



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

**Date:** Tuesday, 16 July 2019

**Time:** 1.30 pm

**Place:** LB 32 - Loxley House, Station Street, Nottingham, NG2 3NG

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

**Corporate Director for Strategy and Resources**

**Governance Officer:** Mark Leavesley

**Direct Dial:** 0115 876 4302

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTERESTS**

If you need advice on declaring an interest, please contact the Governance Officer above, if possible before the day of the meeting

**3 MINUTES**

3 - 6

Last meeting held 27 November 2018 (for confirmation)

**4 ANNUAL REVIEW OF GENERAL SAFETY CERTIFICATE: NOTTS COUNTY FOOTBALL CLUB**

7 - 58

Report of Director of Community Protection

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

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

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**NOTTINGHAM CITY COUNCIL**

**REGULATORY AND APPEALS COMMITTEE**

**MINUTES of the meeting held at Loxley House, Station Street, NG2 3NG, on 27 November 2018 from 10.30 am - 11.00 am**

**Membership**

Present

Councillor Brian Grocock (Chair)  
Councillor David Smith (Vice Chair)  
Councillor Cheryl Barnard  
Councillor Gul Nawaz Khan  
Councillor Dave Liversidge  
Councillor Mohammed Saghir  
Councillor Jim Armstrong

Absent

Councillor Mohammed Ibrahim  
Councillor Carole McCulloch  
Councillor Toby Neal  
Councillor Nick Raine  
Councillor Adele Williams  
Councillor Linda Woodings  
Councillor Corall Jenkins

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

Richard Bines	- Legal Advisor to the Committee
Mark Leavesley	- Governance Officer
Angela Rawson	- Regional Licensing and Policy Manager

**17 APOLOGIES FOR ABSENCE**

Councillor Ibrahim	-	unwell
Councillor Jenkins	)	work commitment
Councillor Raine	)	
Councillor Wooding s	-	other Council business
Councillor Neal	)	personal
Councillor Williams	)	

**18 DECLARATIONS OF INTERESTS**

None.

**19 MINUTES**

The minutes of the meeting held on 08 October 2018 were agreed as a correct record and were signed by the Chair.

**20 LICENSING OF PRIVATE HIRE VEHICLES**

Angela Rawson, Regional Licensing and Policy Manager, presented the report of the Corporate Director of Community Protection, which sought an amendment to the current vehicle specification for the licensing of private hire vehicles to include hybrid vehicles with a minimum engine capacity of 1,400cc.

Ms Rawson stated that licensing a range of vehicles with differing engine capacities gave manufacturers the ability to introduce more vehicles which may be more environmentally friendly in respect of CO2 emissions, together with giving proprietors, operators and customers a wider choice of vehicle.

The Department of Transport, in its 'Taxi and Private Hire Vehicle Licensing - Best Practice Guidance - March 2010', encourages Council's to adopt the principle of specifying as many different types of vehicle as possible. This enables the Council to not only approve a range of general use petrol/diesel vehicles, but also encourages the use of more efficient, greener options, such as the hybrid versions that are becoming a more popular driver choice. With the advancements in engine technology and the efficiencies of hybrid options, manufacturers are able to introduce reduced engine capacities, particularly in diesel versions, which in turn supports a greener environment.

**RESOLVED to replace the current 'General Vehicle Specification for private hire vehicles' (at appendix 1) and adopt in substitution the 'General Vehicle Specification for private hire vehicles' in the form at appendix 2.**

## **21 HACKNEY CARRIAGE FARE TARIFF INCREASE**

Angela Rawson, Regional Licensing and Policy Manager, presented the report of the Corporate Director of Community Protection, which requested Committee consider authorising an increase in the hackney carriage fares, sought by Nottingham Licensed Taxi Owners Association and the Unite Union.

Ms Rawson stated that although the proposal will increase the cost of journeys for the fare paying public, the increase in fares would allow the hackney carriage proprietors to maintain their vehicles in good order for the benefit of the wider public, and help enable fulfilment of the requirements of the changes to the 'Age and Emissions Policy', approved by this Committee on 18 December 2017. The Committee were informed that there had not been an increase in the 'Table of Fares' since 2011 and that inflationary pressure and running and maintenance costs had grown considerably in that time. Further delay in increasing the rates would result in these pressures continuing to grow and lead to steeper increases of fares in the future, which would be unacceptable to the public.

The Committee noted the legislative process that would need to be followed if Committee were to approve the proposal sought. In the interest of flexibility and expediency in considering any non-withdrawn representation, before the proposed 'Table of Fares' could be brought into effect, with or without any necessary modification, Committee understood the intention to delegate a final decision on such matters to the Director of Community Protection, in consultation with the Chair, Vice-Chair and Opposition Spokesperson.

## **RESOLVED**

- 1) that the hackney carriage 'Table of Fares', as varied in appendix 1(b), be approved, subject to:**
  - (i) publication and display, in accordance with section 65 of the Local Government (Miscellaneous Provisions) Act 1976, of a Notice in the form attached at appendix 2; and**
  - (ii) no objections being made within the period and manner specified in the Notice, to come into force from 06:00 hours on 17 December 2018; or**

- (iii) if any objections made are withdrawn, to take effect on the date of withdrawal of the last objection, if later than 06:00 hours on 17 December 2018; or**
  - (iv) if any objections made are not withdrawn, after consideration of the objection(s), to come into force, with or without modification, no later than 2 months after first publication of the Notice.**
- 2) that consideration of any objections made and not withdrawn and final decisions on the Table of Fares with or without modification, be delegated to the Director of Community Protection, in consultation with the Chair, Vice-Chair and Opposition Spokesperson;**
- 3) that delegated authority be given to the Director of Community Protection to advertise the hackney carriage 'Table of Fares', as varied in appendix 1(b) in accordance with section 65 of the Local Government (Miscellaneous Provisions) Act 1976.**

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**REGULATORY AND APPEALS COMMITTEE - 16 JULY 2019**

<b>Title of paper:</b>	Annual Review of General Safety Certificate: Notts County Football Club	
<b>Director:</b>	Andrew Errington Director Community Protection	<b>Ward affected:</b> Meadows
<b>Report author and contact details:</b>	Paul Dales Operations Manager Safer Business Telephone number: 0115 8761479 Email address: <a href="mailto:paul.dales@nottinghamcity.gov.uk">paul.dales@nottinghamcity.gov.uk</a>	
<b>Other colleagues who have provided input:</b>	Matthew Daft – Environmental Health Officer (Health & Safety) Richard Bines – Solicitor	

**Relevant Council Plan Strategic Priority:**

Cutting unemployment by a quarter	<input type="checkbox"/>
Cut crime and anti-social behaviour	<input checked="" type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City	<input type="checkbox"/>
Your neighbourhood as clean as the City Centre	<input type="checkbox"/>
Help keep your energy bills down	<input type="checkbox"/>
Good access to public transport	<input type="checkbox"/>
Nottingham has a good mix of housing	<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs	<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events	<input checked="" type="checkbox"/>
Support early intervention activities	<input type="checkbox"/>
Deliver effective, value for money services to our citizens	<input type="checkbox"/>

**Summary of issues**

This report deals with the annual review and issue by Nottingham City Council as Certifying Authority of the General Safety Certificate for the Meadow Lane Stadium, home to Notts County Football Club ("the Club") for the forthcoming 2019/2020 football season.

