

**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:
- have a good view of the whole pitch and of the spectator area surrounding it;
  - accommodate the necessary communications equipment and the CCTV monitors and the staff required for their operation or supervision;
  - be suitable to serve as a command post in the event of an emergency; and
  - 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:
- with the prior written consent of the Council; or
  - 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.