables and other portable equipment, shall be specified on plans and submitted to the Certifying Authority for consultation four weeks prior to for the broadcast or recording of the specified activities.

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## SCHEDULE E - FIRE AND FIRE FIGHTING

### E.1. General

- E.1.1 The Holder is required to ensure fire safety arrangements are planned, organised, controlled, monitored and reviewed to effectively prevent the outbreak and spread of fire, alert persons to the presence of a fire, and evacuate persons to a safe area
- E.1.2 The Holder is required to ensure that the arrangements as required in E1.1 are documented within a fire safety management plan.
- E.1.3 The Holder is required to ensure that suitable and sufficient documented risk assessments are completed. The control measures identified within these risk assessments should be incorporated into the documented fire safety management plan.
- E.1.4 Fire risk assessments should assess all structures and Installations at the Regulated Stand and external Installations in close proximity to the Regulated Stand that may have an impact on fire safety at the Regulated Stand.
- E.1.5 This assessment should be reviewed on an annual basis or sooner if changes /incidents occur that affect fire safety and/or its management.
- E.1.6 The Holder shall ensure that persons competent in fire safety provisions develop and manage the fire safety management plan and risk assessments.
- E.1.7 An effective management plan should consider the following fire safety aspects within the Regulated Stand:-
  - a. Identifying, removing, reducing the sources of ignition and fuel;
  - b. Restrict the rate of early fire growth and fire spread;
  - c. Provide sufficient protected emergency evacuation routes;
  - d. Provisions for evacuation people with disabilities;
  - e. Adequate provision and illumination of exit and emergency evacuation route through appropriate signage and Emergency Lighting;
  - f. Effective fire detection and warning systems;
  - g. Appropriate firefighting equipment;
  - h. Appropriately trained staff in fire safety and where applicable the use of firefighting equipment;
  - i. Unobstructed access, egress and parking for emergency vehicles at all times;
  - j. Preventative maintenance and tests for fire safety equipment;
  - k. The use of lifts should also be considered regarding fire safety.
- E.1.8 The Holder is required to ensure that there are effective systems in place to monitor the implementation of the fire safety management plan and ensure its effectiveness.



## **SCHEDULE F - BRIEFING, TESTING AND INSPECTION BY THE HOLDER**

### **F.1. Introduction**

- F.1.1 The Holder shall ensure the following briefing sessions, checks, inspections and tests are carried out and records kept as specified in Schedule G.

### **F.2. Briefing**

- F.2.1 The Holder shall ensure that Stewards are properly dressed and suitably equipped. They shall be briefed on their deployment, their general and emergency duties in accordance with Schedule B, section B.2 and a record of the briefing kept in a log book.
- F.2.2 A minimum of one evacuation training session shall be carried out every 12 months in accordance with Clause 13 and the details recorded in a logbook.

### **F.3. Checks, Inspections and Tests**

- F.3.1 Any defect found as a result of checks, inspection and tests or otherwise shall be recorded in the Defects Log Book, which shall record when the defect is discovered and when it is remedied. All defects should be reported to the Safety Officer or Deputy Safety Officer as soon as is reasonably practicable. There must be a system in place for the organisers of a Specified Activity to report any defects to the Holder.
- F.3.2 During each Specified Activity in the Regulated Stand, the Holder shall ensure the following: -
- a. litter and waste are not allowed to accumulate, and are removed to secure containers whenever possible;
  - b. materials are not allowed to accumulate or be stored in circulation, exit or escape routes; and
  - c. all aisles, exits, emergency exits and escape routes are kept clear.
- F.3.3 Where it has been determined that a Safety Officer or Deputy Safety Officer is not required at a Specified Activity, the Holder shall ensure instructions to the organiser of a Specified Activity to enable them to comply with F3.2.
- F.3.4 After each Specified Activity, the Holder shall ensure: -
- a. That a general visual inspection of the Regulated Stand is carried out to identify signs of damage or deformation which might create a potential danger to the public, with particular attention to the condition of seats, terraces, viewing slopes, barriers and stairways;
  - b. that combustible waste and litter in the Regulated Stand are cleared (particularly from voids) and either removed or stored in secure containers;
  - c. participation with the ambulance officers and first-aiders in a de-briefing and record any comments and follow up action;
  - d. that any outstanding matters of concern are recorded and arrangements made for remedial action before the next Specified Activity; and
  - e. liaison with the Police and/or crowd control personnel to gain full benefit from any de-briefing about crowd control.

#### **F.4. Inspections and tests before a Specified Activity**

**F.4.1** The Holder shall ensure the following items are carried out within the Regulated Stand before the start of each Specified Activity,:-

- a. inspect the general condition and state of maintenance of the fabric of the Regulated Stand paying particular attention to the condition of each terrace, stairway, exit route, access route and directional sign;
- b. inspect all gangways, entry, exit and access routes to ensure freedom from obstructions and trip hazards; that surfaces are not slippery and to ensure that they are capable of being used to their full capacity;
- c. examine each crush barrier and balustrade for corrosion, deformation or any other visible weakness; ensure all structures are free from damage, corrosion or deformation which might cause a potential danger to the public;
- d. remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void and all areas to which the public have access, including the means of access for Emergency Services vehicles; of goods, litter, combustible or flammable materials, unauthorised products or other obstruction or hazard;
- e. examine all exit doors and gates whether manually or electronically operated to ensure that they can be easily and fully opened.
- f. inspect all voids and all other areas particularly vulnerable to fire for combustible materials or other hazards, and ensure that hazardous materials are removed, or safely stored, well away from public areas;
- g. ensure that the required fire fighting equipment is in position and available;
- h. inspect the Dedicated First-Aid Room and the equipment and supplies held there and ensure that sufficient first-aid personnel are present.
- i. ensure containers used to store combustible waste or litter are secure;
- j. ensure that areas to which public access is prohibited are properly locked or sealed off;
- k. ensure that directional signs are in place and, where appropriate, illuminated;
- l. ensure that media activities do not interfere with, or negate, the normal safety operation of the Regulated Stand and do not hamper the safety, comfort or viewing standards of Spectators.

#### **F.5. Inspection, testing and servicing of all Installations**

**F.5.1** The Holder is required to ensure that a 'Planned Preventative Maintenance Schedule' is prepared that covers the inspection, testing, and servicing of all Installations in accordance with the specifications detailed below.

#### **F.6. Inspections and tests at least 24 hours before Specified Activity**

**F.6.1** The Holder shall ensure the following are inspected and tested at least 24 hours before the Specified Activity and ensure the instigation of adequate contingency measures if there is a failure.

- a. loud hailers, radio systems, public address systems and Emergency Lighting systems to ensure any defects can be corrected before a Specified Activity.
- b. The automatic fire detection and fire warning systems (including the repeater panel), shall be tested in accordance with the method laid down in BS5839: Part 1.

- F.6.2 All inspections, tests and checks shall be documented together with any problems identified and corrective actions taken.
- F.6.3 If problems are identified, the Holder shall ensure effective provisions to take appropriate remedial action before the public is allowed access to the affected area of the Regulated Stand.

**F.7. Inspections and tests at regular intervals.**

- F.7.1 The Holder shall ensure the following are inspected and tested at regular intervals. Regular intervals in each case should be determined by a suitable and sufficient risk assessment.
- F.7.2 Inspections of extinguishers, spare gas cartridges and replacement charges shall be carried out to ensure that extinguishers are in their correct positions and have not been discharged or suffered a pressure loss or damage. The results of the inspections shall be entered in a log book.
- F.7.3 The electrical Installations shall be inspected and tested and a periodic inspection report, in the form prescribed by the IEE Wiring Regulations, shall be submitted to the Council. The certification of the whole of the stands electrical installation as satisfactory by a Competent Person at least once every 3 years.

**F.8. Inspections And Tests Every Twelve Months**

- F.8.1 The Holder shall ensure detailed annual inspections of the Regulated Stand components as described as follows are carried out by appropriately Competent Person s:-
- a. ensure that all Standing surfaces, seats, stairs, ramps, doors, gates, boundary walls, fences and cladding are fit for their intended purpose;
  - b. Ensure that all load bearing elements are capable of withstanding the loads to which they are likely to be subjected and that they perform properly their required functions
  - c. All barriers and handrails should be tested in accordance with the Green Guide;
  - d. Where barriers and handrails fail to meet these test conditions they shall be replaced or strengthened. Such barriers and handrails shall be retested after the remedial work to ensure compliance.

- F.8.2 An inspection and 3-hour full load test of the Escape Lighting batteries shall be carried out by a Competent Person. Where self-contained battery operated escape luminaires are installed, the certificate shall confirm that each luminaire has been energised from its battery for 3 hours. Tests should be carried out at least every 12 months. Copies of certificates with the test results shall be submitted to the Certifying Authority at least once in every 12 months.
- F.8.3 The manual electric fire alarm, automatic fire detection equipment and public address system in operation in the Regulated Stand shall be tested by a Competent Person and a certificate confirming that they are in a satisfactory condition shall be submitted to the Certifying Authority at least once in every 12 months.
- F.8.4 All firefighting equipment in the Regulated Stand shall be maintained and overhauled in accordance with BS EN 671-1:1995, BS.5306: Parts 1 and 3 BS EN 3-10:2009 and BS EN 1869:1997 as appropriate by a Competent Person or company of fire engineers and a record kept. An inspection and maintenance certificate in respect of all firefighting equipment at the Regulated Stand shall be submitted to the Certifying Authority once in every 12 months.
- F.9. **Detailed Structural Appraisal**
- F.9.1 A risk based plan for the detailed appraisal of all structures and parts of structures within the Regulated Stand should be kept in accordance with the relevant section of the Green Guide.

## SCHEDULE G - RECORDS AND CERTIFICATES

### G.1. Records To Be Kept By The Holder

G.1.1 The Holder shall keep, separately, for a minimum period of six years, the following records which shall be made available for inspection by the Certifying Authority's authorised officers or representatives of the Sports Grounds Safety Authority (SGSA) at all reasonable times. (The Holder shall be responsible for the collation of the information required for the records from the relevant organisation). Each record shall specify the name, status and qualifications of any person carrying out a test, inspection or remedial work:-

- a. a record of any accident or incident which causes injury in the Regulated Stand which is brought to the notice of the Holder and which occurs whilst the Regulated Stand is in use for a Specified Activity;
- b. a record of the names of Stewards on duty at each event and the Stewarding positions within the Regulated Stand, as specified in Schedule B section B.2;
- c. a record of details, including attendance, of each training session and pre match/event briefing given to staff and Stewards as specified in Section Schedule B section B.2;
- d. a record of the numbers and posts of all first-aiders present on each occasion.
- e. a record of each exercise as specified in Clause 9;
- f. a record of tests of fire alarms and automatic fire detectors and public address system as specified in Schedule F;
- g. a record of tests of firefighting equipment as specified in Schedule F;
- h. a record of tests of the Escape Lighting, as specified in Schedule F;
- i. a record of each inspection carried out at the Regulated Stand to ensure compliance with Schedule F;
- j. a record in a Defects Log Book of any defect relating to the safety of the Regulated Stand, however discovered, including a record of when such defect has been remedied;
- k. a record of the certificates required to be submitted to the Certifying Authority under Schedule G, paragraph G1.3 below.
- l. a record of all first-aid or medical treatment provided during or in connection with any Specified Activity;
- m. a record of all fire alarms whether or not activated by the automatic fire detector system;
- n. a record of all substantial maintenance work and improvements relating to safety carried out at the Regulated Stand;
- o. a record of all pre-event inspections as specified in Schedule F;
- p. a record of any non-routine opening of an exit door or gate; and
- q. a record of any assumption of control by the Police.
- r. A record of the duties of the Safety Officer and Deputy Safety Officer;
- s. A record of safety policy; and
- t. A record of contingency plans.

- G.1.2 The Holder shall ensure that all records are kept fully up to date in a tamper proof form. The records shall be kept together in a specified place along with a copy of this certificate and its related documentation.
- G.1.3 The Holder shall submit the following certificates to the Certifying Authority on an annual basis:-
- a. an escape-lighting battery test report;
  - b. a certificate of inspection of Escape Lighting;
  - c. a certificate of structural safety complying with the recommendations of the Green Guide;
  - d. a certificate of inspection of the manual electric fire alarms and automatic fire detection equipment;
  - e. a certificate of inspection for the public address installation;
  - f. a certificate of inspection of all firefighting equipment;
- G.1.4 The Holder shall submit an up-to-date copy of the following certificates to the Certifying Authority:-
- a. A periodic inspection report for the electrical Installations at the Regulated Stand.

## **APPENDIX 1      SPECIFIED ACTIVITIES**

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

Athletics

American Football

Rugby

Football

DRAFT

## **APPENDIX 2 PERMITTED NUMBERS OF SPECTATORS**

The maximum number of Spectators that may be admitted to the Regulated Stand at any one time shall be restricted to: -

Seated Spectator Accommodation - 703 Spectators

Wheel Chair Spectator Accommodation – 29 wheel chaired Spectators with Carer s.