**Recommendations**

- 1** It is recommended that the:
- (i) existing General Safety Certificate for the Meadow Lane Stadium be replaced by the proposed General Safety Certificate ("the Certificate") appended to this report at Annex 1;
  - (ii) Committee notes the deviations to the 6th edition of the Green Guide as listed in Appendix 4 of the Certificate are not considered by the Safety Advisory Group to be of such significance as to jeopardise safety of spectators;
  - (iii) Committee acknowledges the appointment of Justin Tose as Holder of the Certificate.

## **1. REASONS FOR RECOMMENDATIONS**

The Safety of Sports Grounds Act 1975 (as amended) requires that the Certifying Authority carries out an annual inspection of the designated Sports Ground; this has deemed to be satisfied through the match day inspections of:

- 8 November 2018 – Games of Remembrance charity match with predominantly school children in attendance;
- 8 January 2019 versus Cambridge United - 12,307 spectators;
- 16 February 2019 versus Mansfield Town - 12,560 spectators.

A number of additional non-match day inspections have also taken place throughout the season to examine documentation and provide compliance advice. A successful desktop exercise arranged by the City Council was held with the Club safety team and the emergency services to test contingency planning and response.

The present General Safety Certificate requires a review on an annual basis. By recommending the Certificate for adoption following the inspections, the Council as Certifying Authority will discharge its duty in this respect. The Certificate has been subject to consultation with the Club officials and the Certificate Holder, Police, Fire, Ambulance and Building Control Services as well as the Sports Grounds Safety Authority. Any comments or observations received have been carefully considered and incorporated as appropriate, subject to compliance with statutory and non-statutory guidance.

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

The Safety of Sports Grounds Act 1975 (as amended) provides that certain sports grounds be designated by the Secretary of State for Culture Media and Sport as requiring a general safety certificate. The Safety of Sports Grounds (Designation) Order 2015 deals with the classification of designated grounds between 2 schedules. Sports stadia with a capacity of more than 10,000 spectators or more than 5,000 spectators for football for clubs including members of the Football League Limited are so designated. The Meadow Lane Stadium has a capacity of more than 10,000 and is therefore a designated sports ground. The purpose of a general safety certificate is to ensure that provisions are in place to secure reasonable safety at that ground. A certificate must contain certain matters such as a plan, capacities, means of access and exit etc. The terms and conditions may therefore require alterations or additions to the sports ground.

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

The Meadow Lane is a 20,211 seater Stadium and comprises 4 stands equipped with seating for spectators; the Kop, Jimmy Sirrel, Derek Pavis and Family stands. Each stand is divided into blocks. For the season 2019/2020, the Club will play in the Vanarama National League and in appropriate cup competitions.



In relation to the 2018/2019 football season the following matters occurred which are relevant to the Club and safety at the ground:-

- (a) Alan Hardy remains as the Chairman having taken over in December 2016, although the Club is up for sale with imminent changes in ownership expected. The Club are to appear at a High Court hearing on 10 July regarding unpaid debt to HMRC. Amanda Fletcher, Commercial Director was the holder of the General Safety Certificate until 30 June 2019 when it was transferred to Justin Tose Commercial Director. Justin Tose has confirmed his awareness of the legal and procedural requirements regarding ground safety and he has the full support of the Board to oversee all matters relating to ground and public safety; he is deemed to be a 'qualified person' and in an active managerial position with authority to prevent contraventions of the terms and conditions of the Certificate.
- (b) Notts County FC were relegated from the English Football League at the end of the 2018/2019 season and the Club will now play football matches in the Vanarama National League. As a result of relegation the Meadow Lane Stadium no longer meets the designation criteria set out in Schedule 2 of the Safety of Sports Grounds (Designation) Order 2015. As the ground has capacity for over 10,000, this means that the entry for the Meadow Lane Stadium now needs to be reassigned to be designated under Schedule 1 of the Order. The Secretary of State for the Department for Digital, Culture, Media and Sport has exercised the powers to re-designate under Schedule 1 and remove Meadow Lane from Schedule 2. While this re-designation comprises a formal legal change to the status of the Sports Grounds designation to maintain accuracy, the practicalities applying to the Club remain the same in that they still require a general safety certificate to be issued for their activities hosting matches in the Vanarama National League.
- (c) Four routine meetings of the Safety Advisory Group were held during the season; 4 October 2018, 6 December 2018, 14 February 2019 and 14 May 2019. These meetings are chaired by Community Protection's Safer Business Operations Manager, and were attended by:
  - the Certificate Holder (Commercial Director);
  - the Club's Safety Officer / Deputy Safety Officer;
  - Nottinghamshire Police;
  - East Midlands Ambulance Service;
  - the Sports Grounds Safety Authority;
  - the City Council's Building Control Service;
  - the City Council's Principal / Environmental Health Officers (Health & Safety);
  - Nottinghamshire Fire and Rescue Service.
- (d) Three match day inspections took place during the season, undertaken by one or more of the Community Protection, Safer Business team (a combination of an Environmental Health Officer, Principal Environmental Health Officer and the Safer Business Operations Manager. There have also been a number of non-match day inspections and meetings during the season by Environmental Health Officers to assess and promote safety issues.
- (e) Since the last report to Committee in July 2018, there has been a continuation in the maintenance of match day safety management systems at the Club. The

key areas of discussion during Safety Advisory Group (SAG) meetings in the past year are summarised below:

