

NAME OF COMMITTEE / BODY - REGULATORY AND APPEALS 16 JULY 2012

Title of paper:	Review of General Safety Certificate: Nottingham Racecourse	
Director(s)/ Corporate Director(s):	Andrew Errington Director Community Protection	Wards affected: BRIDGE
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Relevant Council Plan Strategic Priority:		
World Class Nottingham		X
Work in Nottingham		
Safer Nottingham		X
Neighbourhood Nottingham		
Family Nottingham		
Healthy Nottingham		
Leading Nottingham		
Summary of issues (including benefits to customers/service users):		
This report deals with the review of the General Safety Certificate for the Main Grandstand at Nottingham Racecourse.		
Recommendation(s):		
1	It is recommended that the existing General Safety Certificate for the Main Grandstand at Nottingham Racecourse be replaced by the Certificate appended to this report at Annex 1 with effect from 16 July 2012.	

1 BACKGROUND

- 1.1 Part III of the Fire Safety and Safety of Places of Sport Act 1987 extended the safety certification regime beyond grounds designated by the Secretary of State under the Safety of Sports Grounds Act 1975 (which applied to grounds with capacity for 10,000 spectators, or 5000 football spectators) to include any covered spectator accommodation for 500 or more spectators at non-designated grounds. The Council as certifying authority is required under the 1987 Act to determine whether any of the stands at sports grounds within its area are “regulated stands” i.e. falling within the

above classification. The Council has determined that the main grandstand at Nottingham Racecourse (shown marked **XXX** on the plan at Appendix 3) is a regulated stand and the operation of the main grandstand therefore requires a safety certificate.

- 1.2 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 may require alterations or additions to the stand and the certificate must contain certain matters such as a plan, capacities, means of access and exit etc
- 1.3 The holder of the Safety Certificate shall be the person who is responsible for the management of the ground.
- 1.4 The Nottingham Racecourse Main Grandstand comprises 2100 standing capacity for spectators. For the 2012 season there are approximately 18 race meetings between April and November.
- 1.5 In relation to safety at regulated stands, consideration is given to the 5th edition of the Guide to Safety at Sports Grounds (“the Green Guide”) published in 2008 by the Department of Culture, Media and Sport. Whilst 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 reports that came out following stadia disasters. Racecourses are very different to other sporting stadia events for a number of reasons, including:-
 - (a) There are no opposing teams,
 - (b) Individual races of up to 10 minutes are run throughout the day with intervals of about half an hour rather than constant action of 90 minutes with a break at half time.
 - (c) The crowd is transitory, usually following a predictable pattern of movement throughout the race day,
 - (d) The crowd profile at racecourses is fundamentally different to that at other sporting events and is generally characterised by sociability, goodwill, tolerance and generally good behaviour.
 - (e) Whilst the maximum capacity of a regulated stand is included in the General Safety Certificate it is recognised that it is not always in the best interests of spectators to have the racecourse operators continuously counting the number of spectators occupying a stand as any such arrangement is likely to severely restrict crowd flows. The racecourse operators must be able to demonstrate how the capacity has been calculated through experience, testing and evaluation of crowd flows through risk assessment; such assessments may demonstrate that risks

of overcrowding a stand are less than those of restricting crowd movements particularly when controls limiting numbers into enclosures are implemented.

Additional Supporting Information;

- (f) The Managing Director, Claire Kirkby as holder of the present General Safety Certificate recognises that in accordance with the Green Guide the senior management team must keep the Racecourse's safety officer 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.
- (g) The appointed Safety Officer, Alex McMahon is a qualified safety practitioner with 15 years experience working in the racecourse industry. He has undertaken and passed structured training to NVQ level 3 safety qualification standard.
- (h) Stewards are trained to NVQ Level 2 and supervisors to Level 3 in spectator safety; training and monitoring continues throughout the season for new and existing stewards in accordance with national guidelines. All stewards at the Racecourse are within a training programme. Security stewards hold a licence issued by the Security Industry Agency (SIA).
- (i) The main grandstand at the racecourse been inspected by the Principal Environmental Health Officer on 23 March 2011 and 26 June 2012. No significant concerns were noted at these inspections. The City Council's Community Protection Service is committed to carrying out event day inspections during the coming season to verify operational compliance with the General Safety Certificate.