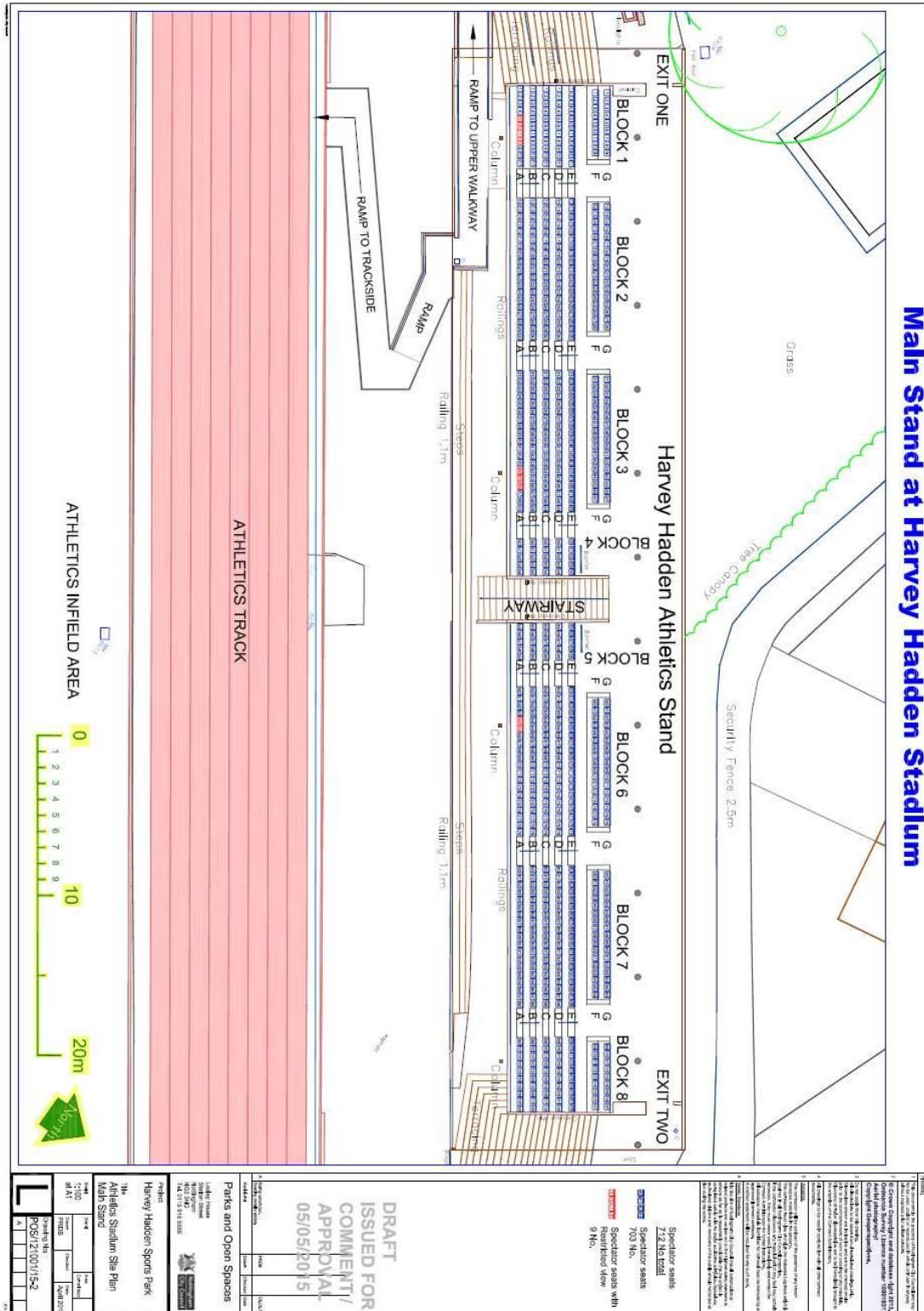
The maximum number of Spectators in wheel chairs can be increased for wheel chair Spectators who do not have or require assistance of a Carer to evacuate the stand. The maximum capacity should be determined by dimension calculations (detailed in the Green Guide see Note below) and an assessment to ensure that the capacity allows wheel chair Spectator to manoeuvre easily to a space that allows them a clear view of the Specified Activity.

*Note – (Dimensions detailed in the Green Guide)*

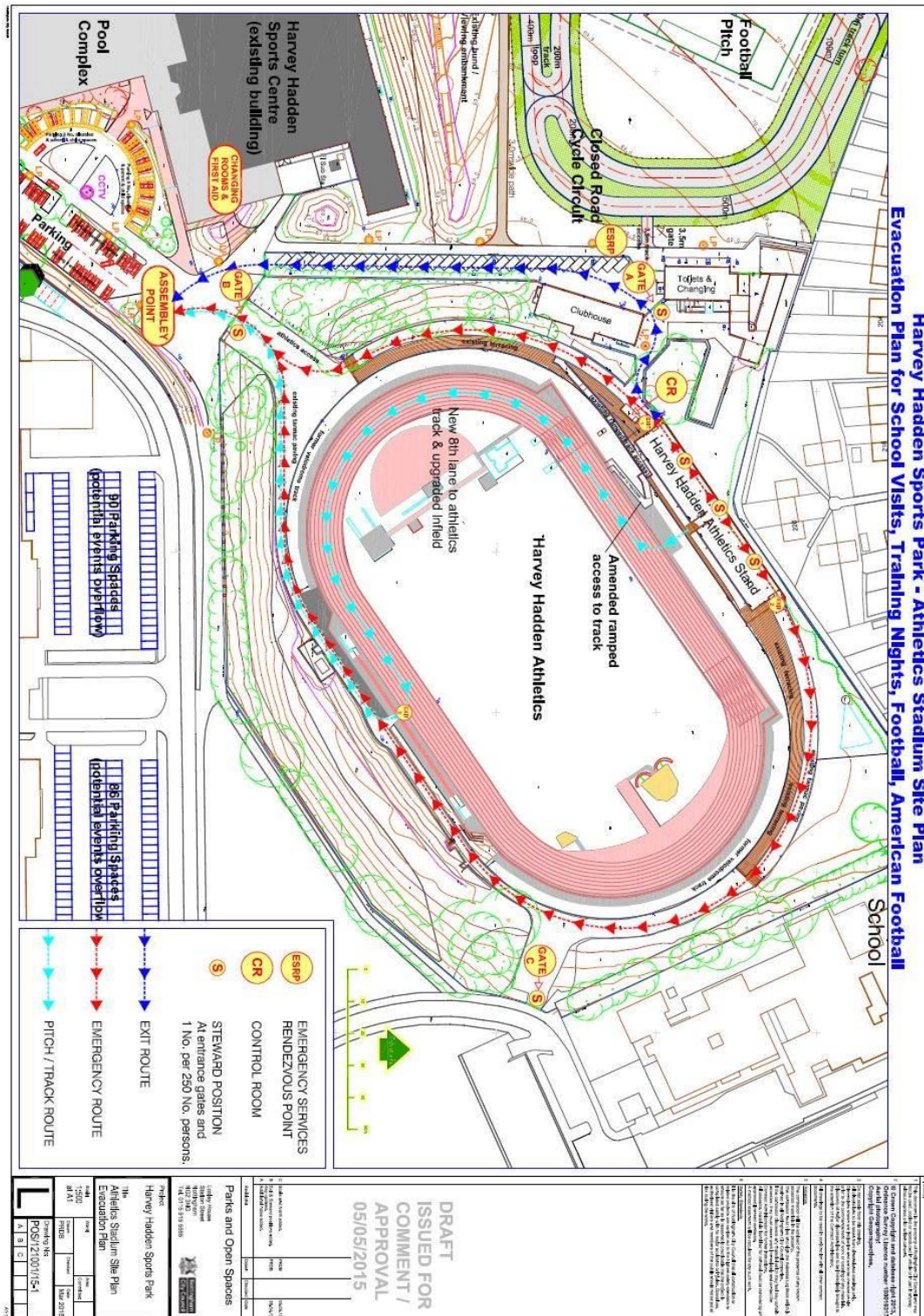
*Space required for a wheel chair Spectators without a Carer – dimensions least 900mm (width) X 1400mm (depth).*

*Space required for a wheel chair Spectators with Carer - dimensions least 1400 (width) X 1400mm (depth).*





# **APPENDIX 4      PLAN OF EVACUATION (Ref Drawing Number POS/121001/15-1)**



## APPENDIX 5      DEVIATIONS FROM THE RECOMMENDATIONS IN THE GREEN GUIDE

Deviations	Green Guide	Remarks
Rear Barrier	Pg 95 Where the rear of the stand is open, type 6 barriers behind a row of seats should be a minimum of 1.1m, measured from seat level	It is considered that the back of the Regulated Stand is not open and that risk of persons falling can be effectively managed through Stewarding.
Telephones	Telephone lines should be available for direct and immediate telephone communication between the control point and the fire service and/or other Emergency Services	There are no external lines available in the control room. Mobile phone provision during a Specified Activity is a pre-requisite within policies and procedures.
First Aid Room	First aid room should easily accessible to Spectators	The first aid room is located within the Harvey Hadden Leisure Complex and is not within the Regulated Stand.
First Aid Provision	18.10 a - No event should have fewer than two first aiders	Due to some Specified Activities drawing crowds <500 provision of first aiders has been subjected to risk assessment for the Specified Activity. Due to the maximum Spectator capacity of 703 a minimum number of first aiders has been stated as 1 for events with attendance/expected attendance of > 500 Spectators.
Public address system back up power supply	The back up power supply to the public address system should be such to enable it to continue to function at full load in an emergency, such as a fire or a failure of the mains supply for up to three hours.	There is no back up power supply for the public address system – fully functioning loud hailer must be available for use in the event of failure of the public address system.
Lightning protection system	The Regulated Stand lightning protection system shall be tested by a Competent Person and a certificate confirming that it is in a satisfactory condition shall be submitted to the Certifying Authority at least once in every 12 months.	There is no lightning protection system on this Regulated Stand

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## REGULATORY AND APPEALS COMMITTEE - 16 JULY 2015

<b>Title of paper:</b>	Annual Review of General Safety Certificate: Notts County Football Club		
<b>Director:</b>	Andrew Errington Director Community Protection	<b>Ward affected:</b> Bridge	
<b>Report author and contact details:</b>	Paul Dales, Food and Health & Safety Manager Telephone: 0115 8761479 Email: <a href="mailto:paul.dales@nottinghamcity.gov.uk">paul.dales@nottinghamcity.gov.uk</a>		
<b>Other colleagues who have provided input:</b>	Allister Thorn/Matthew Daft, Environmental Health Officers (Health & Safety) Richard Bines, Solicitor		
<b>Relevant Council Plan Strategic Priority:</b>			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			x <input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			x <input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>			
<p>This report deals with the annual review and issue by Nottingham City Council as Certifying Authority of the General Safety Certificate for the Meadow Lane Stadium, home to Notts County Football Club ("the Club") for the forthcoming 2015/2016 football season.</p>			
<b>Recommendation:</b>			
<b>1</b>	<p>It is recommended that the existing General Safety Certificate for the Meadow Lane Stadium be replaced by the proposed General Safety Certificate ("the Certificate") substantially in form appended to this report at Annex 1 by a date no later than 24 July 2015. The Certificate will incorporate stewarding diagrams presently being finalised by the Club Safety Officer.</p>		

### **1. REASONS FOR RECOMMENDATIONS**

The Safety of Sports Grounds Act 1975 (as amended) requires that the Certifying Authority carries out an annual inspection of the designated Sports Ground; this has deemed to be satisfied through the match day inspections of 13 December 2014 (versus Swindon Town with no Police attendance) and 7 February 2015 (versus Chesterfield with Police in attendance) as well as a number of non-match day inspections. The present General Safety Certificate requires a review of the Certificate on an annual basis and in confirming

the replacement of the current Certificate, the Council as Certifying Authority will discharge its duty in this respect. The revised General Safety Certificate has been subject to consultation with Notts County FC officials and the Certificate Holder, Police, Fire, Ambulance and Building Control Services as well as the Sports Grounds Safety Authority. Any comments or observations received have been carefully considered and incorporated as appropriate, subject to compliance with statutory and non-statutory guidance.

## **2. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

The Safety of Sports Grounds Act 1975 (as amended) provides that certain sports grounds be designated by the Secretary of State as requiring a safety certificate under this legislation. Sports stadia with a capacity of more than 10,000 spectators or more than 5,000 spectators for football are so designated, and this classification therefore applies to the Meadow Lane Stadium. The purpose of the Certificate is to ensure that provisions are in place to secure reasonable safety at that ground. The terms and conditions may require alterations or additions to the sports ground and the certificate must contain certain matters such as a plan, capacities, means of access and exit etc.

A safety certificate must be held by an individual who is, in the Council's determination, a person likely to be in a position to prevent contravention of the terms and conditions of a certificate (referred to within the legislation as a "qualified person").

The Meadow Lane Stadium comprises 4 stands equipped with seating for spectators; the Kop, Jimmy Sirrel, Pavis and Family Stands. Each stand is divided into blocks. For the season 2015/2016, the Club will play in Football League 2 and in appropriate cup competitions. In addition, the stadium will continue to be used to host Notts County Ladies Football Club who play in the FA Women's Super League. There has been a change during the season in respect of the stadium being used to host Nottingham Rugby Club matches; the Club moved its home to Lady Bay in January 2015.