- Fire Safety Management – The Club has been continuation of implementation of risk assessments and action plans. Progress has continued with the maintenance of fire safety and fire marshals' policy and management plans.
- Electrical Safety – There has been continued progress implementing the structured approach to maintenance and inspection of the stadium electrical systems. A risk-based approach has been put in place to ensure that the whole electrical installation is inspected in a planned sequential manner over a rolling three-year period.
- Major Incident Plan – The Club has cooperated fully with the Emergency Services to review and agree the Major Incident Plan, which has been updated in June 2019, and to ensure that the Club's own contingency plans are compatible. Aide-memoires were tested during the desktop contingency exercise with good feedback given about the benefits and effectiveness.
- The Safety Officer is a former Police officer and has experience in running matches with substantial spectator attendance, He has attended the NVQ Level 4 training and will fully achieve the qualification in the next few months. The Deputy Safety Officer is also a former police officer with a specialism in football spectator safety and he is currently attending the taught modules of the NVQ while obtaining the necessary practical training at the Club. In addition, an experienced senior steward has also passed the NVQ Level 4 safety qualification and can be called upon to assist with appropriate matches. In recent years, good progress has been made to ensure there is resilience in securing business continuity by the use of fully qualified and experienced safety officers from Nottingham Forest and Trent Bridge Cricket Ground. Cooperation between the Clubs is beneficial in ensuring that mutual support is available should there be a need for a Safety Officer to stand in at short notice due to illness etc.
- Pre-match planning and stewarding plans – During the 2015/16 season the Club moved to a risk-based approach for the deployment of numbers and locations of Stewards dependent upon the circumstances of the Specified Activity. This approach to safety management has continued and developed over the 2018/19 season with an intended outcome of achieving the premise of moving towards a risk-based approach is in keeping with the Sports Grounds Safety Authority strategy and this has been assessed throughout the season. There has been constructive feedback and dialogue with the Club in the season to assess and challenge Safety Officer risk assessments.

These assessments have taken account of Police feedback on the effectiveness of the use of Police intelligence on away fan risk groups travelling to matches and how the Club could deploy stewarding in a manner commensurate with the potential risk. Match day inspections have provided an objective view of the effectiveness of pre-match planning with key areas identified for improvement including, calculation of correct number of mobile stewards and those at fixed positions, effectiveness of communication between regular and contract stewards, robustness of entry search tactics to identify and intercept items such as pyrotechnics, management of queuing at

turnstiles to ensure separation from road traffic. The match day inspections have noted the continued improvement in the planning and management with key areas more robustly managed and a proportionate approach put in place to secure reasonable safety. For example the use of pyrotechnic search dogs and structured search lanes reduced the use of such devices in the ground. This work has assisted in developing the skills of the Safety Officer and the stewarding team to develop effective planning documentation and implementation on match days.

- The Club has been undertaking a comprehensive review of various plans and policies including the Operations Manual. Continuing changes are recommended for the coming season in how this is managed through the General Safety Certificate. Developing the approach first used last year, instead of certain documents being appended to the Certificate, it will be maintained separately as part of the Club's Operations Manual to enable more dynamic changes to take place through the season with continued safeguards provided by oversight and scrutiny from the Safety Advisory Group. The move towards the SGSA's new style safety certificate is supported by both the Club and the Certifying Authority; however in consideration of the current uncertainty at the Club it is recommended that the adoption of this is postponed to ensure there is support from the new owners for this approach of safety management and that the appropriate legal safeguards have been assessed. It is proposed that this is revisited for consideration during the first part of the new season and would be implemented following a period of satisfactory monitoring of the Holder by the Certifying Authority and to ensure his ability to adequately manage the relevant risks in practice.
- The report three years ago advised about a 'risk group' of home supporters comprising a small number of males in the 14-20 age range. The Police and Club have continued to monitor any groups and their determination to cause disorder and violence. The Club continue to cooperate and actively work with the Police as well as the other Nottinghamshire League Clubs through the Police and Clubs Together (PACT) arrangements to ban such disruptive persons from all the football grounds where their behaviour has given rise to serious concern and breached the Club's Ground Regulations.
- Jimmy Sirrel Stand and concourse capacity issues – At previous Committees the issue of spectator capacity of this stand at football matches has been raised to keep the matter highlighted as an ongoing management issue. This stand was built in the 1990s and was constructed with a narrow concourse. It is now appropriate to update on the joint reviews undertaken this season by the Club and Safer Business Team. By way of background information, this 5775 seater stand has the capability to be shared between the home and away supporters with the away area located adjacent to the Family Stand end. Using the stand in a shared manner automatically reduces capacity because of the segregation netting used to cover several hundred seats between the respective supporters.

Measures to mitigate the restricted concourse size were introduced in the 2010/11 season and comprise a stewarded and cordoned 'break out' area 'external' to the Jimmy Sirrel stand at half time; this permits a reduction in pressure on the internal concourses and provides an enlarged area where

taking refreshments is permitted for away supporters. This has provided some benefits in reducing the pressure on the limited space in the concourses where the three refreshment bars are located. Because of the limited space on the concourses beneath this stand, the Club Safety Officer has routinely assessed the maximum number of away supporters for each match. Last season the Club undertook a series of comprehensive assessments during matches to gather information about how the concourses are used at different phases of the event and how spectators used facilities in varying ways dependent upon a number of factors such as the weather conditions. The safety officer has undertaken match-to-match assessments to take account of the physical size of the stand and its circulation areas, knowledge and experience of the visiting supporters, as well as intelligence reports received from the Police about the crowd profile, behaviour and willingness to comply with Stewards' instructions.

At last year's committee it was agreed that there would be two 'trigger' levels to ensure that a suitable safety capacity for this stand was carefully assessed as below;

- 1) Where the capacity in the Jimmy Sirrel Stand is proposed to exceed 4,000 spectators, the Holder shall, no later than six days before the Specified Activity, produce and submit an event specific risk assessment and a management plan to the Certifying Authority detailing the measures to be implemented to address overcrowding risks associated with the concourse.
- 2) Where the capacity in the Jimmy Sirrel Stand is proposed to exceed 5000 spectators, the Holder shall, no later than fourteen days before the Specified Activity, produce an event specific risk assessment and a management plan that details the measures to be implemented to address overcrowding risks associated with the concourse, for discussion at an emergency Safety Advisory Group meeting.

The proposed certificate replaces the clauses listed above with the following:

- (1) Where the capacity in the Jimmy Sirrel Stand is proposed to exceed 4,400 spectators, the holder shall, no later than fourteen days before the Specified Activity, produce an event specific risk assessment and a management plan that details the measures to be implemented to address overcrowding risks associated with the concourse, for discussion at an extraordinary Safety Advisory Group meeting.

These changes have been proposed by the Club to reflect the work they have done to monitor and understand the physical limitations of this stand during typical football matches. The single 'trigger level' will simplify the notification procedure and it will continue to maintain public safety and ensure appropriate assessments are undertaken to control the risks of overcrowding.