1.6 For the present race season the Racecourse and its contractors have a programme to complete inspections of various structures, equipment and services in order to comply with a requirement in the General Safety Certificate requiring the annual submission of satisfactory certificates for a range of items. Certificates and documents for this season will be submitted to the Community Protection Service for consideration by the Food and Health & Safety Team.

1.7 The Council is under a duty to review the General Safety Certificate from time to time. A comprehensive review of the style of certificate has been carried out this year and replaced in line with the model standards within the London District Surveyors Association publication (1997) and the requirements of the 5th Edition of the Green Guide..

The process of reviewing the General Safety Certificate has highlighted the need to introduce an enhanced framework for communication between the Racecourse operators, the various enforcement bodies and the emergency services that have an interest in safety at the venue. It is therefore the intention to set up a Safety Advisory Group led by Community Protection, Food and Health & Safety Team. Terms of reference for the Safety Advisory Group will be produced with a view to an inaugural meeting of all members being set up in October 2012.

1.8 The key issues to note on the revised General Safety Certificate are:-

- (a) That it permits a maximum capacity of 2100 standing spectators at horse racing meetings. The permitted stand 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 racecourse 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 racecourse has been assessed as achieving broad compliance with the General Safety 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 General Safety 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 General Safety Certificate.
- (b) 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 Community Protection, Food and Health & Safety Team to be of such significance as to jeopardise safety of spectators.
- (c) That it acknowledges Claire Kirkby as the Holder of the General Safety Certificate.
- (d) That the scope of the General Safety Certificate continues to be restricted to horseracing 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 Racecourse Management is required to apply to the Council at least three months before any such events.

2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The Fire Safety and Safety of Places Of Sport Act 1987 requires the Council as certifying authority to inspect the Regulated Stand periodically and the Guidance issued by the Home Office in 1988 confirms that such inspections should be carried out annually. The 1987 Act provides for the Certificate to be amended or replaced where this appears appropriate to the Council. Having reviewed the suitability of the present General Safety Certificate it is considered appropriate for it to be replaced. The revised General Safety Certificate has been subject to consultation with Nottingham Racecourse officials and the proposed Certificate Holder. Any comments or observations received have been carefully considered and incorporated as appropriate, subject to compliance with statutory and non-statutory guidance.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 None

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)

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

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS, CRIME AND DISORDER ACT IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS)

5.1 Legal Implications.

The Fire Safety and Safety of Places of Sport Act 1987 places on the Council 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 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 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 1987 Act gives powers of entry and inspection of the Regulated Stand to the Council. Any contravention of the terms of the Safety Certificate is punishable as a criminal offence.

5.2 **Crime and Disorder**. The management of safety and crowds at Nottingham Racecourse is central to the General Safety Certificate and includes reducing the likelihood of crime, disorder and anti-social behaviour.

6.0 **Equality and Diversity**.

Has an Equality Impact Assessment been carried out?

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

There are tarmac designated Disabled Car Parking spaces in the Owners & Trainers & Members Car Park.

There is a Disabled Viewing Ramp in the Parade Ring and adjacent to the Track

There are disabled toilets located in each enclosure.

If a disabled customer requires a carer to come racing, the carer is admitted free of charge.

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

7.1 Current General Safety Certificate: Nottingham Racecourse.

8 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

8.1 Fire Safety and Places of Sport Act 1987

Home Office Circular 97/88: Fire Safety and Safety of Places of Sport Act 1987: Part III – Safety of Stands at Sports Grounds

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

RCA Guide to Safety at Racecourses published by the Racecourse Association Limited in October 2010.

Annex 1

NOTTINGHAM CITY COUNCIL

GENERAL SAFETY

CERTIFICATE

FOR

THE MAIN GRANDSTAND

AT NOTTINGHAM RACECOURSE

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

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INFORMATION

It is important to know all the provisions of the above Act, which are relevant to stadia and stands. However the following points are particularly important.

i. Right of Entry and Inspection

Section 35 of the 1987 Act gives to authorised officers the power to enter and inspect a sports ground at which there is a regulated stand and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance and records relating to the maintenance of safety in the regulated stand at the sports ground.

ii. Alterations and Extensions

Section 32 of the 1987 Act requires notice to be given to the Council before work is begun of any proposed alteration or extension to the regulated stand 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, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.