In relation to the 2014/2015 football season the following matters occurred which are relevant to the Club and safety at the ground :-

- (a) Ray Trew remains the Executive Chairman of the Club with Aileen Trew moving to a new role as Chief Executive Officer and the holder of the Certificate from 18 March 2015. Jim (James) Rodwell is the previous Chief Executive and Holder of the previous General Safety Certificate, who had been in this role since 17 February 2010, resigned to take up a Chief Executive position at another football club. Mr Luke Michael Negus-Hill joined the Board as a Director in June 2015. Aileen Trew has confirmed her awareness of the legal and procedural requirements regarding ground safety and she has the full support of the Board to oversee all matters relating to ground and public safety; she is deemed to be a 'qualified person' and in an active managerial position with authority to prevent contraventions of the terms and conditions of the Certificate.
- (b) Four routine meetings of the Safety Advisory Group were held during the season; 26 September 2014, 4 December 2014, 26 Feb 2015 and 14 May 2015. These meetings are chaired by Community Protection's Food and Health & Safety Manager, and were attended by:
  - the Certificate Holder or where necessary a director of the Club;
  - the Club's Safety Officer/Deputy Safety Officer and the Stadium Manager;
  - Nottinghamshire Police;
  - East Midlands Ambulance Service

- the Sports Grounds Safety Authority;
  - the City Council's Building Control Service and Principal/Environmental Health Officers (Health & Safety);
  - Nottinghamshire Fire and Rescue Service.
- (c) Two planned match day inspections took place during the season, undertaken by one or more of the Community Protection, Food and Health & Safety team (a combination of an Environmental Health Officer, Principal Environmental Health Officer and the Food and Health & Safety Manager). The matches attended were; 13 December 2014, Notts County versus Swindon Town (a non-Policed match attended by 4697 spectators) and 7 February 2015 Notts County FC versus Chesterfield United (a Policed match attended by 6649 spectators). There have also been a number of non-match day inspections and meetings during the season by Environmental Health Officers to assess and promote safety issues.
- (d) Since the last report to Committee in July 2014 there has been a continuation in the maintenance of match day safety management systems at the Club. The key areas of discussion during Safety Advisory Group meetings in the past year are summarised below :
- Fire Safety Management – Last year's Committee Report highlighted the progress the Club were making through the appointment of their own Fire Safety Professional in January 2014 to lead on implementation of risk assessments and action plans. Progress has continued with safety and fire marshals' policy and management plans presented to the Club's Board of Directors in October 2014. There has been structured training provided to fire marshals, safety stewards and hospitality staff to ensure there is good knowledge and understanding across all team members. The fire alarm system has been fully replaced and a structured risk based works programme to upgrade/renew fire doors highlighted as needing remedial attention is being implemented.
  - Electrical Safety – Good progress has been made in the past year to implement a structured approach to maintenance and inspection of the stadium electrical systems. A risk-based approach has been put in place to ensure that the whole electrical installation is inspected in a planned manner over a rolling three-year period.
  - Floodlighting – last year's committee report highlighted concerns with the inspection reports that indicated significant deterioration in the electrical distribution boards and required renewal. The Club gave an undertaking to plan and carry out this substantial work; it can now be confirmed that the works to replace the defective distribution boards and enclosures did take place during the first part of the 2014/15 season.
  - Stewarding plans – During the past year the Club has requested a review of the existing element of the current Certificate contained in B.2.1 and B.2.2 that specifies the numbers and locations of safety stewards. The Club wishes to move to a risk-based approach for the deployment of numbers and locations of Stewards dependant upon the circumstances of the Specified Activity. The premise of moving towards a risk-based approach is in keeping with the Sports Grounds Safety Authority strategy and this proposal by the Club has been scrutinised for inclusion in the 2015/16 season Certificate. There has been constructive dialogue with the

Club to determine the style, detail and recording of the stewarding risk assessments and plans in order to ensure that there is a suitable level of rigour and traceability to justify the flexible risk-based changes. This process is nearing completion, however at the time of writing this report there are some outstanding diagrams that the Club are producing that need to be included in the Appendices of the Certificate; the Club has committed to providing these for approval by the Safety Advisory Group members by 24 July 2015. When Safety Advisory Group members have approved the documents the Certificate will be re-issued using delegated powers conferred on the Director of Community Protection or the Head of Environmental Health.

- Jimmy Sirrel Stand and concourse capacity issues – At the Committee last year the issue of capacity of this stand was raised to keep the matter highlighted as an ongoing management issue. This stand is shared during most matches between the home and away supporters with the away area located adjacent to the Family Stand end. On occasions when a substantial number of away fans are expected, the whole of the Jimmy Sirrel stand is allocated to these supporters and the home fans are reallocated to other home supporter areas. This arrangement will continue through into the 2015/16 season so as to maintain an increased capacity for away supporters. Other changes first made in the 2010/11 season that will continue this season is the stewarded and cordoned ‘break out’ area ‘external’ to the Jimmy Sirrel stand at half time; this permits a reduction in pressure on the internal concourses and to provide an enlarged area where taking refreshments is permitted for away supporters. This has provided some benefits in reducing the pressure on the limited space in the concourses where the three refreshment bars are located. Due to the limited space on the concourses beneath this stand, the Club Safety Officer carefully assesses the maximum number of away supporters for each match based upon previous knowledge and experience of the teams involved, as well as intelligence reports received from the Police about the crowd profile, behaviour and willingness to comply with Stewards’ instructions. During the past three seasons, there has not been potential for undue strain placed on the concourses as the visiting teams have not brought large numbers of supporters. There is however a concern that the concourses could be under strain should the Club have a successful cup run and a team visits with a large number of supporters; in such circumstances the Club will need to carry out a detailed appraisal to plan for what the appropriate away supporter capacity should be based upon risk information, including that provided by the Police.
- The Safety Officer appointed in January 2014 has previously been the Deputy Safety Officer so is familiar with the Club and its facilities. She has undertaken and passed structured training to NVQ level 4 safety qualification standards. The Deputy Safety Officer is also fully experienced and qualified to carry out this role. During previous years, good progress has been made to ensure there is resilience in securing business continuity by the use of fully qualified and experienced safety officers from Nottingham Forest and Trent Bridge Cricket Ground; they have taken control at some matches, thus ensuring there is familiarity with the stadium and procedures. This will assist in securing flexibility should there be a need for a Safety Officer to stand in at short notice due to illness etc. In addition, during the past season two senior stewards have started training



to be safety officers, which will further build succession planning and resilience at the Club.

- A positive culture within the stewarding arrangements continues to be successfully reinforced through the recruitment processes and ongoing monitoring of stewarding standards. Training of stewards to NVQ Level 2 and supervisors to Level 3 has continued throughout the season for new and existing stewards in accordance with national guidelines. Some of the stewards who work at the Club also work at Nottingham Forest FC and/or Trent Bridge Cricket Ground. Telford College are appointed by the Club to deliver steward training and assessment to meet guidelines. Records of steward training are routinely updated in paper and electronic format. All stewards at the Club are within the training programme.
  - Match day inspections have confirmed that the Safety Officer and Deputy Safety Officer continue to deliver an effective safety culture in the team and stewards. Pre-match and post-match briefings are clear, structured and practical with positive feedback from the Club Safety Team to maintain and improve standards in a professional manner. Matters that require improvement are openly discussed within their own team and feedback from Community Protection, Food/Health & Safety Officers and the Sports Ground Safety Authority is acted upon positively to enhance learning and development.
  - The management of the physical condition of the stadium has continued with the maintenance team implementing a structured approach to property maintenance within the limitations of club resources.
  - The Police, Ambulance Service, Community Protection Food/Health & Safety Service, Building Control and the Sports Grounds Safety Authority continue to have general confidence in the safety arrangements at the Club and have not expressed objections to the maintenance of the Club's own assessment of the 'S' and 'P' factors at the current level of 1.0. [see paragraph (h)(i) below]
- (e) The Chief Executive as Holder of the Certificate recognises that in accordance with the 'Green Guide', the Senior Management Team must keep the Safety Officer informed in good time of all proposals and material works taking place at the Sports Ground and not make unqualified assumptions about the impact on safety requirements.
- (f) For the 2015/16 season the Club and its contractors are currently completing inspections of various structures, equipment and services in order to comply with a requirement in the present Certificate requiring the annual submission of satisfactory certificates for a range of items. All certificates and documents will be submitted to the City Council before the commencement of fixtures at the ground.
- (g) There is a requirement to review a Certificate under the terms of the present Certificate, and the Safety of Sports Grounds Act 1975 provides for its amendment and replacement. A comprehensive review of the style of certificate was carried out in 2009 and replaced in line with the model standards within the London Surveyors Association Publication (1997) and the requirements of the Green Guide 5th Edition, published in 2008. Representatives of the Emergency Services and the Sports Grounds Safety Authority who are members of the

Safety Advisory Group support the 2013 annual review and replacement of the General Safety Certificate.

(h) The key issues to note on the revised Certificate are:

- (i) That it permits a maximum capacity of 19,841 spectators at football matches and 20,211 at rugby matches as detailed in Appendix 1. The permitted ground capacity has resulted from the calculation of the P and S factors in accordance with the 5th edition of the Green Guide. The P factor (Physical Condition) considers the working condition and effectiveness of structural matters through structural surveys, installation inspections of electrical, mechanical, communication and fire detection systems. Access/egress for emergency vehicles and medical facilities are also considered in a P factor analysis. The S factor (Safety Management) considers how the club manages the stewarding, medical and first aid provisions, spectator safety, fire safety and compliance with other legislation such as Health and Safety at Work Act. Each factor is given a score, dependant on the club's compliance, between 0.0 and 1.0. The lowest (worst score) of either the P or S factor is then used as a multiplying factor to the maximum ground capacity. The Club has been assessed as achieving broad compliance with the Certificate and it is deemed appropriate to set the S factor at 1.0 and the P factor at 1.0. The P and S factor scores are subject to review throughout the term of the Certificate and can be altered by the Certifying Authority. Officers of the Certifying Authority (Community Protection Food/Health & Safety) are committed to undertaking match day inspections during the season to assess ongoing compliance with the Certificate.
- (ii) That it reflects the deviations to the 5th edition of the Green Guide as listed in Appendix 4 of the Certificate. It is recommended that the Committee accept these deviations as they are not considered by the Safety Advisory Group to be of such significance as to jeopardise safety of spectators.
- (iii) That it acknowledges the appointment of Aileen Trew as the Holder of the Certificate.
- (iv) That the scope of the Certificate continues to be restricted to Association Football and Rugby. Any spectator events or series of events other than these specified activities would require a 'Special Safety Certificate' to be issued by the Council. The Club are required to apply to the Council at least three months before any such events.

### **3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

None.

### **4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)**

There are no direct financial implications or value for money issues arising from this report.

### **5. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)**

The Safety of Sports Grounds Act 1975 (as amended) places on the Council, as a Certifying Authority, a duty to determine an application for a General Safety Certificate for a designated sports ground in its area containing such terms and conditions as it feels necessary or expedient to secure reasonable safety at that sports ground. The terms and conditions may require alterations or additions to the sports ground and the Certificate must contain certain matters such as a plan, capacities, means of access and exit etc.

The Certificate may be amended or replaced by the Council if it feels that it is appropriate. The Council is under a statutory duty to inspect the ground annually.

The Green Guide is guidance issued by the Department for Culture, Media and Sport. It has no statutory force and has advisory status. It does not attempt to provide a universal standard for existing grounds and deviations from it are acceptable provided that they are both necessary and reasonable. The Guidance does however require that any deviations from it should be listed in the General Safety Certificate together with the reasons why those deviations are acceptable. The proposals outlined in the recommendations therefore appear to be within the Council's powers.

The 1975 Act gives powers of entry and inspection of the Sports Ground to the Council. Any contravention of the terms of a General Safety Certificate is punishable as a criminal offence.

## **6. EQUALITY IMPACT ASSESSMENT**

No - This report does not include proposals for new or changing policies, services or functions.

The Meadow Lane Stadium provides access and facilities to enable spectators with disabilities to be accommodated safely. There are 75 spaces for disabled supporters in total accommodated across 3 stands; Derek Pavis stand, Jimmy Sirrel stand and Family stand. In addition, 150 seats in total are allocated for ambulant disabled in the stands mentioned above. For the visually impaired a commentary service is provided in conjunction with Soccer Sight and RNIB; radio headsets are available on a match-by-match basis. Away supporters can access these services by contacting the Club.

## **7. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

Current General Safety Certificate: Notts County FC

## **8. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

Safety of Sports Grounds Act 1975

Guide to Safety at Sports Grounds (the Green Guide) published by Department of Culture, Media and Sport (5<sup>th</sup> edition, 2008)

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**NOTTINGHAM CITY COUNCIL**

# **GENERAL SAFETY CERTIFICATE**

**FOR**

**NOTTS COUNTY FOOTBALL CLUB  
MEADOW LANE  
NOTTINGHAM**

**SAFETY OF SPORTS GROUND ACT 1975 (AS AMENDED)**

Amended <DATE>

SAFETY OF SPORTS GROUND ACT 1975  
FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987  
(AS AMENDED)

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**SAFETY OF SPORTS GROUND ACT 1975  
FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987  
(AS AMENDED)**

## **GENERAL INFORMATION**

Responsibility for the safety of Spectators lies at all times with the ground management. It is important to know all the provisions of the Safety of Sports Grounds Act 1975 ('the 1975 Act') and the Fire Safety and Safety of Places of Sports Act 1987 (as amended) ('the 1987 Act'), which are relevant to stadia and stands within their scope. Reference should also be made to the 'Guide to the Safety Certification of Sports Grounds'

However the following points are particularly important but reference should be made to the Acts themselves for authoritative information.

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

Section 35 of the 1987 Act gives to authorised officers the power to enter a sports ground and inspect a regulated stand and to make any inquiries as are considered necessary for the purposes of the 1987 Act. Authorised officers have power to examine and take copies of records of the number of spectators accommodated and the maintenance of safety of any regulated stand at the sports ground.