- An issue related to the capacity of the Jimmy Sirrel stand, is the close proximity of the busy County Road immediately behind the final exit gates with only a relatively small apron of pathway. It has been noted during match day inspections that a large contingent of away fans does lead to them spilling over into the road with the risk of collision. This matter has been raised at SAG meetings with some concerns for the on-going safety of emerging fans. There has been positive action in the 2017/18 and 2018/19

season with a number of Temporary Traffic Regulation Order closures put in place for the matches with expected high spectator numbers. A traffic management company has been employed to enable the road closures and diversions to take place in a professional and compliant way. This has delivered a safer environment for spectators and club stewards and it is the intention to carry this through into 2019/20 season.

- A positive culture within the stewarding arrangements continues to be successfully reinforced through the recruitment processes and ongoing monitoring of stewarding standards. Training of stewards to NVQ Level 2 and supervisors to Level 3 has continued throughout the season for new and existing stewards in accordance with national guidelines. Some of the stewards who work at the Club also work at Nottingham Forest FC and/or Trent Bridge Cricket Ground. All stewards at the Club are within the training programme.
  - Match day inspections have confirmed that the Safety Management Team continue to deliver an effective safety culture in the team and stewards. Pre-match and post-match briefings are delivered in a structured way with PowerPoint presentations routinely used to illustrate the match plans to large numbers of stewards. Matters that require improvement are openly discussed within their own team and feedback from Environmental Health Officers and the Sports Ground Safety Authority is acted upon positively to enhance learning and development. This process has been improved through pre and post-match meetings between Environmental Health Officers and the Duty Safety Officer for higher risk matches.
  - The management of the physical condition of the stadium has continued with the maintenance team implementing a structured approach to property maintenance within the limitations of club resources. However, at the time of writing the report there are some current financial barriers at the Club that are restricting the ability to fulfil some of the testing of physical infrastructure within the usual timescales. This will be monitored by the Environmental Health team and SAG to ensure that timely progress is made to fulfil the requirements of the General Safety Certificate.
  - The Police, Ambulance Service, Fire, Community Protection Safer Business Service, Building Control and the Sports Grounds Safety Authority continue to have general confidence in the safety arrangements at the Club and have not expressed objections to the maintenance of the Club's own assessment of the 'S' and 'P' factors at the current level of 1.0.
- (f) The Commercial Director as Holder of the Certificate recognises that in accordance with the 'Green Guide', the Senior Management Team must keep the Safety Officer informed in good time of all proposals and material works taking place at the Sports Ground and not make unqualified assumptions about the impact on safety requirements.
- (g) For the 2019/20 season, the Club and its contractors are currently completing inspections of various structures, equipment and services in order to comply with a requirement in the present Certificate requiring the annual submission of satisfactory certificates for a range of items. All certificates and documents will

be submitted to the City Council before the commencement of fixtures at the ground.

- (h) The Safety of Sports Grounds Act 1975 provides for the amendment and replacement of a safety certificate, which is supported by the requirement for a review in the present Certificate. A comprehensive review of the style of safety certificates has been carried out to further embed within the certificate that the operator of a venue is responsible for identifying any risks and the steps to be taken to reduce those risks to an acceptable level. This approach leaves the initiative and the responsibility with the Holder, who is able to tailor the requirements more closely to its particular needs and circumstances. This style of certificate primarily consists of a requirement for the management to undertake appropriate risk assessments, to set out in an operations manual or policy, how reasonable safety is to be maintained and a requirement to adhere to the manual or policy. Clause 6 of The Certificate ensures the Holder produces and complies with a written event safety policy to be understood by all involved in the grounds safe operation. Representatives of the Emergency Services who are members of the Safety Advisory Group support the 2019 annual review and replacement of the existing safety certificate with the Certificate at Annex 1.
- (i) The key issues to note on the proposed Certificate are:
  - (i) That it permits a maximum capacity of 20,211 spectators at football matches and rugby matches as detailed in Appendix 1. The permitted ground capacity has resulted from the calculation of the P and S factors in accordance with the 5th edition of the Green Guide. The P factor (Physical Condition) considers the working condition and effectiveness of structural matters through structural surveys, installation inspections of electrical, mechanical, communication and fire detection systems. Access/egress for emergency vehicles and medical facilities are also considered in a P factor analysis. The S factor (Safety Management) considers how the club manages the stewarding, medical and first aid provisions, spectator safety, fire safety and compliance with other legislation such as Health and Safety at Work Act. Each factor is given a score, dependant on the club's compliance, between 0.0 and 1.0. The lowest (worst score) of either the P or S factor is then used as a multiplying factor to the maximum ground capacity. At the time of writing the report the Club is assessing their own broad compliance with the Certificate and it is anticipated that it is appropriate to set the S factor at 1.0 and the P factor at 1.0.

The P and S factor scores are subject to review throughout the term of the Certificate and can be altered by the Certifying Authority. Officers of the Certifying Authority (Community Protection Safer Business) are committed to undertaking match day inspections during the season to assess ongoing compliance with the Certificate;

- (ii) That it reflects the continued inclusion of the clause at Appendix 2 reflecting the 'trigger' of intended spectator capacity in the Jimmy Sirrel stand reaching 4400;
- (iii) That it reflects the deviations to the 6th edition of the Green Guide as listed in Appendix 4 of the Certificate;

- (iv) That it acknowledges the appointment of Justin Tose as the Holder of the Certificate;
- (v) That the scope of the Certificate continues to be restricted to Football and Rugby. Any spectator events or series of events other than these specified activities would require a 'Special Safety Certificate' to be issued by the Certifying Authority. The Club are required to apply to the Certifying Authority at least three months before any such events.

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

None.

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

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

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

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

A safety certificate may be amended or replaced by the Local Authority if it feels that it is appropriate. The Local Authority is under a statutory duty to inspect the ground annually.

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

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

### **6. EQUALITY IMPACT ASSESSMENT**

Not needed as this report does not include proposals for new or changing policies, services or functions.

The Meadow Lane Stadium provides access and facilities to enable spectators with disabilities to be accommodated safely. There are 75 spaces for disabled supporters in total accommodated across 3 stands; Derek Pavis stand, Jimmy Sirrel stand and

Family stand. In addition, 150 seats in total are allocated for ambulant disabled in the stands mentioned above. For the visually impaired a commentary service is provided in conjunction with Soccer Sight and RNIB; radio headsets are available on a match-by-match basis. Away supporters can access these services by contacting the Club. A sensory room is also provided in the Executive Suite to accommodate children with additional needs.