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 responsible for the management of the ground, prohibiting or restricting the admission of spectators.

v. Appeals

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, a safety certificate.

vi. Transfer of the Certificate

If the holder of the safety certificate ceases to be the person responsible for the management of the regulated stand, an application must be made to the Council for the transfer of the certificate to some other person who would qualify for the issue of the certificate.

vii. The Guide to Safety at Sports Grounds

“Guide to Safety At Sports Grounds” also gives advice on ground safety and ground operators, who have primary responsibility for the safety of their spectators, should apply the criteria in that document, enlisting professional expertise, where necessary, in order to help ensure safety conditions at their ground.

Note: No variation of the terms and conditions of the certificate will be permitted other than by formal revision.

General Safety Certificate
MAIN GRANDSTAND AT NOTTINGHAM RACECOURSE

Clause 1. In exercise of the powers conferred by the Fire Safety and Places of Sport Act, 1987 and all other enabling powers, Nottingham City Council (“the Council”), hereby issues this General Safety Certificate to:-

CLAIRE KIRKBY (“the Holder”),

in respect of the **MAIN GRANDSTAND AT NOTTINGHAM RACECOURSE** at Colwick Park, Nottingham NG2 4BE (“the Regulated Stand”) being a regulated stand pursuant to the 1987 Act and the determination of the Council 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 meanings assigned to them by the Fire Safety and Safety of Places of Sport Act, 1987 and Schedule A.

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 (and not with the Police or the Council).

Clause 5. The Holder shall ensure that a written statement of safety policy is produced covering the safety of spectators, the safety objectives and the means of achieving them and outlining the chain of command. The Holder shall take steps to ensure that the contents of this 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 General Safety Certificate.

Clause 6. The Holder shall ensure compliance with the terms and conditions of this Certificate at all times that the Regulated Stand 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 this Certificate. Any changes affecting this 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 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 9.** 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 10.** Subject to clause 11, the Regulated Stand shall not be used for spectator events other than for those activities specified in **Appendix 1** and only in accordance with the terms and conditions set out in this Certificate.
- Clause 11.** The Regulated Stand shall not be used for any spectator activity not specified in **Appendix 1**, unless the Holder has applied to the Council for, and received written acknowledgment of the granting of, a Special Safety Certificate.
- Clause 12.** 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 crowds prescribed in this Certificate are observed.
- Clause 13.** The Holder shall ensure that suitable and sufficient equipment, permanent 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. The Holder shall be responsible for the performance and conduct of such persons.
- Clause 14.** 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 15.** 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** 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 16.** 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. comply with the requirements of **Schedule E** to this Certificate

- Clause 17.** 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 18.** 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 19.** The Holder shall ensure that the certificates specified in **Schedule G** are submitted to the Council within the time periods specified in that schedule.
- Clause 20.** The Holder shall appoint a safety officer (the Safety Officer) and Deputy Safety Officer who shall be of sufficient competence, status and authority to take responsibility for safety at the Regulated Stand 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 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 Officer and the functions of their posts.
- Clause 21.** The Holder may appoint a replacement Safety Officer or Deputy Safety Officer to carry out or assist in the generally 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 22.** Unless there is a duly appointed Safety Officer or Deputy Safety Officer appointed under clause 20 or 21 present during a Specified Activity the permitted capacity of the Regulated Stand shall be zero.
- Clause 23.** No alteration or addition shall be made to the Regulated Stand 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 24.** Written notice of any proposed alterations or addition to the Regulated Stand shall be given to the Council, and such notice shall be accompanied by two sets of:-
- a. drawings at a scale of 1:100; and
 - b. such other drawings and calculations as are necessary to give full details of the proposals , or are further required by the Council.
- Clause 25.** This Certificate is issued without prejudice to legislation other than that referred to in Clause 1 controlling the construction or use of the Regulated Stand or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder. The specific requirements of this certificate shall not be regarded as the limit of the obligation placed on the Holder to take all necessary precautions for the reasonable safety of spectators admitted to the Regulated Stand.

Clause 26. Notwithstanding clauses 5 & 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:-

- a. plans showing the layout of the stand, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate.
- b. duties of the Safety Officer;
- c. safety policy;
- d. contingency plans; and
- e. statement of intent between the Police and the Holder.