### **(ii) Alterations and Extensions**

Section 32 of the 1987 Act requires notice to be given to the Local Authority ('Certifying Authority') before work is begun on any proposed alteration or extension to the regulated stand or its installations at a sports ground.

### **(iii) Offences and Penalties**

For the following offences, that is to say:—

- (a) contravening any term or condition of this certificate; or
- (b) admitting spectators to the regulated stand at a time when a safety certificate is not in force,

The penalty is, on summary conviction of the responsible person, a fine not exceeding the statutory maximum or, on conviction on indictment of the responsible person, a fine or imprisonment for a term not exceeding two years, or both.

### **(iv) Prohibition Notices**

Section 10 of the 1975 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 who appears to the local authority to be responsible for the management of the ground, prohibiting or restricting the admission of spectators. A prohibition notice may be appealed in accordance with section 10A of the 1975 Act. Any restrictions imposed under a prohibition notice remain in force unless or until amended or annulled by the court.

(v) **Appeal**

Section 30(4) of the 1987 Act provides that an Interested Party may appeal to a Magistrates Court against the inclusion of anything in, or the omission of anything from, the refusal to amend or replace a Safety Certificate for a regulated stand. An appeal under s 30(4) of the 1987 Act must be brought no later than 28 after receipt of the safety certificate by the Holder.

(vi) **Transfer of the Certificate**

If the Holder of the safety certificate ceases to be the person responsible for the management of the Sports Ground, an application must be made to the Certifying Authority for the transfer of the certificate to some other person who will qualify as the person responsible for the management of the ground.

(vii) **Other Legislation/guidance**

The Holder should be aware that apart from the legislation detailed in 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), 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**

## **Notts County Football Club**

**Clause 1.** In exercise of the powers conferred by the Safety of Sports Ground Act 1975 (“the 1975 Act and all other enabling powers, Nottingham City Council (“the Council”), hereby issues this General Safety Certificate to:-

**Aileen Trew (“the Holder”),**

in respect of the premises of Notts County Football Club (“the Club”) at the Meadow Lane Stadium, **Meadow Lane, Nottingham, NG2 4HJ** (“the Sports Ground”) being a sports ground designated by Order of the Secretary of State as requiring a Safety Certificate.

**Clause 2.** This Certificate includes the Schedules, Appendices, and Drawings attached hereto.

**Clause 3.** The words used in this Certificate and the Schedules 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, Green Guide and Schedule A.

**Clause 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 (and not with the Police or the Council).

**Clause 5.** The Holder shall ensure that a written statement of Safety Policy is produced. The Holder shall take steps to ensure that the contents of this Safety Policy is known and understood by all staff and voluntary workers who may be involved in ground operations. The Holder shall sign and date the policy and shall ensure that the policy is implemented, reviewed and revised as necessary. An up-to-date copy of the policy shall be kept with this Certificate. The Holder shall forward a copy of the current Safety Policy to the Council and ensure that any revision is sent to the Council within 7 days of it taking effect.

**Clause 6.** The Holder shall ensure compliance with the terms and conditions of this Certificate at all times that the Sports Ground is in use for any Specified Activity.

**Clause 7.** The Holder shall give the Council 14 days’ notice in writing of any change of circumstances affecting the Certificate. Any changes affecting the Certificate that could not be foreseen shall be notified to the Council in writing as soon as is practicable and in any event within 7 days of their occurrence.

**Clause 8.** The Holder (in consultation with the Police, Fire Service, Ambulance Service, the Council and such other persons or bodies as may be appropriate) shall produce, review, test and keep up to date documented Contingency Plans for any incident occurring which might prejudice safety or disrupt normal operations at the Sports Ground. In these plans, specific

tasks shall be assigned to identified post holders or their nominated deputies. Copies of the current Contingency Plans shall be held by the Holder with the Certificate and copies or appropriate extracts from those plans and/or emergency instructions shall be provided to the emergency services, the Council and to those assigned tasks under the Contingency Plans within 7 days of their update. The Contingency Plans should be compatible with the Major Incident Plan.

- Clause 9.** The Holder shall carry out training exercises at least twice a year so as to ensure the procedures as set out in the Contingency Plans operate correctly. The Holder shall notify Nottingham City Council, the Fire Service, Police and Ambulance Service when such training is to take place to enable them to observe the standards of staff training. Details of training exercises shall be entered in a log book.
- Clause 10.** The Sports Ground shall only be used for Specified Activities specified within Appendix 1 and is subject to the terms and conditions set out in this Certificate, unless the Holder has applied for and been granted, a Special Safety Certificate.
- Clause 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 thereof shall not exceed the capacities specified in Appendix 2 of this Certificate. The Holder shall also ensure that the measures for controlling crowds prescribed in this Certificate are observed.
- Clause 12.** The Holder shall ensure that suitable and sufficient equipment, permanent staff/ Safety Staff , Stewards and others are provided, to monitor, direct, guide, control and assist spectators in accordance with Schedule B of this Certificate during the 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 Stewarding Plan and retained in accordance with Schedule G. The Holder shall be responsible for the performance and conduct of such persons.
- Clause 13.** The Holder shall ensure that suitable and sufficient first aid and medical staff, equipment, facilities and accommodation are provided in accordance with Schedule C.
- Clause 14.** The Holder shall ensure that all Buildings and Structures, including their means of ingress and egress, and all Installations, referred to in this Certificate are at all relevant times kept unobstructed and maintained in such good repair and condition as to safely fulfil their required functions and in particular shall comply with the requirements of Schedule D. Reference source not found. to this Certificate. The Holder shall so far as is reasonably practicable, ensure that the use of such Buildings, Structures and Installations do not put spectators at risk.
- Clause 15.** The Holder shall ensure:-
- a. all reasonable precautions are taken to prevent the outbreak and spread of fire,
  - b. suitable and sufficient equipment is maintained and competent Fire

Staff are available to deal with an outbreak of fire, and

c. compliance with the requirements of Schedule E to this Certificate

**Clause 16.** The Holder shall ensure that the inspections and testing detailed in Schedule F to this Certificate are carried out at the frequency indicated, or such shorter period as may be necessary to ensure the reasonable safety of spectators. The results of these inspections and tests shall be recorded.

**Clause 17.** The Holder shall ensure that records specified in Schedules F and G are kept and made available for inspection by the Council's authorised officers at all reasonable times.

**Clause 18.** The Holder shall ensure that the certificates specified in **Error! Reference source not found.**Schedule G are submitted to the Council within the time periods specified in that schedule.

**Clause 19.** The Holder shall appoint a Safety Officer and one or more Deputy Safety Officers 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. The Holder shall ensure that the Safety Officer is accountable to the most Senior Management or the board of directors of the Club to whom he/she will have direct access on safety matters. The Holder shall set out in writing the duties of the Safety Officer and Deputy Safety Officers and the functions of their posts.

**Clause 20.** The Holder may appoint a replacement Safety Officer or Deputy Safety Officer to carry out or assist in the general duties of the Safety Officer (or Deputy) or duties for a specific event. Such Appointments shall be notified to the Council in writing as soon as is practicable and prior to the event taking place.

**Clause 21.** Unless there is a duly appointed Safety Officer or Deputy Safety Officer meeting the requirements of Clause 19 or Clause 20 present during a Specified Activity; the permitted capacity of the Sports Ground shall be zero.

**Clause 22.** No alteration or addition shall be made to the Sports Ground or its structures or installations without the prior written consent of the Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.

**Clause 23.** Written notice of any proposed alterations or addition to the Sports Ground shall be given to the Council, and such notice shall be accompanied by two sets of:-

- 1) drawings at a scale of 1:100; and
- 2) such other drawings and calculations as are necessary to give full details of the proposals , or are further required by the Council.

**Clause 24.** This Certificate is issued without prejudice to legislation other than that referred to in Clause 1 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.

**Clause 25.** 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. In particular the Holder should ensure that due regard is given to the recommendations of the Green Guide; and should be aware that any deviations from the Green Guide (other than those already listed in this Certificate) will not be authorised as acceptable deviations until either the appropriate Committee or an authorised officer of the Council has approved them.

**Clause 26.** Notwithstanding Clause 5 and Clause 8, the Holder shall ensure the following documentation is produced, kept up dated and signed and dated by the Holder. The Holder shall ensure that up-to-date copies of the following are supplied to the Council upon request:

- 1) Plans showing the layout of the Sports Ground, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate.
- 2) duties of the Safety Officer;
- 3) Safety Policy;
- 4) Contingency Plans; and
- 5) Statement of Intent between the Police Service and Club pursuant to Schedule B paragraph B4.4.

**Clause 27.** With effect from [ ] this certificate will replace all previous certificates in relation to the Sports Grounds pursuant to the 1975 Act and will be reviewed by the Council at least once in every 12 months.

Signed..... Date.....

**Andrew Errington**  
**Director of Community Protection**

or

Signed *L. Raynor*..... Date *19.03.2015*.....

**Lorraine Raynor**  
**Chief Environmental Health and Safer Housing Officer**  
Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

## SCHEDULE A DEFINITIONS

### A.1. Definitions

#### A.1.1. **'The Ambulance Service'**

means the Chief Executive Officer of East Midlands Ambulance Service NHS Trust situated at Trust Headquarters, 1 Horizon Place, Mellors Way Nottingham Business Park, Nottingham, NG8 6PY the Nottinghamshire Ambulance Service NHS Trust or any other such officer designated by him/her.

#### A.1.2. **'All ticket event'**

means an event where all spectators must have pre-booked a seat within the spectator accommodation in advance of the specified activity taking place

#### A.1.3. **'Buildings and Structures'**

in relation to the Sports Ground means all buildings, structures and parts thereof including means of access and egress.

#### A.1.4. **'Building Regulations'**

means The Building Regulations 2010 as amended

#### A.1.5. **'Certificate'**

means this General Safety Certificate issued by the Council to the Club under the provisions of the 1975 Act for the use of the Sports Ground for the Specified Activity during an indefinite period commencing with the date of this certificate

#### A.1.6. **'Child'**

means a person who has not attained the age of 17 years, and the word 'children' shall be construed accordingly.

#### A.1.7. **'Club'**

means Notts County Football Club Limited (company registration no. 04789632) whose registered office is situate at the Sports Ground.

#### A.1.8. **'Competent Person'**

means a person with suitable training, experience and/or qualifications to undertake a specific specialist task.

#### A.1.9. **'the Council'**

means Nottingham City Council situate at Loxley House, Station Street, Nottingham, NG2 3NG

#### A.1.10. **'the Contingency Plans'**

means the plans the contingency plans that shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or total evacuation of the Sports Ground and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure.

#### A.1.11. **'Dedicated First-Aid Room'**

means a fully resourced room within the Sports Ground set aside for treating the members of public as required.

- A.1.12. **‘Deputy Safety Officer’**  
means a deputy officer appointed under Clause 19
- A.1.9. **‘Duty Officer’**  
means either the Safety Officer or in his/her absence a Deputy Safety Officer.
- A.1.10. **‘Emergency Lighting’**  
means lighting provided from a source independent of the normal lighting supply.
- A.1.11. **‘Emergency Services’**  
means the Police, the Ambulance Service and the Fire Service.
- A.1.12. **‘Emergency Telephones’**  
means a monitored telephone system with dedicated telephone points around the Sports Ground and connected to the Sports Ground Control Point.
- A.1.13. **‘Escape Lighting’**  
means the portion of emergency lighting, provided in the absence of natural daylight, to allow free movement within the Sports Ground and exits therefrom.
- A.1.14. **‘the Fire Service’**  
means the Chief Officer of Nottinghamshire Fire & Rescue Service, Nottinghamshire Fire and Rescue Service Headquarters is based at Bestwood Lodge Drive, Arnold, Nottingham, NG5 8PD or such other officer designated by him/her.
- A.1.15. **‘Fire-Resisting’**  
means the construction is capable of resisting the action of fire for not less than half-an-hour, (or such other period as may be specified by the Council) in accordance with the appropriate British Standard or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations 2010.
- A.1.16. **‘Fire Staff’**  
means persons competent in fire safety provisions and execution of the fire safety management plan
- A.1.17. **‘Football’**  
means any football match played as part of a league, cup or friendly competition where the participant clubs are full or associate members of the Football League, the Football Association Premier League or another Football Association
- A.1.18. **‘Gas Safety Regulations’**  
means the Gas Safety (Installation and Use) Regulations 1998
- A.1.19. **‘Green Guide’**  
means the current edition of the ‘Guide to Safety in Sports Grounds’ produced by The Department For Culture Media and Sport.
- A.1.20. **‘the Holder’**

means the person who is in a position to prevent contravention of the terms and conditions of the certificate and who is responsible for the management of the Sports Ground.

**A.1.21. 'Installations'**

includes all or part of any radial fencing, and any electrical, mechanical and heating installations.

**A.1.22. 'Maintained Escape Lighting'**

means a system of escape lighting in which the lamps remain illuminated during specified activities to allow free movement within the Sports Ground and exits there from.

**A.1.23. 'Maintained Normal Lighting'**

means a portion of the normal lighting, which remains illuminated in the absence of natural daylight during Specified Activities to allow free movement within the Sports Ground and exits therefrom.

**A.1.24. 'the Major Incident Plan'**

means the Major Incident Plan(s) prepared by the emergency services namely Nottinghamshire Fire & Rescue Service, East Midlands Ambulance Service NHS Trust and Nottinghamshire Police .