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

Current General Safety Certificate: Notts County FC.

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

- Safety of Sports Grounds Act 1975 (as amended);
- Guide to Safety at Sports Grounds (the Green Guide) published by Department of Culture, Media and Sport (6<sup>th</sup> edition, 2018);
- Preparing Counter Terrorism Measures at Sports Grounds – Sports Grounds Safety Authority Guidance 2017/5;
- Prevention of Crowd Disorder and Antisocial Behaviour at Sports Grounds - Sports Grounds Safety Authority Guidance 2017/6.





**Notts County Football Club**  
*The World's Oldest Football League Club*

**NOTTINGHAM CITY COUNCIL**  
(Certifying Authority)

# **GENERAL SAFETY CERTIFICATE**

**FOR**

**NOTTS COUNTY FOOTBALL CLUB  
MEADOW LANE  
NOTTINGHAM  
NG2 4HJ**

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

Amended: <Date>



**NOTTINGHAMSHIRE  
POLICE**  
PROUD TO SERVE



**Nottingham**  
**City Council**

SAFETY OF SPORTS GROUND ACT 1975  
(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 all persons including Spectators lies at all times with the Sports Ground management. It is important to know all the provisions of the Safety of Sports Grounds Act 1975 ('the 1975 Act') which are relevant to Sports Grounds. Reference should also be made to the 'Guide to the Safety Certification of Sports Grounds'.

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 11 of the 1975 Act gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

**(ii) Alterations and Extensions**

Section 8 of the 1975 Act requires notice to be given to the Certifying Authority before work is begun on any proposed alteration or extension to the stadium.

**(iii) Offences and Penalties**

- (a) Contravening any term or condition of a safety certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine of any amount or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) Knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement, the penalty is on summary conviction, a fine of any amount or;
- (c) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine of any amount.

**(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) **Appeal**

Section 5(3) of the 1975 Act (as amended) provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a safety certificate.

(vi) **Transfer of the Certificate**

If the Holder of the safety certificate ceases to be the person responsible for the management of the ground, an application must be made to the Certifying Authority for the transfer of the certificate to some other qualified person.

(vii) **Other Legislation/guidance**

The Holder should be aware that apart from the legislation detailed 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 Certifying Authority"), hereby issues this General Safety Certificate to:-

**Justin Tose ("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 all persons at the Sports Ground. The responsibility for the safety of all persons at the Sports Ground lies at all times with the Holder (and not with the Police or the Certifying Authority).

**Clause 5.** 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. This Certificate is operational for two hours before and one hour after a Specified Activity.

**Clause 6.** The Holder shall produce and comply with a written Event Safety Policy and take steps to ensure it is understood by all persons involved in Sports Ground operations. The Holder shall sign and date the Event Safety Policy and shall ensure that the policy is implemented, reviewed and revised as necessary. The Holder shall forward a copy of the current Event Safety Policy to the Certifying Authority upon its request and ensure that any revision is sent to the Certifying Authority within 7 days of it taking effect.

**Clause 7.** The Holder shall appoint a Safety Officer who shall be of sufficient competence, status and authority to take responsibility for safety at the Sports Ground and be able to authorise and supervise safety measures. Such an appointment shall be notified to the Certifying Authority in writing as soon as is practicable and prior to the Specified Activity taking place.

**Clause 8.** 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 duties for a specific event. Such appointments shall be notified to the Certifying Authority in writing as soon as is practicable and prior to the event taking place.

- Clause 9.** Subject to Schedule B paragraph B.1.3, unless there is a duly appointed Safety Officer or Deputy Safety Officer (known as the “Duty Safety Officer”) present during a Specified Activity the permitted capacity of the Sports Ground shall be zero.
- Clause 10.** The Holder shall give the Certifying Authority 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 Certifying Authority in writing as soon as is practicable and in any event within 7 days of their occurrence.
- Clause 11.** The Holder (in consultation with the Police, Fire Service, Ambulance Service, the Certifying Authority 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. The Contingency Plans shall be compatible with the Major Incident Plan.
- Clause 12.** The Holder shall produce a plan to counter the risk of terrorist attack or other action. This plan shall be produced following a written assessment process and consultation with the Police. This plan shall consider all reasonable prevention techniques to reasonably foreseeable terrorist attack methods and include plans to deal with the aftermath of an attack. The Holder shall keep this plan as a confidential document subject only to it being shared and access being permitted to the Police and Certifying Authority, when requested.
- Clause 13.** The Holder shall carry out training exercises at least once a year to ensure the procedures as set out in the Contingency Plans operate correctly. The Holder shall notify the Certifying Authority, 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 into a logbook.
- Clause 14.** 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 15.** 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 16.** 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 persons at the Sports Ground in accordance with Schedule B of this Certificate during the Specified Activities.
- Clause 17.** 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 18.** 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 persons at the Sports Ground at risk.
- Clause 19.** 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 20.** 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 persons at the Sports Ground.
- Clause 21.** The Holder shall ensure that records specified in Schedules F and G are kept and made available for inspection by the Certifying Authority's authorised officer(s) at all reasonable times.
- Clause 22.** The Holder shall ensure that the certificates specified in Schedule G are submitted to the Certifying Authority within the time periods specified in that schedule.
- Clause 23.** No alteration or addition shall be made to the Sports Ground or its structures or installations without the prior written consent of the Certifying Authority. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Certifying Authority.
- Clause 24.** Written notice of any proposed alterations or addition to the Sports Ground shall be given to the Certifying Authority, 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 Certifying Authority.
- Clause 25.** Any notice required to be given under this Safety Certificate shall notified via a phone call 0115 8761494 and in writing to [safety.enforcement@nottinghamcity.gov.uk](mailto:safety.enforcement@nottinghamcity.gov.uk).



- Clause 26.** 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 27.** 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 persons at the Sports Ground.
- Clause 28.** Notwithstanding Clause 6 and Clause 11, the Holder shall ensure the following documentation is produced, signed and dated and kept up to date. The Holder shall ensure that up-to-date copies are supplied to the Certifying Authority upon request:
- a. Plans showing the layout of the Sports Ground, buildings, equipment, and all details considered necessary by the Certifying Authority in connection with the Safety Certificate;
  - b. Duties of the Safety Officer;
  - c. Event Safety Policy
  - d. Contingency Plans; and
  - e. Statement of Intent between the Police Service and Club pursuant to Schedule B paragraph B4.4.
- Clause 29.** With effect from **<Date to be confirmed>**, this certificate will replace all previous certificates in relation to the Sports Grounds pursuant to the 1975 Act and will be reviewed by the Certifying Authority at least once in every 12 months.