Clause 27. With effect from **17th July 2012** this certificate will replace all previous certificates and will be reviewed by the Council at least once in every 12 months.

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

Andrew Errington
Director of Community Protection
or

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

Lorraine Raynor
Head of Environmental Health and Trading Standards
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 the Nottinghamshire Ambulance Service NHS Trust or any other such officer designated by him/her.
- A.1.2. 'Building Regulations'**
mean The Building Regulations 2000 as amended
- 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. 'Child'**
means a person who has not attained the age of 17 years, and the word 'children' shall be construed accordingly.
- A.1.5. 'Dedicated First-Aid Room'**
means a fully resourced room within the Sports Ground set aside for treating the members of public as required.
- A.1.6. 'Deputy Safety Officer'**
means the deputy officer appointed under Clause 20 and Schedule B paragraph B.1.2
- A.1.7. 'Duty Officer'**
shall be either the Safety Officer or in his/her absence the Deputy Safety Officer
- A.1.8. 'Emergency Lighting'**
means lighting provided from a source independent of the normal lighting supply.
- A.1.9. "Emergency Services"** means the Police, the Ambulance Service and the Fire Brigade
- A.1.10. 'Emergency Telephones'**
means a monitored telephone system with dedicated telephone points around the Regulated Stand and connected to the Safety Officer's Control Point.
- A.1.11. '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.1.12. 'the Fire Brigade'**
means the Chief Officer of Nottinghamshire Fire & Rescue Service, or such other officer designated by him/her..
- A.1.13. '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 2000.

- A.1.14. Gas Safety Regulations**
means the Gas Safety (Installation and Use) Regulations 1998.
- A.1.15. 'Green Guide'**
means the current edition of the 'Guide to Safety in Sports Grounds' produced by The Department for Culture Media and Sport.
- A.1.16. 'Installations'**
includes all or part of any radial fencing, and any electrical, mechanical and heating installations.
- A.1.17. '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.1.18. '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.1.19. '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.
- A.1.20. '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.1.21. '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.1.22. '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.1.23. '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.1.24. '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.1.25. 'the Plan'. Means the documents attached to this Certificate marked Drawing No - RC 1

A.1.26. 'the Police' means the Chief Constable of Nottinghamshire Police or such other officer designated by him/her.

A.1.27. "the Police Commander" means an officer designated by the Police for the purpose of commanding Police activities.

A.1.28. 'the Regulated Stand' means the main grandstand at Nottingham Racecourse at Colwick Park, Nottingham NG2 4BE as shown on plan [RC1]

A.1.29. 'the Safety Officer' means the officer appointed under clause 20 and Schedule B.1.2

A.1.30. 'Safety Officer's Control Point' means a room within the sports ground in which the Regulated Stand is situated containing fire alarm warning systems, turnstile monitoring equipment, public address system, Emergency Telephones and general communication equipment.

A.1.31. '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, contractors, franchise holders and their employees within the Regulated Stand during a Specified Activity

A.1.32. '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.1.33. '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 2000.

A.1.34. '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.1.35. 'Thorough Examination' as defined and specified in the Lifting Operations and Lifting Equipment Regulations 1998.

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.**
- 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. During the Specified Activity the Duty Officer shall be easily identifiable and shall be in attendance at the Safety Officer's Control Point or elsewhere in the Regulated Stand 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. The Holder shall be responsible for ensuring that mechanisms are in place to enable the effective management of spectator safety by Safety Staff. Mechanisms shall include the production of a stewarding plan in accordance with the Green Guide.**
- B.2.2. The Holder shall be responsible for ensuring each event has a suitable and sufficient risk assessment to enable the final number, location and duties of the Safety Staff to be determined so that spectator safety is managed effectively. The number of Stewards provided should not fall below those stated within the stewarding plan.**
- B.2.3. 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. 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.2.4. 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.**
- B.2.5. 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 Council), which is distinctive from that worn by the Stewards, uniquely identifiable to the individual and worn outside his/her clothing.**
- B.2.6. Each member of Safety Staff shall be adequately trained in safety procedures in accordance with their responsibilities detailed in B.2.7.**
- B.2.7. 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.2.8. 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 Stewards shall take place after the Specified Activity to ensure that incidents or problems are referred to the Safety Officer for follow up action.**
- B.2.9. No Steward shall leave his/her place of duty during a Specified Activity without the permission of the appropriate senior Steward, who shall provide a replacement Steward before the position is vacated.**
- B.2.10. Stewards shall be located throughout the Regulated Stand and particularly at key points where control is most needed, such as in gangways, vomitories, tops of staircases, and at each exit or entrance.**
- B.2.11. Each exit in the Regulated Stand shall be enabled to open immediately in the event of an emergency.**
- B.2.12. Each Steward, attendant and member of 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 Council Officers to enter a sports grounds and inspect a regulated stand at any reasonable time, upon production of written authorisation.**
- B.2.13. Loudhailers shall be made available for use.**
- B.2.14. 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 on duty on the day in question.**
- B.2.15. 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. Disabled Persons