**A.1.25. 'Medical Practitioner'** (also referred to as crowd doctor)

means a qualified Medical Practitioner, registered with the General Medical Council, who has received training in pre-hospital (immediate) care and major incident management including specific training in cardio pulmonary resuscitation and in the use of automatic/advisory or manual defibrillators.

**A.1.26. 'Non Combustible'**

means material capable of being classified as non-combustible if subjected to the test for non-combustibility prescribed in the appropriate British Standard, or such other material or combination of materials as the Council accepts as being non-combustible.

**A.1.27. 'Non Maintained Escape Lighting'**

means a system of escape lighting in which the lamps are illuminated automatically only on failure of the normal lighting supply.

**A.1.28. 'Normal Lighting'**

means all lighting, other than escape lighting, permanently installed throughout the Sports Ground. The term may include purely decorative lighting, but not lighting installed solely for advertising purposes.

**A.1.29. 'Occupationally Competent'**

means a person who has sufficient training and experience to meet the national occupational standards relevant to the task within their identified role.

**A.1.30. 'Paramedic'**

means a person who holds a current certificate of proficiency in ambulance paramedical skills, issued by the Institute of Health Care and Development (IHCD), and who has immediate access to the appropriate level of specialist equipment, including drug therapy, as stipulated and approved by the relevant



Paramedical Steering Committee. A paramedic crew, as a minimum, consists of a paramedic plus an ambulance technician, trained to IHCD standards.

A.1.31. **'Pink Guide'**

means the current edition of 'Safety Management – Sports Grounds and Stadia Guide No 4' produced by the Football Licensing Authority

A.1.32. **'the Plans'**

means the documents attached to this Certificate within Appendix 3

A.1.33. **'the Police'**

means the Chief Constable of Nottinghamshire Police or such other officer designated by him/her.

A.1.34. **'Police Commander'**

means an officer designated by the Police for the purpose of commanding Police activities.

A.1.35. **'the Safety Officer'**

means the officer appointed under Clause 20 and Schedule B paragraph B.1.2.

A.1.36. **'Safety Officer's Control Point'**

means a room within the Sports Ground containing fire alarm warning systems, turnstile monitoring equipment, public address system, Emergency Telephones and general communication equipment.

A.1.37. **'the Safety Policy'**

means the policy covering the safety of spectators, the safety objectives and the means of achieving them and outlining the chain of command, produced by the Holder

A.1.38. **'Safety Staff'**

means the Holder, a person designated by them, the Safety Officer, Deputy Safety Officer the Stewards and all persons under their control who are engaged in duties during a Specified Activity relating to the management of the Sports Ground and the safety, direction and control of spectators including employees, agents, contractors, franchise holders and their employees within the Sports Ground during a Specified Activity.

A.1.39. **'Specified Activity'**

means any of the activities listed in Appendix 1 and the duration of the Specified Activity shall be construed as including the whole period when spectators of the Specified Activity are within the curtilage of the Sports Ground. Specified Activity and Specified Activities shall be construed accordingly.

A.1.40. **'Special Safety Certificate'**

means a certificate issued by the Council under the provisions of Section 1 (3)(b) the 1975 Act in respect of the use of the Sport Ground for an activity or a number of activities specified in the certificate on an occasion or series of occasions so specified

A.1.41. **'the Sports Ground'**

means the sports ground situate and known as the Meadow Lane Stadium, Meadow Lane, Nottingham NG2 3HG and the means of access to it 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.

A.1.42. **'Statement of Intent'**

means the Holders/ the Clubs, written agreement with the Police setting out their respective responsibilities for crowd safety and control or any agreed variation to it

A.1.43. **'Surface Spread of Flame Classification'**

means the class into which a material falls when tested for surface spread of flame in accordance with the appropriate British Standard or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations 2010

A.1.44. **'Steward'**

means a person trained, or being trained, to a recognised national standard, employed or contracted by management to act in accordance with the general recommendation of the Green Guide and the specific requirements of this Certificate

A.1.45. **'Thorough Examination'**

means a thorough examination by a competent person as defined within Regulation 2 of the Lifting Operations and Lifting Equipment Regulations 1998

## **SCHEDULE B STAFF AND CROWD CONTROL**

### **B.1. Safety Officers**

- B1.1 The Holder shall be responsible for ensuring spectator safety is effectively managed, ensuring that all checks, inspections, testing, training, recording, remedial works, and other matters relating to spectator safety are carried out promptly and effectively.

### **B.2. Safety Staff**

#### Stewarding Plan

- B2.1. The Holder shall, on the basis of a risk assessment, identify the safety management arrangements required to ensure the safety of all spectators during specified activities. These arrangements shall be contained within a stewarding plan which takes account of the guidance within the Green and Pink guides. In no case shall the number of mobile Stewards be less than 1 to every 250 spectators or part thereof attending that Specified Activity.

The Holder shall maintain and comply with all sections of the Stewarding Plan at Appendix 4. No modification to the Stewarding Plan shall be valid unless and until authorised in writing by the Council and subsequently included in an amended and duly issued General Safety Certificate.

#### Event Specific Risk Assessment

- B2.2. The Holder shall produce a suitable and sufficient risk assessment for each event of a specified activity to determine the final number, location and duties of safety staff, appropriate resources and arrangements to ensure spectator safety is managed effectively.

The event specific risk assessment shall be recorded prior to the start of the event in the format and with the details set out in Appendix 5. Any alteration to the risk assessment that is required for dynamic reasons should be recorded on that assessment as soon as possible after the decision to alter it has been made. The records of the risk assessments should be retained for inspection for 24 months and kept with this certificate at Appendix 5.

- B2.3. All Stewards shall be fit and active and have the maturity, character and temperament to carry out the duties required of them. The Holder shall be required to ensure a register of Stewards is maintained, recording their attendance and post as well as their training and qualifications.
- B2.4. Each Steward shall be readily recognisable with a high visibility and distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by the Council) uniquely identifiable to the individual and worn outside his/her clothing.
- B2.5. The Holder shall ensure that all safety management personnel (Supervisors, Stewards, and Visiting Stewards etc) are briefed on their deployment and their general and emergency duties. A record of the briefing shall be retained for

inspection for 24 months. De-briefing of Stewards shall take place after the Specified Activity to ensure that incidents or problems are referred to the Safety Officer for follow up action.

- B2.6. The Head Steward and each Supervisor shall be readily recognisable by the wearing of a high visibility surcoat or tabard which is distinctive from that worn by the Stewards, uniquely identifiable to the individual and worn outside his/her clothing.

### **B.3. Disabled Persons**

- B3.1. The Holder shall ensure that accommodation provided for people with disabilities is safe, properly designed and managed. Entrance and exit routes must be made available for disabled spectators together with safe evacuation procedures.

### **B.4. Crowd Control and Policing**

- B4.1. Before each Specified Activity the Holder shall: -
- a. Consult jointly with the Emergency Services regarding the general arrangements for that activity; and
  - b. Notify the Police and Council of every Specified Activity at least 35 days before such Activity takes place when possible, or such shorter time as they may accept.
- B4.2. The Holder shall objectively consider each Specified Activity against a prepared risk assessment to determine whether or not to request for Police attendance on duty inside the Sports Ground for that Specified Activity. In the event of disagreement between the Holder and the Police, the matter will be referred to the Council for arbitration and determination including consultation with the safety advisory group.
- B4.3. Where a request is made for police attendance; it shall be for the Police Commander to determine the appropriate level of policing inside the Sports Ground.
- B4.4. The Holder shall use his/her best endeavours to agree a Statement of Intent with the police over their respective roles. Any variation in the statement must be agreed in writing in advance of the Specified Activity to which it relates.

**Note:** *The Statement of Intent is not a contract but an agreement on respective areas of responsibility.*

- B4.5. Where the Council determines and notifies the holder in writing that a Specified Activity or specific event to be an "All-Ticket" event (requiring that all seats be pre-allocated by ticket) taking into account advice and risk assessments received from the Club and Police. The Holder shall ensure the number of tickets issued for each particular area shall not exceed the permitted capacity of that area less the number of season tickets issued for that area.
- B4.6. Each ticket shall specify the gate/turnstile by which the ticket holder shall enter the Sports Ground and where possible shall include a simplified, understandable diagram showing the layout of the sports ground and position of

entrances. Tickets for seats which offer restricted views or are uncovered shall be marked accordingly and the buyer forewarned.

- B4.7. Sufficient turnstiles or entry points shall be provided and operated to allow the entry of all the spectators to each self-contained area within one hour at a notional rate of 660 persons per turnstile, (or other entry point) per hour, or such lower rate as may be determined by the Council. Each bank of turnstiles shall be individually and conspicuously identified by colour and number or letter visible to spectators approaching the sports ground. Each turnstile shall be individually identified by numbers visible from outside and inside the Sports Ground. The colour, number or letter on each bank of turnstiles or turnstile shall correspond with the information given on the tickets issued for use at that bank of turnstiles or turnstile.

Entry rates used for Sports Ground capacity calculations must be based on actual measurements of spectator entry rates through each type/bank of turnstile, these measurements must be conducted to the satisfaction of the Council, must be recorded, and must be reviewed before any area subject to significant change to the entry system is used for housing spectators for a specified activity. Where the calculated rate of entry proves to be more than 660 persons per turnstile per hour, the lower figure shall be used for calculating entry capacity in line with the recommendations of the Green Guide.

- B4.9. A public address system shall be provided which is capable of communicating information to areas both outside and inside the Sports Ground. The system shall be used for the carrying out of emergency evacuation procedures for the Sports Ground and it shall be maintained and operated in line with the recommendations contained within the Green Guide.
- B4.10. Where an electronic spectator counting system is installed it shall be maintained and tested as required in Schedule F. The number of spectators admitted shall be continuously displayed in the Safety Officer's Control Point.
- B4.11. The Holder shall provide a Safety Officer's Control Point which shall:
- a. have a good view of the whole pitch and of the spectator area surrounding it;
  - b. accommodate the necessary communications equipment and the CCTV monitors and the staff required for their operation or supervision;
  - c. be suitable to serve as a command post in the event of an emergency; and
  - d. be capable of being evacuated safely if necessary.
- B4.12. Closed circuit television and the associated emergency power supply shall be maintained to enable densities outside the Sports Ground, within concourse areas and in compounds and other standing areas to be monitored during every Specified Activity.
- B4.13. Drinks may only be sold or supplied in containers made of paper or plastic materials except:
- a. with the prior written consent of the Council; or
  - b. where drink is served at a table accompanying a meal; or

- c. in those parts of the Sports Ground not usually open to members of the general public.

**Note:** *Attention is drawn to the provisions of the Sporting Events (Control of Alcohol) Act 1985 as amended.*

- B4.14. Where and when it is considered necessary by a Police officer or a Steward, no person shall be permitted to enter or remain in the Sports Ground in possession of any glass bottle or metal can.
- B4.15. The Holder shall, upon the basis of a risk assessment, ensure the safe placement and use of television cameras, commentary points, camera gantries, outside broadcast vans, cables and any other equipment used for the purpose of broadcast or recording of specified activities. Evidence of this assessment shall be recorded in the risk assessment required by B2.2.
- B4.16. Copies of any ground regulations made by the Holder or the Club shall be protected against loss or defacement and shall be displayed in prominent positions within the Sports Ground.

## **SCHEDULE C FIRST-AID AND MEDICAL FACILITIES**

### **C.1. Accommodation and Equipment**

- C.1.1. The Holder shall provide a Dedicated First Aid Room which is suitable in size, fitting and facilities and design and location (see Green Guide for details). The Dedicated First Aid Room should have a W.C. suitable for use by disabled people adjacent to it, together with a wash basin and hot and cold water supply.
- C.1.2. The Holder shall ensure appropriate medical, nursing; paramedic and first aid provisions are available for spectators. A medical risk assessment shall be conducted by a competent person in consultation with a competent medical authority. The Holder shall ensure the development and implementation of a medical plan which takes the results of the risk assessment into consideration. The medical plan shall define the levels of medical provision for spectators at the sports ground.
- C.1.3. The Holder shall ensure that defibrillators are provided at all events, whether they are provided by the Club or supplied through a medical/ first aid provider. The Holder shall ensure that there are an adequate number suitably trained persons at a Specified Activity to operate a defibrillator.
- C.1.4. The Dedicated First Aid Room shall be accessible to first aid personnel, ambulances and the public from every part of the Sports Ground, and shall be suitably sign posted throughout the Sports Ground.
- C.1.5. The Holder shall clean, heat, light, ventilate and maintain the Dedicated First Aid Room, which shall be used solely for first aid purposes. The Holder shall ensure that all appropriate standards of hygiene are maintained.
- C.1.6. The Dedicated First Aid Room shall be available for first aid during each Specified Activity.
- C.1.7. Instruction notices for contacting the Emergency Services shall be displayed in the Dedicated First Aid Room.

### **C.2. Personnel**

- C.2.1. The Holder shall ensure that suitable and properly trained first aid personnel are present at each Specified Activity in the ratio of at least 1 to every 1,000 spectators, or part thereof, up to 10,000 spectators, and there after one per 2000 spectators anticipated for the event.
- C.2.2. The Holder shall ensure that, at every Specified Activity where the number of spectators is expected to exceed 2,000, a Medical Practitioner able to manage accident and emergency situations is present. The Medical Practitioner shall:
  - a. be at the Sports Ground before the start of the Specified Activity
  - b. remain until at least half an hour after the end of the Specified Activity; and
  - c. be made aware of the location and staffing arrangements of the Dedicated First Aid Room and details of the ambulance cover, the local accident and

emergency department's major incident plan and the local authority's emergency plan.