NAME AND ADDRESS OF THE LOCAL AUTHORITY:	Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG
NAME AND TITLE OF OFFICER (THE OFFICER APPOINTED FOR THIS PURPOSE)	Lorraine Raynor Chief Environmental Health and Safer Housing Officer
SIGNED:	
DATE:	

## SCHEDULE A DEFINITIONS

### A.1. Definitions

#### A1.1 'The Acts'

means the Safety of Sports Grounds Act 1975 and Fire Safety and Safety of Places of Sports Act 1987 (as amended)

#### A.1.2. '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 East Midlands Ambulance Service NHS Trust or any other designated officer

#### A.1.3. '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.1.4. 'Buildings and Structures'

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

#### A.1.5. 'Building Regulations'

means the Building Regulations 2010 (as amended)

#### A.1.6. 'Certificate'

means this General Safety Certificate issued by the Certifying Authority 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.1.7. 'Certifying Authority'

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

#### A.1.8. 'Club'

means Notts County Football Club Limited (company registration number: 04789632) whose registered office is at the Sports Ground

#### A.1.9. 'Competent Person'

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

In relation to the testing and certification of electrical systems and installations, a competent person 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.

In relation to the testing and certification of structural elements, a competent person shall be one of the following:

- 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.

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

means the plans that shall cover all reasonably foreseeable contingencies to be taken in response to incidents occurring at the ground that might prejudice public safety or disrupt normal operations up to and including the need for partial and/or total evacuation of the Sports Ground

**A.1.11. '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 or has equivalent relevant experience

**A.1.12. 'Dedicated First-Aid Room'**

means a fully resourced room within the Sports Ground set aside for treating persons as required

**A.1.13. 'Defects Logbook'**

means a record of all defects however discovered and maintained by the Safety Officer or Deputy Safety Officer

**A.1.14. 'Deputy Safety Officer'**

means a person, appointed by the Club, with sufficient training, experience and knowledge to serve in the absence of the Safety Officer

**A.1.15. 'Duty Safety Officer'**

means either the Safety Officer or in his/her absence a Deputy Safety Officer

**A.1.16. 'Emergency Lighting'**

means lighting provided from a source independent of the Normal Lighting supply

**A.1.17. 'Emergency Services'**

means the Nottinghamshire Fire & Rescue Service, East Midlands Ambulance Service NHS Trust and Nottinghamshire Police

**A.1.18. 'Emergency Telephones'**

means a monitored telephone system with dedicated telephone points around the Sports Ground and connected to the Sports Ground Control Point

**A.1.19. '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.1.20. 'Event Safety Policy'**

means the policy produced by the Holder, covering the safety of all persons at the Sports Ground, outlining the chain of command and covering safety objectives and the means of achieving them)

**A.1.21. '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 any other designated officer

**A.1.22. 'Fire-Resisting'**

means the construction is capable of resisting the action of fire for not less than half-an-hour (or such other period as may be specified by the Certifying Authority) in accordance with the appropriate British Standard or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations 2010

**A.1.23. 'Fire Staff'**

means persons competent in fire safety provisions and execution of the fire safety management plan

**A.1.24. 'Green Guide'**

means the current edition of the 'Guide to Safety in Sports Grounds' produced by the Department For Culture Media and Sport or any future edition or document that supersedes it

**A.1.25. 'the Holder'**

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

**A.1.26. 'Installations'**

includes all or part of any radial fencing, and any electrical, mechanical and heating system and equipment

**A.1.27. '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.1.28. '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.1.29. 'the Major Incident Plan'**

means the Major Incident Plan(s) prepared and owned by the Emergency Services dealing with a major incident at the venue or in the vicinity (for example, an explosion, toxic release or large fire etc)

**A.1.30. '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.1.31. **‘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.1.32. **‘Paramedic’**

means a person who holds a current certificate of proficiency in ambulance paramedical skills, and is registered upon the Health Care Professions Council database as currently practising, 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.1.33. **‘Pink Guide’**

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

A.1.34. **‘the Plans’**

means the documents attached to this Certificate within Appendix 3

A.1.35. **‘the Police’**

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

A.1.36. **‘Police Commander’**

means an officer designated by the Police for the purpose of commanding Police activities during a Specified Activity

A.1.37. **‘Safety Advisory Group (SAG)’**

means a multi-agency group formed at local level to ensure that a Sports Ground remains compliant with the conditions of its Safety Certificate and with any other relevant national or international standards. Membership of a SAG typically consists of representatives of the Local Authority, the ground management, the police, fire and ambulance services, the building authority and, where appropriate, supporter organisations

A.1.38. **‘the Safety Officer’**

means a person, appointed by the Club, with sufficient training, experience and knowledge to assess and manage risks relating to the Sports Ground and the safety, direction and control of persons including spectators, employees, agents, contractors, franchise holders and their employees within the Sports Ground

A.1.39. **‘Safety Officer's Control Point’**

means a designated room or area within the Sports Ground from which the safety management structure is controlled and operated that contains access to fire alarm warning systems, turnstile monitoring equipment, public address system, emergency telephones and general communication equipment

A.1.40. **‘Safety Staff’**

means the Holder, a person designated by them, the Safety Officer 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

A.1.41. **‘Specified Activity’**

means the activities listed in Appendix 1. 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.1.42. **‘Spectator’**

means persons including disabled persons viewing a Specified Activity from the viewing accommodation

A.1.43. **‘Special Safety Certificate’**

means a certificate issued by the Certifying Authority 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.1.44. **‘Spectator Accommodation’**

The area of a ground or structure in the ground provided for the use of Spectators; including all circulation areas, concourses and the viewing accommodation.

A.1.45. **‘the Sports Ground’**

means the Sports Ground 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.1.46. **‘Statement of Intent’**

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

A.1.47. **‘Statutory Ambulance Officer’ (also referred to as Ambulance Incident Commander)**

means an officer who is employed by the Statutory/NHS Ambulance Service for the locality and as such has direct access to the local NHS structure . He/she will have overall responsibility for the work of that service at the scene of an emergency

A.1.48. **‘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 recommendations of the Green Guide and the specific requirements of this Certificate

A.1.49. **'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**

- B.1.1    The Holder shall be responsible for ensuring 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 that a risk assessment is carried out for every Specified Activity where less than 500 Spectators are expected to determine whether a Safety Officer or another suitably trained member of Safety Staff who is of sufficient competence, status and authority are required to take responsibility for the safety of persons at the Sports Ground and to be able to authorise and supervise safety measures.
- B.1.3.    A Safety Officer shall be present during a Specified Activity where:
  - a.   500 or more Spectators are expected at a Specified Activity; or
  - b.   a risk assessment has determined that a Safety Officer is required.