B.3.1. The Holder shall ensure that accommodation in the Regulated Stand 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

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. 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 Council; 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.4.7. 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 and in the manner referred to in Schedule D paragraph D.1.9

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.**
- 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.**

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 Specified Activity.**
- 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 have specific training in cardia-pulmonary resuscitation and in the use of automatic/advisory or manual defibrillators. The Medical Practitioner shall:-**
 - a. be at the Regulated Stand before the start of the Specified Activity**
 - b. remain until at least half an hour after the end of the event; 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 Safety 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 Regulated Stand, 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 Regulated Stand 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:

a. Anticipated attendance	Dedicated ambulance provision
5,000 to 25,000	1 Accident and emergency ambulance (with paramedic crew), plus 1 Ambulance Officer

SCHEDULE D BUILDINGS, STRUCTURES AND INSTALLATIONS

D.1.1. Means of Ingress And Egress

D.1.2. The means of ingress and egress shall be maintained in good condition and unobstructed to each part of the Regulated Stand.

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 staircase and each corridor within the Regulated Stand shall be maintained enclosed with Fire Resisting construction.

D.1.7. 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.1.8. 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.1.9. Means of access for Emergency Service vehicles to the Regulated Stand shall be provided as indicated on the Plan

D.1.10. 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.** Safety Officer's Control Point
 - e.** Dedicated First Aid Room and
 - f.** 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.** 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.2.6.** 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.2.7.** The Holder shall ensure that a person who is thoroughly familiar with the electrical and mechanical installations is present within the Regulated Stand during the Specified Activity

D.3. General

- D.3.1.** All glass in doors, windows, partitions, etc. in each part of the Regulated Stand 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.3.2.** 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.** Electrical intake rooms

- b. Electrical switch rooms
- c. Transformer rooms
- d. Lift motor rooms and lobbies
- e. Generator area and
- f. Voids.

D.3.3. Except as provided in paragraph D.3.4 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 Regulated Stand

D.3.4. Within the Regulated Stand, 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 within the Regulated Stand .

D.3.5. 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 Council.

D.3.6. All fire doors within the Regulated Stand shall be maintained effectively self-closing and shall not be secured open unless otherwise permitted by the Council. Doors to stores and plant rooms within the Regulated Stand shall be kept locked whilst spectators are on the premises during a Specified Activity.

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 Regulated Stand and external installation in close proximity of 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 /incident occurs 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 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 fire fighting equipment;**
 - h. Appropriately trained staff in fire safety and where applicable the use of fire fighting 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.2. Introduction

F.2.1. The Holder shall ensure the following briefing sessions, checks, inspections and tests are carried out and records kept as specified in Schedule G.

F.3. Briefing

F.3.1. 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.3.2. Two-evacuation training sessions shall be carried out every 12 months in accordance with Clause 9 and the details recorded in a logbook.

F.4. Checks, Inspections And Tests

F.4.1. 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.

F.4.2. 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.4.3. In this schedule and schedule G, a competent person in relation to the testing and certification of Buildings and Structures 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;**
- d. or a person who in the opinion of the Council possesses similarly qualifications to those at a, b or c above.**

F.4.4. 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.4.5. After each Specified Activity, the Holder shall: -

- a. carry out a general visual inspection of the Regulated Stand 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 in the Regulated Stand 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.5. Inspections and tests before a Specified Activity

F.5.1. The Holder shall ensure the following items within the Regulated Stand are inspected 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, lift lobby 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 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 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 and at their posts and have been properly briefed;
- 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.6. Inspection, testing and servicing of all Installations

F.6.1. 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.7. Inspections and tests before Specified Activity

F.7.1. The Holder shall ensure the following are inspected and tested in good time before the Specified Activity and ensure the instigation of adequate contingency measures if there is a failure.