- C.2.3. The whereabouts of the Medical Practitioner shall be known to the Duty Officer, first aid and ambulance staff and to those in the Safety Officer's Control Point who shall be able to make immediate contact with him or her.
- C.2.4. At every Specified Activity where the number of spectators is not expected to exceed 2,000 the Medical Practitioner need not be present at the Sports Ground, but the Holder shall ensure that arrangements are made to enable the Medical Practitioner to be summoned to deal with any medical emergency at the Sports Ground within a maximum of ten minutes. Those arrangements shall be made known to the officers in charge of the Safety Officer's Control Point and the Dedicated First Aid Room.
- C.2.5. The Holder shall make arrangements for the provision of at least one fully equipped ambulance (either from the NHS or, if from elsewhere, from a source approved by the Ambulance Service), to be in attendance at all events with an anticipated crowd of 5,000 or more. Any additional ambulance cover should be determined after consultation with the Ambulance Service, but in no case shall the ambulance provision be less than the following:

Anticipated attendance

5,000 to 25,000

Dedicated ambulance provision

1 Accident and emergency ambulance  
(with paramedic crew), plus 1  
Ambulance Officer



## **SCHEDULE D BUILDINGS, STRUCTURES AND INSTALLATIONS**

### **D.1. Means of Ingress and Egress**

- D.1.1. The means of ingress and egress shall be maintained in good condition and unobstructed to each part of the Sports Ground. The location of all exit gates shall be as shown on the Plan
- D.1.2. Each exit gate shall be available for egress during any Specified Activity.
- D.1.3. During a Specified Activity, no door or gate forming part of an escape route shall be locked by a key or fastened in such a way that it cannot easily and immediately be opened by those using that route in an emergency.
- D.1.4. During a Specified Activity, all exit gates, unless secured in an open position, shall be staffed at all times. All pitch perimeter gates shall be kept unlocked whenever the area of the Sports Ground behind them is occupied by spectators.
- D.1.5. 'WAY OUT' or 'EXIT' notices shall be provided and maintained over each exit.
- D.1.6. All doors and gates on exit routes shall be secured in the fully open position not less than 10 minutes before the end of the Specified Activity.
- D.1.7. All gates in radial, pitch-perimeter or pitch barrier fences shall be marked in a distinctive colour, different from the rest of the fence. Advertising boards shall not impede access on to the pitch at any time during a Specified Activity.
- D.1.8. Each gate shall be permanently marked with its identification number. The numbers shall be not less than 300mm in height and clearly visible when the gates are either open or closed.
- D.1.9. Each staircase and each corridor shall be maintained enclosed with fire resisting construction.
- D.1.10. Each gangway, exit route, stairway, ramp, stepping and means of access for emergency vehicles shall be kept free of stored goods, litter, ice and snow whilst the sports ground is in use for any Specified Activity. The treads of steps and stairways shall be maintained with non-slip and even surfaces, and shall be adequately drained.
- D.1.11. Gangways on terraces shall be in a conspicuous colour with a non-slip surface. Conspicuous nosings shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of spectators.
- D.1.12. Means of access for Emergency Service vehicles shall be provided as indicated on the Plan
- D.1.13. The means of access for Emergency Service vehicles shall be maintained unobstructed and in good condition.

## **D.2. Electrical, Mechanical and Heating Installation**

- D.2.1. The electrical installation for the premises shall be maintained in accordance with the latest BS 7671 British Standard Requirements for Electrical Installation (IEE Wiring Regulations). The Holder shall ensure that technical staff are competent, properly trained and familiar with the installations in the Sports Ground so as to be able to respond in the event of an emergency.
- D.2.2. A diagram of the main electrical distribution arrangements shall be fixed in a position easily accessible to the technical staff. All switch and control gear shall be clearly labelled to indicate the circuits which they control.
- D.2.3. All cables and conductors of wiring systems shall be sited so that they are, as far as practicable, inaccessible to the public and shall be enclosed throughout in a protective covering of material which has sufficient strength to resist mechanical damage. Where wiring is to be used within confined spaces such as escape routes, Low Smoke and Fume Emission (LSF) sheathed cables should be used.
- D.2.4. The maintained normal lighting shall be kept illuminated within the sports ground where there is inadequate natural daylight during Specified Activities, to allow free movement within the Sports Ground and exits therefrom.
- D.2.5. Non-maintained escape lighting shall automatically provide illumination in the event of a failure of the maintained normal lighting supply.
- D.2.6. Maintained escape lighting shall be kept illuminated during Specified Activities where there is inadequate natural daylight.
- D.2.7. Each system of escape lighting shall independently provide a level of illumination which is adequate to allow free movement within the sports ground and exits therefrom.
- D.2.8. The maintained normal lighting and the escape / emergency lighting shall each separately provide a level of illumination which is sufficient to allow the CCTV system to function satisfactorily.
- D.2.9. An alternative electricity supply which functions for a minimum of 3 hours in the event of failure of the normal supply shall be provided and shall be sufficient in power to simultaneously run all of the following systems effectively:-
  - a. Emergency Lighting
  - b. Escape Lighting
  - c. Emergency Telephones
  - d. Fire Alarm
  - e. CCTV control and remote camera system
  - f. Safety Officer's Control Point
  - g. Evacuation Lift(s)
  - h. Dedicated First Aid Room and
  - i. Other apparatus/areas where required

Note: Where a generator is used to provide the alternative supply, the start-up time of the generator should not exceed 5 seconds.

- D.2.10. The electricity power supply to the turnstile monitoring system shall ensure continuous operation for a period of 3 hours in the event of a normal supply failure and ensure that there will be no loss of information on memory.
- D.2.11. The electricity power supply to the public address system shall be such as to ensure continuous operation in the event of failure of the mains electricity supply. No spectator shall be admitted unless the public address system is in full working order.
- D.2.12. In those areas where mechanical ventilation is provided, it shall be kept running during the whole time that the areas are occupied.
- D.2.13. The heating installation (including all boilers, calorifiers and safety devices) for the premises, shall be maintained by the Holder in a safe and satisfactory condition; shall be housed in a Fire Resisting enclosure; shall be fitted with automatic energy cut off device(s); shall have an adequate air supply and shall not prejudice the means of escape for spectators. The installation shall also be examined as required by Schedule F. Any gas installations shall be provided and maintained in accordance with the Gas Safety Regulations.
- D.2.14. The Holder shall ensure that a person who is thoroughly familiar with the electrical and mechanical installations in the Sports Ground shall be in attendance and on duty during the Specified Activity.

### D.3. **General**

- D.3.1. No temporary sales kiosk or stall or other temporary structure (including any mobile stall) shall be installed without the prior consent of the Council in writing. Liquefied Petroleum Gas shall not be used unless consent is obtained from the Council in writing.
- D.3.2. Hazardous materials (including fuels, fertilizers, weed killers and paints) and combustible materials, shall only be stored in a suitable storage area. The hazards arising from the keeping of petroleum spirit or petroleum mixture on the premises, including petroleum spirit kept in fuel tanks of plant such as motor mowers is subject to additional statutory control. The Petroleum Licensing Authority shall be informed of any proposal to keep petroleum at the premises.
- D.3.3. All glass in doors, windows, partitions, etc. in each part of the Sports Ground accessible to spectators shall be maintained in a sound condition and any replacement glass shall conform to the Building Regulations and associated Approved Documents.
- D.3.4. No marquees, tents, soft furnishings, artificial foliage or decoration, shall be installed unless suitable test evidence of material samples have been submitted to the Council and the Council's written consent has been obtained.
- D.3.5. The following areas shall be kept completely free of storage, goods, litter combustible or flammable material or other obstruction and access maintained at all times:

- a. Boiler rooms
  - b. Plant rooms
  - c. Electrical intake rooms
  - d. Electrical switch rooms
  - e. Transformer rooms
  - f. Lift motor rooms and lobbies
  - g. Generator rooms and
  - h. Voids.
- D.3.6. Except as provided in paragraph D.3.7 or with consent of the Council in writing, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the Sports Ground.
- D.3.7. CO2 cylinders may be used for the supply of beer pumps provided that only one cylinder in use in a bar at any time. In addition a spare cylinder can be chained in an upright position within the bar. All other CO2 cylinders shall be kept in appropriate storage.
- D.3.8. No special effects, displays or other arrangements (including pyrotechnics, lasers etc.) shall be undertaken without consultation and written prior consent of the Council.
- D.3.9. The Holder shall ensure that all seating is maintained, securely fixed in position, suitably numbered and that damaged seats are promptly repaired or replaced.
- D.3.10. All fire doors shall be maintained effectively self-closing and shall not be secured open unless otherwise permitted by the Council. Doors to stores and plant rooms shall be kept locked whilst spectators are at the Sports Ground during a Specified Activity.
- D.3.11. All temporary demountable structures used in the Sports Ground shall be designed, erected and dismantled strictly in accordance with the latest revision 'Temporary Demountable Structures Guidance on Procurement, Design and Use' published by the Institution of Structural Engineers.
- D.3.12. All structures including temporary small structures like scaffolding should be provided with a copy of the erecting company's certificate of competency; design documentation and completion certificate and undergo an independent check before spectators enter the Sports Ground. (In accordance with the latest revision 'Temporary Demountable Structures Guidance on Procurement, Design and Use' published by the Institution of Structural Engineers).

## **SCHEDULE E FIRE AND FIRE FIGHTING**

### **E.1. General**

- E.1.1. The Holder is required to ensure fire safety arrangements are planned, organised, controlled, monitored and reviewed to effectively minimise the outbreak of fire, alert persons to the presence of a fire, evacuate persons to a safe area and restrict the growth and spread of fire.
- E.1.2. The Holder is required to ensure that these arrangements are documented within a fire safety management plan.
- E.1.3. The Holder is required to ensure that suitable and sufficient documented risk assessments are completed. The control measures identified within these risk assessments should be incorporated into the documented fire safety management plan.
- E.1.4. Fire risk assessments should assess all structures and installations at the Sports Ground and external installation in close proximity of the Sports Ground that may have an impact on fire safety at the Sports Ground.
- E.1.5. The Holder must ensure that this assessment is reviewed on an annual basis or sooner if changes /incident occur that affects fire safety and/or its management.
- E.1.6. The Holder shall ensure that persons competent in fire safety provisions develops and manages the fire safety management plan and risk assessments.
- E.1.7. An effective management plan should consider the following fire safety aspects:-
  - a. Identifying, removing, reducing the sources of ignition and fuel;
  - b. Restrict the rate of early fire growth and fire spread;
  - c. Provide sufficient protected emergency evacuation routes;
  - d. Provisions for evacuation people with disabilities;
  - e. Adequate provision and illumination of exit and emergency evacuation route through appropriate signage and emergency lighting;
  - f. Effective fire detection and warning systems;
  - g. Appropriate firefighting equipment;
  - h. Appropriately trained staff in fire safety and where applicable the use of firefighting equipment;
  - i. Unobstructed access, egress and parking for emergency vehicles at all times;
  - j. Preventative maintenance and tests for fire safety equipment;
  - k. The use of lifts should also be considered regarding fire safety.
- E.1.8. The Holder is required to ensure that there are effective systems in place to monitor the implementation of the fire safety management plan and ensure its effectiveness.
- E.1.9. With consideration to the outcomes of a suitable and sufficient fire risk assessment and guidance in the Green Guide, the Holder is required to ensure

that normal and emergency evacuation times are determined and documented for each area of spectator accommodation.

## **SCHEDULE F    TESTING AND INSPECTION BY THE HOLDER**

### **F.1.    Introduction**

- F.1.1. The Holder shall ensure the following briefing sessions, checks, inspections and tests are carried out and records kept as specified in Schedule G

### **F.2.    Checks, Inspections and Tests**

- F.2.1. Any defect found as a result of checks, inspection and tests or otherwise shall be recorded in the Defects Log Book, which shall record when the defect is discovered and when it is remedied. All defects should be reported to the Safety Officer or a Deputy Safety Officer as soon as is reasonably practicable.
- F.2.2. In this schedule, a 'competent person' in relation to the testing and certification of electrical systems and installations shall be one of the following:
- a. a corporate member of the Institution of Electrical Engineers;
  - b. a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or Electrical Contractors' Association;
  - c. a suitably qualified representative of the Electrical Supply Authority.
- F.2.3. In this schedule and Schedule G, a competent person in relation to the testing and certification of structural elements shall be one of the following, with the appropriate skills and experience :-
- a. a Chartered Structural Engineer;
  - b. a Chartered Surveyor (Building Surveying Division);
  - c. a Chartered Civil Engineer; or
  - d. a person who, in the opinion of Nottingham City Council, possesses similar qualifications to those at a. b. or c. above.
- F.2.4. During each Specified Activity, the Holder shall ensure the following:
- a. litter and waste are not allowed to accumulate, and are removed to secure containers whenever possible;
  - b. materials are not allowed to accumulate or be stored in circulation, exit or escape routes; and
  - c. all aisles, exits, emergency exits and escape routes are kept clear.
- F.2.5. After each Specified Activity, the Holder shall:
- a. carry out a general visual inspection of the Sports Ground for signs of damage or deformation which might create a potential danger to the public, with particular attention to the condition of seats, terraces, viewing slopes, barriers and stairways;
  - b. ensure that combustible waste and litter are cleared (particularly from voids) and either removed or stored in secure containers;
  - c. participate with the ambulance officers and first-aiders in a de-briefing and record any comments and follow up action;

- d. ensure that any outstanding matters of concern are recorded and arrangements made for remedial action before the next Specified Activity; and
- e. liaise with the Police and/or crowd control personnel to gain full benefit from any de-briefing about crowd control

### **F.3. Inspections and Tests before a Specified Activity**

**F.3.1.** The Holder shall ensure the following are carried out before the start of each Specified Activity:

- a. inspect the general condition and state of maintenance of the Sports Ground, paying particular attention to the condition of each terrace, stairway, exit route, access route and directional sign;
- b. inspect all gangways, entry, exit and access routes to ensure freedom from obstructions and trip hazards; that surfaces are not slippery and to ensure that they are capable of being used to their full capacity;
- c. examine each crush barrier and balustrade for corrosion, deformation or any other visible weakness; ensure all structures are free from damage, corrosion or deformation which might cause a potential danger to the public;
- d. remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void, lift lobby and all areas to which the public have access, including the means of access for emergency vehicles; of goods, litter, combustible or flammable materials, unauthorised products or other obstruction or hazard;
- e. examine all exit doors and gates (including those in perimeter or radial fences) whether manually or electronically operated to ensure that they are easily and fully openable;
- f. inspect all voids beneath wooden stands, all kitchens and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards, and ensure that hazardous materials are removed, or safely stored, well away from public areas;
- g. ensure that the required firefighting equipment is in position and available;
- h. inspect the Dedicated First Aid Room and the equipment and supplies held there and ensure that sufficient first-aid personnel are present and at their posts and have been properly briefed;
- i. ensure that television and outside broadcast equipment, including cables, are located in the approved position;
- j. ensure containers used to store combustible waste or litter are secure;
- k. ensure that areas to which public access is prohibited are properly locked or sealed off;
- l. ensure that directional signs are in place and, where appropriate, illuminated;
- m. ensure the integrity of any demountable structures after their assembly; and
- n. ensure that media activities do not interfere with, or negate, the normal safety operation of the sports ground, and do not hamper the safety, comfort or viewing standards of spectators.