### **B.2.     Safety Staff**

- B.2.1.    The Holder shall, taking account of guidance contained within the Green and Pink Guides produce a stewarding plan that shall identify the safety management arrangements including equipment required, staffing numbers and their training requirements, required to ensure the safety of all persons at the Sports Ground during Specified Activities.

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

- B.2.2.    In no case shall the number of mobile Stewards be less than 1 to every 250 spectators attending a Specified Activity.
- B.2.3.    The Holder shall produce a suitable and sufficient risk assessment for each Specified Activity to determine the final number, location including fixed positions and duties of safety staff, appropriate resources and arrangements to ensure the safety of all persons is managed effectively.

The risk assessment shall be recorded prior to the start of the Specified Activity. Any alteration to the risk assessment that is required for dynamic reasons shall be recorded on that assessment as soon as possible after the decision to alter it has been made. The records of the risk assessments shall be retained for inspection for 24 months and be sent to the Certifying Authority upon request.

- B.2.4.    All Stewards shall be fit and active and have the maturity, character and temperament to carry out the duties required of them.



- B.2.5. The Holder shall ensure a register of Stewards is maintained, recording their attendance and post as well as their training and qualifications.
- B.2.6. 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, marked Head Steward or Supervisor as appropriate.
- B.2.7. Each Steward shall be readily recognisable with a high visibility and distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by the Certifying Authority) uniquely identifiable to the individual and worn outside his/her clothing.
- B.2.8. The Holder shall ensure that all Safety Staff (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 Safety Staff shall take place after the Specified Activity to ensure that incidents or problems are referred to the Safety Officer for follow up action.

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

- B.3.1. The Holder shall ensure that accommodation provided for persons with disabilities is safe; appropriately 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. Before a Specified Activity, the Holder shall consult jointly with the Emergency Services regarding the general arrangements for that activity and notify the Police and Certifying Authority at least 35 days before such an activity takes place when possible, or such shorter time as they may accept.
- B.4.2. The Holder shall objectively consider each Specified Activity against a prepared risk assessment to determine whether 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 Certifying Authority for arbitration and determination including consultation with the Safety Advisory Group.
- B.4.3. 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.
- B.4.4. 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.
- B.4.5. Where the Certifying Authority determines and notifies the Holder in writing that a Specified Activity or specific event to be an "All-Ticket" event (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.

- B.4.6. 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 that offer restricted views or are uncovered shall be marked accordingly and the buyer forewarned.
- B.4.7. 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 Certifying Authority.

Entry rates used for Sports Ground capacity calculations shall be based on actual measurements of Spectator entry rates through each type/bank of turnstiles. These measurements must be conducted to the satisfaction of the Certifying Authority must be recorded and 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 Spectators per turnstile per hour, the lower figure shall be used for calculating entry capacity in line with the recommendations of the Green Guide.

- B.4.8. Each bank of turnstiles shall be individually and conspicuously identified by colour, 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.
- B.4.9. 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.
- B.4.10. The number of Spectators admitted shall be continuously displayed in the Safety Officer's Control Point.
- B.4.11. The Holder shall provide a Safety Officer's Control Point that shall:
- a. have a good view of the whole pitch and of the spectator area surrounding it;
  - b. accommodate the necessary communications equipment and the CCTV monitors and the staff required for their operation or supervision;
  - c. be suitable to serve as a command post in the event of an emergency; and
  - d. be capable of being evacuated safely if necessary.
- B.4.12. Closed circuit television and the associated emergency power supply shall be maintained to enable crowd densities outside the Sports Ground, within

concourse areas and in compounds and other standing areas to be monitored during every Specified Activity.

B.4.13. Drinks may only be sold or supplied in containers made of paper or plastic materials except:

- a. with the prior written consent of the Certifying Authority; or
- b. where drink is served at a table accompanying a meal; or
- c. in those parts of the Sports Ground not usually open to members of the general public.

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

B.4.14. 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.

B.4.15. The Holder shall 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 B2.3.

B.4.16. 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.

B.4.17. The Holder shall produce, following consultation with the Police, a crowd disorder and anti-social behaviour plan(s) and shall assess in writing the risk of incidents of crowd disorder and anti-social behaviour that might cause physical harm or injury. The plan(s) shall consider all reasonably foreseeable risks and shall:

- a) identify the types of crowd disorder and anti-social behaviour likely to result in harm or injury to those present at the Sports Ground;
- b) explain the ground's objectives and the means of achieving them;
- c) identify who has responsibility for dealing with matters of crowd disorder and anti-social behaviour at the Sports Ground;
- d) identify who will be actioning the plan;
- e) outline the chain of command in relation to these matters;
- f) consider matters of primacy when Police are at the ground during an event;
- g) describe how perpetrators are identified and reported or handed over to the Police;
- h) describe the collection and preservation of evidence and witness identification;
- i) describe how and when Police are to be contacted for any of these matters when they are not at the Sports Grounds;

- j) outline responses to particular types of crowd disorder and anti-social behaviour.

The Holder shall review, test and keep up to date the crowd disorder and anti-social behaviour plan(s) and provide a copy to the Certifying Authority.

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

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

- C.1.1. The Holder shall ensure appropriate medical, nursing; Paramedic and first aid provisions are available for all persons at all Specified Activities.
- C.1.2. The Holder shall ensure a medical risk assessment is conducted by a competent person in consultation with a competent medical authority. From the findings of the risk assessment, the Holder shall ensure a written medical plan defining the level of medical and first aid provision for persons at the Sports Ground is produced and implemented.
- C.1.3. The Holder shall provide a Dedicated First Aid Room that is suitable in size, contains sufficient fitting and facilities and is appropriately designed and located in accordance with the Green Guide.
- C.1.4. The Holder shall maintain the heating, lighting and ventilation in the Dedicated First Aid Room and ensure that all appropriate standards of hygiene are maintained.
- C.1.5. The Dedicated First Aid Room shall be available for first aid during each Specified Activity.
- C.1.6. The Dedicated First Aid Room shall be accessible to first aid personnel, ambulances and all persons from every part of the Sports Ground, and shall be suitably signposted throughout the Sports Ground.
- C.1.7. Instruction notices for contacting the Emergency Services shall be displayed in the Dedicated First Aid Room.
- C.1.8. The Holder shall ensure that defibrillators are provided at all Specified Activities, whether they are provided by the Club or supplied through a medical/ first aid provider and ensure that there are an adequate number of suitably trained persons at a Specified Activity to operate a defibrillator.