- a. loud hailers, video or electronic information boards, ensure that radio systems, 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 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.**
- F.7.2. All inspections, tests and checks shall be documented together with any problems identified and corrective actions taken.**
- F.7.3. 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.8. Inspections and tests at regular intervals.**
 - F.8.1. 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.8.2. 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.8.3. 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.8.4. Any lift installation shall be maintained and inspected at regular intervals by a competent lift engineer.**
- F.9. Inspections And Tests Every Six Months**
 - F.9.1. Any 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.10. Inspections And Tests Every Twelve Months**
 - F.10.1. The Holder shall ensure that a detailed annual inspection of the Regulated Stand 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 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.10.2.** 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.10.3.** 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.10.4.** An inspection of any electronic locking system, shall be carried out by a competent person.
- F.10.5.** 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.10.6.** 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 Council at least once in every 12 months.
- F.10.7.** All fire fighting equipment in the Regulated Stand 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 fire fighting equipment at the sports ground shall be submitted to the Council once in every 12 months.
- F.10.8.** The Regulated Stand 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 certificate shall confirm that the installation is satisfactory and shall be signed by a competent person.
- F.10.9.** 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 Council at least once in every 12 months.
- F.11.** Detailed Structural Appraisal
- F.11.1.** 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 Council'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 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 and the attendance of the Medical Practitioner as specified in **Schedule E**;
- e. a record of each exercise as specified in **Clause 10**;
- 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 fire fighting equipment as specified in **Schedule F**;
- h. a record of tests of the escape lighting, generator and engine as specified in **Schedule F paragraphs F.7 and F.9**;
- i. a record of each inspection carried out at the Regulated Stand to ensure compliance with **Schedule F paragraphs F.4 and F.6**;
- 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 Council under **Schedule G, paragraph G.2** 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 soundings 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.
- 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. Certificates In Relation To The Regulated Stand 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 inspection of the manual electric fire alarms and automatic fire detection equipment;**
 - f. a certificate of 'Thorough Examination' for lifts;**
 - g. a certificate of inspection for the public address installation;**
 - h. a certificate of inspection of all fire fighting equipment;**
 - i. a certificate of inspection of the electrical installation;**
 - j. a certificate of inspection of the lightning conductor;**

APPENDIX 1 SPECIFIED ACTIVITIES

1.1. ACTIVITIES COVERED BY THE CERTIFICATE

Horse Racing

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: -

Total Spectator Accommodation 2,100

APPENDIX 4 DEVIATIONS FROM THE RECOMMENDATIONS IN THE GREEN GUIDE

Deviations	Green Guide	Remarks
1. No statement of intent between the Police and the Holder	If the police are on duty in the control point, there should be a clear, unequivocal understanding of the division of responsibilities between their personnel and the ground's own safety management team. This understanding should be recorded as part of the written statement of intent	Statement of Intent to be in place by September 2012
2. The generator has a start up of 45 seconds	If a generator is used, it should be able to operate the full emergency lighting load within not more than five seconds of start-up.	Accepted delay as the generator does not impact on directly on the stand.
3. Many checks are done by contracted technical companys 4hrs before the Specified activity is due to start.	The Holder shall ensure the following are inspected and tested at least 24hrs before Specified Activity	The Holder shall ensure that the check are carried out in good time before the Specified Activity and ensure the instigation of adequate contingency measures if there is a failure.
4. Medical Risk Assessment and Medical Plan	Management must commission a medical risk assessment from a competent person or Organisation, from the results of the medical risk assessment, management must produce a written medical plan	The racecourse has a medical plan the racing activity and therefore has access to very good resources. However a Medial Risk Assessment and Medical Plan for spectators is still required and should be in place by September 2012

5. The risers of the terrace steps (at 190mm) exceed the preferred dimension	The height of risers should not be more than 180mm	These deviations will not impair the safe ingress or egress of spectators
6. The parapet (at 985mm) is below the preferred height	The preferred height is 1020mm	