### **F.4. Inspection, Testing and Servicing of all Installations**



- F.4.1. The Holder is required to ensure that a 'planned preventative maintenance schedule' is prepared that covers the inspection, testing, and servicing of all installations in accordance with the specifications detailed below.

**F.5. Inspections and Tests at least 24hrs before Specified Activity**

- F.5.1. The Holder shall ensure the following are inspected and tested at least 24hrs before Specified Activity:
- a. loud hailers, CCTV system, video or electronic information boards, ensure that radio systems, emergency telephones, public address systems, emergency lighting systems are tested in good time before a Specified Activity to ensure any defects can be corrected before a Specified Activity.
  - b. Each generator and associated engine shall be tested in accordance with the manufacturer's instructions by a competent person (including an electrician on the Sports Ground staff) not more than 48 hours prior to a Specified Activity. It should include a simulated mains failure test with the generator taking up its prescribed load within 5 seconds.
  - c. The automatic fire detection and fire warning systems (including the repeater panel), shall be tested in accordance with the method laid down in BS5839: Part 1.
  - d. The turnstiles and metering or entry monitoring systems (including electronic monitoring systems), as set out in Schedule B paragraph B.4.10, shall be tested before each Specified Activity.
- F.5.2. All inspections, tests and checks shall be documented together with any problems identified and corrective actions taken.
- F.5.3. If problems are identified, the Holder shall ensure effective provisions to take appropriate remedial action before the public is allowed access to the affected area.

**F.6. Inspections and Tests at Regular Intervals**

- F.6.1. The electrical installations shall be inspected and tested and a periodic inspection report, in the form prescribed by the IEE Wiring Regulations, shall be submitted to the Council. The certification of the whole of the stadium's electrical installation as satisfactory by a competent person at least once every 3 years.
- F.6.2. The Holder shall ensure the following are inspected and tested at regular intervals. Regular intervals in each case should be determined by a suitable and sufficient risk assessment.
- F.6.3. All hose reels shall be tested and the results entered in a log book.
- F.6.4. Inspections of extinguishers, spare gas cartridges and replacement charges shall be carried out to ensure that extinguishers are in their correct positions and have not been discharged or suffered a pressure loss or damage. The results of the inspections shall be entered in a log book.
- F.6.5. Each generator and associated engine used to provide alternative supplies shall be tested by a competent person. The generator shall be started under

simulated mains failure and tested on full load for not less than one hour. The results of the tests shall be recorded in a log book.

F.6.6. Any lift installation shall be maintained and inspected at regular intervals by a competent lift engineer.

F.6.7. The turnstiles, metering or entry monitoring systems as set out in Schedule B paragraph B.4.10 (including electronic monitoring systems).

**F.7. Inspections and Tests Every Six Months**

F.7.1. All passenger lift installations shall receive a Thorough Examination at least every six months by a competent lift engineer. Copies of Thorough Examination certificates shall be submitted to the Council at least once in every 12 months.

**F.8. Inspections and Tests Every Twelve Months**

F.8.1. The Holder shall ensure that a detailed annual inspection of all structures, components as described as follows:

- a. ensure that all standing surfaces, seats, stairs, ramps, doors, gates, boundary walls, fences and cladding are fit for their intended purpose;
- b. Ensure that all load bearing elements are capable of withstanding the loads to which they are likely to be subjected and that they perform properly their required functions
- c. All barriers and handrails should be tested in accordance with the guidance found in the Green Guide;
- d. Where barriers and handrails fail to meet these test conditions they shall be replaced or strengthened. Such barriers and handrails shall be retested after the remedial work to ensure compliance.

F.8.2. Any lift installation that does not carry people shall receive a Thorough Examination at least every twelve months by a competent lift engineer. Copies of Thorough Examination certificates shall be submitted to the Council at least once in every 12 months.

F.8.3. An inspection and 3-hour full load test of the escape lighting batteries shall be carried out by a competent person. Where self-contained battery operated escape luminaires are installed, the certificate shall confirm that each luminaire has been energised from its battery for 3 hours. Tests should be carried out at least every 12 months. Copies of certificates with the test results shall be submitted to the Council at least once in every 12 months.

F.8.4. An inspection of any electronic locking system shall be carried out by a recognised person.

F.8.5. An examination of the boiler, calorifier, and all safety devices shall be carried out by a competent boiler engineer at least once every 12 months. A copy of the certificate confirming that they are in a safe condition shall be submitted to the Council at least once every 12 months.

- F.8.6. The escape lighting engine, generator and control gear shall be tested by a competent person, and a certificate to the effect that they are in efficient working order shall be submitted to the Council at least once in every 12 months.
- F.8.7. The manual electric fire alarm, automatic fire detection equipment, emergency telephone system, CCTV and public address system shall be tested by a competent person and a certificate confirming that they are in a satisfactory condition shall be submitted to the Council at least once in every 12 months.
- F.8.8. All firefighting equipment shall be maintained and overhauled in accordance with BS.5274, BS.5306: Parts 1 and 3, BS.5423 and BS EN 1869: 1997 as appropriate by a competent person or company of fire engineers and a record kept. An inspection and maintenance certificate in respect of all firefighting equipment at the sports ground shall be submitted to the Council once in every 12 months.
- F.8.9. The lightning protection system shall be tested by a competent person and a certificate confirming that it is in a satisfactory condition shall be submitted to the Council at least once in every 12 months.
- F.9. **Detailed Structural Appraisal**
- F.9.1. A risk based plan for the detailed appraisal of all structures and parts of structures within the Sports Ground should be kept in accordance with the relevant section of the Green Guide.

## **SCHEDULE G RECORDS AND CERTIFICATES**

### **G.1. Records to be kept by the Holder**

- G.1.1. The Holder shall keep, separately, for a minimum period of six years, the following records which shall be made available for inspection by the Council's authorised officers or representatives of the Sports Ground Safety Authority at all reasonable times. (The Holder shall be responsible for the collation of the information required for the records from the relevant organisation). Each record shall specify the name, status and qualifications of any person carrying out a test, inspection or remedial work:
- a. a record of the number of spectators admitted to the sports ground for a Specified Activity, and to each part of the sports ground referred to in Appendix 2;
  - b. a record of any accident or incident which causes injury, other than a playing injury, which is brought to the notice of the Holder and which occurs whilst the Sports Ground is in use for a Specified Activity;
  - c. a record of the names of Stewards on duty at each event and the positions allocated to them within the Sports Ground as specified in Schedule B;
  - d. a record of details, including attendance, of each training session and pre match briefing given to staff and Stewards as specified in Schedule B;
  - e. a record of the numbers and posts of all first aiders present on each occasion and the attendance of the Medical Practitioner as specified in Schedule E;
  - f. a record of each exercise as specified in Clause 7;
  - g. a record of tests of emergency telephones, fire alarms and automatic fire detectors and public address system as specified in Schedule F;
  - h. a record of tests of firefighting equipment as specified in Schedule F;
  - i. a record of tests of the escape lighting, generator and engine as specified in Schedule F;
  - j. a record of tests of the turnstiles and electronic monitoring system as specified in Schedule F;
  - k. a record of each inspection carried out at the Sports Ground to ensure compliance with Schedule F;
  - l. a record in a Defects Log Book of any defect relating to the safety of the sports ground, however discovered, including a record of when such defect has been remedied;
  - m. a record of the certificates required to be submitted to the Council under Schedule G paragraph G.2 below.
  - n. a record of all first-aid or medical treatment provided during or in connection with any Specified Activity;
  - o. a record of all fire alarms soundings whether or not activated by the automatic fire detector system;
  - p. a record of all substantial maintenance work and improvements relating to safety carried out at the Sports Ground;
  - q. a record of all pre-event inspections as specified in Schedule F;
  - r. a record of any non-routine opening of an exit door or gate; and
  - s. a record of any assumption of control by the Police.

G.1.2. The Holder shall ensure that all records are kept fully up to date in a tamper proof form. The records shall be kept together in a specified place along with a copy of this Certificate and its related documentation.

**G.2. Certificate to be submitted by the Holder to the Council Every 12 months**

G.2.1. The Holder shall submit the following certificates to the Council on an annual basis:

- a. an escape lighting battery test report;
- b. a certificate of examination of boiler, calorifiers;
- c. a certificate of inspection of escape lighting generator and engine;
- d. a certificate of structural safety complying with the recommendations of the Green Guide;
- e. a certificate of satisfactory load testing;
- f. a certificate of inspection of the manual electric fire alarms and automatic fire detection equipment;
- g. a certificate of Thorough Examination for lifts;
- h. a certificate of inspection for the public address installation;
- i. a certificate of inspection of the emergency telephone system;
- j. a certificate of inspection of all firefighting equipment;
- k. a certificate of inspection of the electrical installation;
- l. a certificate of inspection of the CCTV system;
- m. a certificate of inspection of the lightning conductor;

## **APPENDIX 1 SPECIFIED ACTIVITIES**

The activities covered by this certificate are as follows:

Football

Rugby

NB: Football matches which do not meet the definition of 'football' within Schedule A of this certificate are not considered a specified activity within the scope of this certificate.

## APPENDIX 2 PERMITTED NUMBERS OF SPECTATORS

The maximum number of spectators that may be admitted to each part of the Sports Ground at any one time shall be restricted to: -

Ground Capacity for Specified Activities

Stand	Area	No of Seats	S factor	P factor	Final Capacity - Standard Football	Final Capacity - All Away & Rugby
Jimmy Sirrel	Normal Capacity - Home	2040*	1.0	1.0	2040	N/A
	Normal Capacity – Away	3365*	1.0	1.0	3365	N/A
	All Away or Rugby	5775	1.0	1.0	N/A	5775
Kop Home Supporters	Upper Tier	2024	1.0	1.0	2024	2024
	Lower Tier	3416	1.0	1.0	3416	3416
Family Stand	Boxes	144	1.0	1.0	144	144
	Seating	2137	1.0	1.0	2137	2137
Derek Pavis	Supporters	6330	1.0	1.0	6330	6330
	VP & press	385	1.0	1.0	385	385
Total Ground Capacity					<b>19,841</b>	<b>20,211</b>

**Note:** - \* reflects the use of 381 seats from the seating capacity to create a sterile area in the Jimmy Sirrel stand to ensure segregation of home and visiting supporters.

## **APPENDIX 3     THE PLAN**

### **GENERAL GROUND ARRANGEMENT PLAN / DRAWINGS**

Key locations as specified on attached Plan 20189/06C

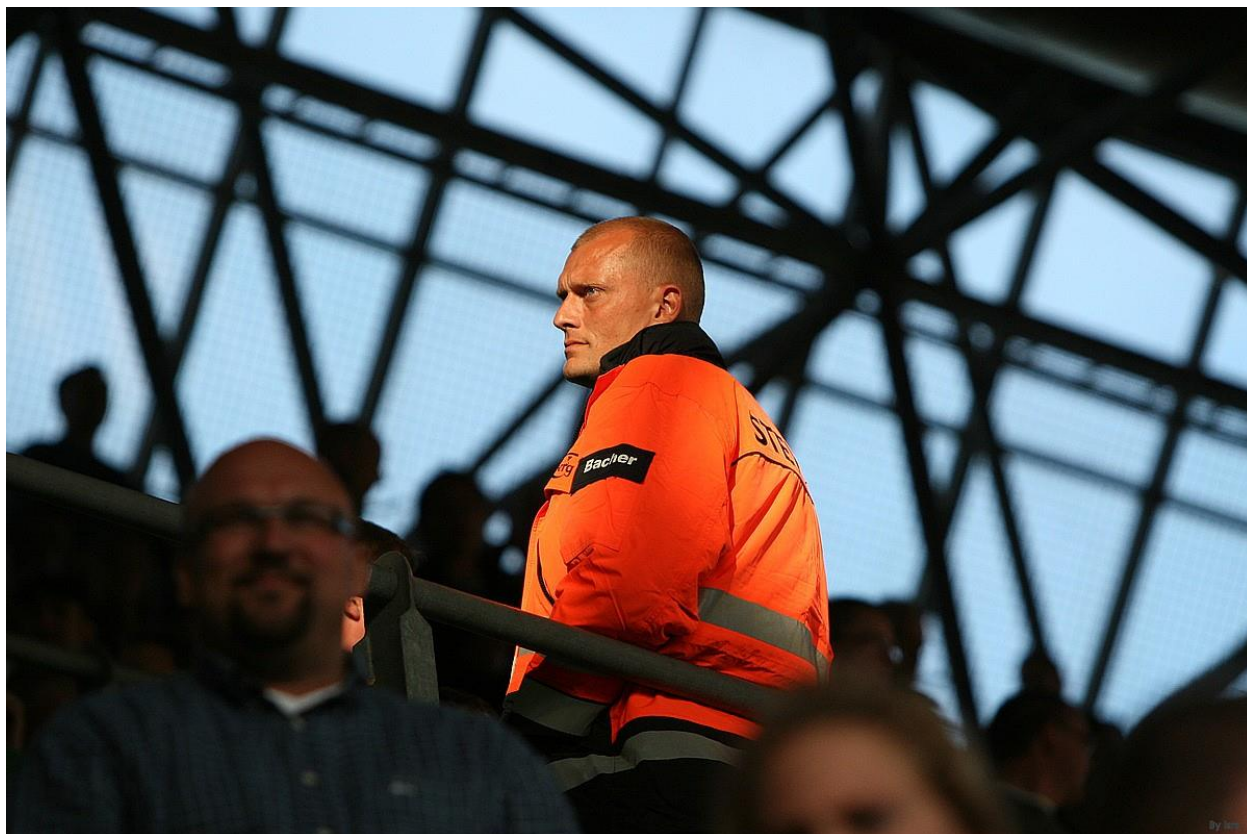
A plan of the Sports Ground shall be attached to this General Safety Certificate, showing the locations of:

- a.     all Buildings and Structures;
- b.     Mean of ingress and egress including entrance and exit points with identification letters;
- c.     Means of access for Emergency Service vehicles;
- d.     Accommodation specifically allocated to particular groups of spectators;
- e.     Radial fences and location of pitch perimeter gates;
- f.     Location of pass doors;
- g.     Location of catering units;
- h.     Position of flow restrictors on exit routes (e.g. areas which are narrow and could cause bottle necks in crowds when exiting).
- i.     Location of Match Control Point;
- j.     Location of wheelchair provision;
- k.     Position of fusible links in concourses (e.g. fire shutter doors);





## **Notts County Football Club Stewarding Plan**



### **Introduction**

In this plan the Club's planning and considerations on safety management are made with reference to the principles and guidance of the Green Guide and the FLA Safety Management publication which identifies and draws together good practice in such issues.

Notts County Football Club recognises that responsibility for spectator safety lies at all times with the Safety Certificate Holder.

Safety is not seen as a set of rules but rather as standards set from within which reflect the safety culture at the ground. This positive attitude will be reflected in all members of staff. The club will work openly with representatives of the local authority, police, fire and ambulance for relevant advice on how to discharge its responsibilities to achieve safety standards required.

All events within this sports ground will be staffed according to an event specific risk assessment which will be completed prior to the event by the Safety Officer or nominated deputy in conjunction with other organisations where necessary.

This risk assessment will ensure that the staffing levels at each event enable it to achieve the safety of spectators.

Wherever possible events at Notts County Football Ground shall be operated with in house staff that are familiar with the safety management and contingency procedures of the sports ground. When this is not possible or practicable the safety management shall be responsible for the comprehensive briefing of any additional staff.

This stewarding plan has initially been prepared for use of the existing accommodation and shall be revised when spectator arrangements are revised and/or when additional spectator accommodation is made available.

### **Safety Management Structure**

Event Day Safety Management responsibilities are:

**Safety Officer** – in overall command

**Deputy** – who has to be deemed a suitable person

#### **Head Steward**

Whose duties include managing and implementing operational aspects as directed by the Safety Officer. To support stand supervisors when required. To ensure stewards are performing their duties correctly by intrusive supervision. To remain visible at all times.

#### **Supervisors**

There are currently 7 Supervisors who are deployed as follows:

Derek Pavis Stand

Kop Stand Upper

Kop Stand Lower

Family Stand

Jimmy Sirrel Stand

Players' tunnel and hospitality area of the Derek Pavis Stand

Car Parks and Gates

These are the sectors into which the Ground is divided for operational purposes. They are not coded in any manner and referred to by name. Each of the Supervisors will be issued with a radio and be in contact with match control at all times. Each Supervisor will be expected to know the layout of their areas in detail and be able to fully brief stewards assigned to their area of the ground regarding these matters. These persons will hold the Level 3 supervisors qualification or be actively working towards it and their potential to be a supervisor corroborated by Telford College assessors.

#### **Stewards**

All Stewards will have attained or be working to NVQ Level 2. In all circumstances where training is provided they will attain that qualification within 12 months. The role of a steward on match days can be varied so where consistency of deployment in certain roles benefits the operation as a whole this shall be implemented. Each steward shall be aware of their roles and responsibilities thorough briefing and the supply of information such as job descriptions, handbooks and aide memoires.

### **Response Team**

The Club maintains a corps of staff trained in physical intervention techniques and which complement their trained safety role. This corps of stewards is deployed according to the level of “risk” assessed by the Safety Officer for each Match.

### **Numerical Requirements on Match Days**

The Club recognises and understands that advice contained within the Green and Pink Guide in respect of stewarding numbers.

Details of the deployment positions for any Match are set out in a spreadsheet covering all areas of the Ground and which takes full account of the occupancy levels expected at any Match together with phased re-deployments that may be required to address the various phases of the event.

In this way, the Safety Officer is able to exercise his/her professional discretion in allocating resources that meet the identified safety needs of the spectators in the Ground.

### **Control Room Match Day Staff**

Safety Officer  
CCTV Operator  
Loggist

### **Stewards Training**

Currently all training is arranged and conducted by Telford College. They ensure that all stewards receive the necessary training to NVQ Level 2 and supervisors receive the necessary training to NVQ Level 3.

No steward shall be deployed at the Ground until they have taken all aspects of the familiarisation and induction training as required by the Green Guide.

All stewards shall complete their training, assessment and qualification with 12 months thereafter.

Training records for all stewards are kept by Telford College

### **Stewards Positions**

Each Match is subject to a detailed and recorded risk assessment completed by the Safety Officer and which draws on a range of information provided by Notts County FC, the visiting Club, the Police and the Football Safety Officers Association web site.

Using this information, and taking account of the areas of the Ground to be occupied by spectators, the Safety Officer identifies those positions that require to be stewarded across the 4 phases referred to in the Pink Guide.

## DOT PLAN

## APPENDIX 5      SPECIFIED ACTIVITY RISK ASSESSMENT TEMPLATE

EVENT INFORMATION			
DATE OF FIXTURE		FIXTURE	
FIXTURE START TIME(S)		ASSESSED BY	
ANTICIPATED ATTENDANCE		ASSESSMENT DATE	
QUESTION OR INFORMATION TO BE CONSIDERED	SCORE OUT OF 10  (WITH 10 BEING HIGH RISK ASSESSMENT)	<i>Insert below details of the fixture specific information</i>	
THREAT ASSESSMENT and POLICE INTELLIGENCE  POLICE CATEGORISATION:			
<b>CROWD PROFILE / CROWD INFORMATION</b>  <u>Derek Pavis Stand</u>  (including age, % of children, % disabled, anticipated attendance, any issues of risk relating to the crowd profile)		Stand Capacity:  Season Ticket Holder numbers:  Pre-sold Tickets:  Likely Walk-ups:	
<b>CROWD PROFILE / CROWD INFORMATION:</b>  <u>Kop Stand</u>  (including age, % of children, % disabled, anticipated attendance, any issues of risk relating to the crowd profile)		Stand Capacity:  Season Ticket Holder numbers:  Pre-sold Tickets:  Likely Walk-ups:	
<b>CROWD PROFILE / CROWD INFORMATION:</b>		Stand Capacity:	

<b><u>Jimmy Sirrel Stand</u></b>  (including age,% of children, % disabled, anticipated attendance, any issues of risk relating to the crowd profile)		Season Ticket Holder numbers:  Pre-sold Tickets:  Likely Walk-ups:
<b>CROWD PROFILE / CROWD INFORMATION:</b>  <b><u>Haydn Green Stand</u></b>  (including age,% of children, % disabled, anticipated attendance, any issues of risk relating to the crowd profile)		Stand Capacity:  Season Ticket Holder numbers:  Pre-sold Tickets:  Likely Walk-ups:
<b>FSOA INFORMATION RE VISITORS RELEVANT TO THIS FIXTURE:</b>		Matches checked and date of fixture:
<b>HISTORICAL FIXTURE INFORMATION BETWEEN THE TWO CLUBS IN LAST 3 SEASONS:</b>		
<b>TICKET SALES POLICY:</b>		
<b>SPECIAL ACTIVITIES ASSOCIATED WITH THE FIXTURE:</b>		
<b>TRAVEL / PARKING DETAILS:</b>		
<b>ADDITIONAL NOTES:</b>		
<b>EVENT CONTROLS</b>		
<b>STAFFING LEVELS</b>	<b>YES/NO</b>	<b>Your Action(s)</b>
<b>CONTROL TEAM FOR THIS MATCH BY ROLE</b>		
<b>STEWARDING PLAN FOR THIS MATCH IN TERMS OF NUMBERS BY ROLE</b>		



<b>TURNSTILE OPERATORS</b>		
<b>CAR PARK ARRANGEMENTS FOR VISITING SUPPORTERS</b>		
<b>HOSPITALITY ISSUES</b>		
<b>MEDICAL ARRANGEMENTS</b>		
<b>ANY OTHER COMMENTS</b>		
<b>RISK SCORE:</b>		
A number of the potential problems that may commonly be associated with fixtures are identified below.		
<b>PROBLEM TO BE CONSIDERED</b>	<b>YES/NO</b>	<b>Your Action(s)</b>
<b>BUILD UP OF CROWD DENSITY:</b>  (Points of entry, ticket sales & collection points, concourse and circulation areas)		
<b>OVER CAPACITY IN VIEWING ACCOMMODATION</b>		
<b>ANTI-SOCIAL BEHAVIOUR OF SPECTATORS</b>  (refer to above sources FSOA and Police)		
<b>UNAUTHORISED FIELD OF PLAY INCURSION</b>  (refer to above sources FSOA and Police)		
<b>ASSAULT or ABUSE OF PLAYER or MATCH</b>		

<b>OFFICIAL</b>  (refer to above sources FSOA and Police)		
<b>ASSAULT or ABUSE OF EMPLOYEES</b>  (refer to above sources FSOA and Police)		
<b>INCLEMENT WEATHER</b> (high temperature, high winds, localised flooding, electrical storms)		
<b>CONTINGENCY PLANS</b>  <i>Identify any required changes to the contingency plans as a result of the risk assessment</i>		

Example Deployment Sheet:

Stewarding Location	Supervisor	Stewards	Deployment Arrangements / Available for Redeployment

## APPENDIX 6      DEVIATIONS FROM THE RECOMMENDATIONS IN THE GREEN GUIDE

Deviations	Green Guide	Remarks
Main Stand exit from Block D/E 1.90m high	Minimum 2.0m Headroom	Critical only under existing structural beam
Main Stand exit from Directors Box 1.87m high	Minimum 2.0m Headroom	Critical only under existing structural beam
In the Derek Pavis Stand risers from row D and up are 220mm. Handrails are only provided in the uppermost section of the Main Stand.	The risers of steps in radial gangways should not be more than 190mm and should also be uniform.	The compensatory factor (handrail) was only required at the higher levels of the stand as the installation of additional handrails would adversely affect lateral movement in the event of the adjacent vomitory being obstructed.
The metal constructed upper section of the stairway exiting the Kop stand towards Final Exit Gate D has open risers.	Recommends that open risers should not be used on stairways.	This stairway is only used as a downward route for exiting and as such the open risers are not a safety consideration.
Final Exit Gate F and pitch perimeter gates 10 & 17 are not capable of being opened outwards when used.	Recommends that all exit doors and gates should be capable of opening outwards so that crowds can escape in an emergency without obstruction.	All three gates are staffed at all times and will be opened by a Steward before spectators are directed to evacuate along the route. Also when the gates are opened in an inward position they do not create an obstruction.
Catering outlet roller shutters are not operated by fusible link. Concerns raised regarding the possibility of smoke build-up which could ventilate through the exits from the seating above.	Catering outlets containing deep fat fryers or hot food cooking facilities should be separated from other internal areas or spectator accommodation where roller shutters are used these should be capable of operating both manually and by fusible link.	Due to the configuration and layout of the catering outlets, fusible links could result in entrapment of staff/spectators and therefore, the compensatory factors currently in place are adequate. Location of food bars are adjacent to open-air. In the event of a fire, smoke would vent to fresh air and would not rapidly fill the rear corridor or vent via the vomitories into the stand.