### **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 one to every 1,000 spectators, or part thereof, up to 10,000 spectators, and thereafter 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 Crowd Doctor able to manage accident and emergency situations is present. The Crowd Doctor 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 Crowd Doctor shall be known to the Duty 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. The Holder shall ensure at least one fully equipped ambulance with Paramedic crew (either from the NHS or from a source approved by the Ambulance Service), attends all events with an anticipated attendance of 5,000 or more Spectators. Any additional ambulance cover shall be determined after consultation with the Ambulance Service.
- C.2.5. The Holder shall ensure a Statutory Ambulance Officer is present during the Specified Activity for anticipated attendance of 10,000 or more Spectators.
- C.2.6. Where the anticipated attendance is less than 10,000, the Holder shall ensure a risk assessment is undertaken to determine whether a Statutory Ambulance Officer is required for the Specified Activity. The findings of this risk assessment shall be provided to the Certifying Authority upon request.

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

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

- D.1.1. The means of ingress and egress to each part of the Sports Ground shall be maintained in good condition and be unobstructed.
- D.1.2. All signage relating to the means of ingress and egress shall be adequately maintained and marked in a manner that can be understood by Spectators.
- D.1.3. Each exit gate shall be available for egress during any Specified Activity.
- D.1.4. During a Specified Activity, no door or gate forming part of an escape route 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. 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 exit door and 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 within the Spectator Accommodation shall be in a conspicuous colour with a non-slip surface. Conspicuous nosings shall be provided to radial gangways steps in seated areas.
- D.1.12. Means of access for Emergency Services vehicles shall be provided as indicated on the Plans.

D.1.13. The means of access for Emergency Services 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).

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 that 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 that 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 that is adequate to allow free movement within the Sports Ground and exits therefrom.

D.2.8. The Maintained Normal Lighting and the escape lighting shall provide a level of illumination that 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 electrical 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 electrical 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.
- D.2.12. No spectator shall be admitted unless the public address system is in full working order.
- D.2.13. In those areas where mechanical ventilation is provided, it shall be kept running during the whole time that the areas are occupied.
- D.2.14. The heating installation (including all boilers, calorifiers and safety devices) 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.
- D.2.15. The Holder shall ensure that a sufficient number of technical staff who are competent and familiar with the electrical and mechanical installations in the Sports Ground are available during a Specified Activity to be able to respond in the event of an emergency.

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

- D.3.1. No temporary sales kiosk, stall or other temporary structure (including any mobile stall) shall be installed without the prior consent of the Certifying Authority in writing. Liquefied Petroleum Gas (LPG) shall not be used unless consent is obtained from the Certifying Authority 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.
- 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 good 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 Certifying Authority and 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 Certifying Authority 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. Carbon Dioxide (CO<sub>2</sub>) 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 CO<sub>2</sub> 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 Certifying Authority.
- 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 Certifying Authority. Doors to stores and plant rooms shall be kept locked whilst spectators are at the Sports Ground during a Specified Activity.
- D.3.11. The Holder shall ensure that all temporary demountable structures including scaffolding towers are independently checked and safe before spectators enter the Sports Ground. Evidence of the contractor's competence and the design and construction information for the structures shall be reviewed before a Specified Activity in accordance with to The Institution of Structural Engineers "Temporary Demountable Structures – Guidance on Procurement, Design and Use" – Fourth Edition 2017 (ISBN 978 1 906335 33 5), or to any guidance that supersedes it.

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

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

- E.1.1. The Holder shall, on the basis of a risk assessment, identify and apply precautions to prevent the outbreak and spread of fire, measures to ensure the safety of spectators should fire break out, provision and maintenance of fire safety equipment and the training of staff to deal with an outbreak of fire.
- E.1.2. The Holder shall ensure that the arrangements required by E1.1 are documented within a fire safety management plan that shall include:
- 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 that conform to BS 5423;
  - 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.1.3. The Holder shall ensure that the fire risk assessment assesses all structures and installations at the Sports Ground and all external installations in close proximity of the Sports Ground that may have an impact on fire safety at the Sports Ground.
- E.1.4. The Holder must ensure that the fire risk assessment is reviewed on an annual basis or sooner if changes/incidents occur that affect fire safety and/or its management.
- E.1.5. The Holder shall ensure that persons competent in fire safety provisions develop and manage the fire safety management plan and risk assessments.
- E.1.6. The Holder shall ensure that there are effective systems in place to monitor the implementation of the fire safety management plan and ensure its effectiveness.
- E.1.7. 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 are 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 a Defects Logbook and contain when a 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. During each Specified Activity, the Holder shall ensure:

- 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.2.3. After each Specified Activity, the Holder shall ensure:

- a. 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, viewing slopes, barriers and stairways is carried out;
- b. combustible waste and litter are cleared (particularly from voids) and either removed or stored in secure containers;
- c. ambulance officers and first-aiders participate in a de-briefing and record any comments and follow up action;
- d. that any outstanding matters of concern are recorded and arrangements made for remedial action before the next Specified Activity; and
- e. liaison with the Police and/or crowd control personnel to gain full benefit from any de-briefing about crowd control

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

- F.3.1. The Holder shall ensure the following are carried out in the areas used by Spectators 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 stairway, exit route and access route and ensure they are free from any damage, corrosion or deformation which might create a potential danger to the public;
- b. inspect all gangways, entry, exit and access routes and ensure they are clear 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 and ensure all structures are free from damage,

- corrosion or deformation which might cause a potential danger to the public;
- d. remove any fence, advertising material or other obstruction that might impede the exit of spectators;
- e. turnstiles and metering or entry monitoring systems are functioning;
- f. 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;
- g. containers used to store combustible waste or litter are secured;
- h. 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;
- i. inspect all kitchens and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards;
- j. hazardous materials are removed, or safely stored, well away from public areas;
- k. ensure that the required firefighting equipment is in position and available;
- l. 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 suitably briefed;
- m. ensure that television and outside broadcast equipment, including cables, are located in the approved position;
- n. ensure containers used to store combustible waste or litter are secure;
- o. ensure that areas to which public access is prohibited are properly locked or sealed off;
- p. ensure that directional signs are in place and, where appropriate, illuminated;
- q. ensure the integrity of any demountable structures after their assembly; and
- r. 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 24 hours before the start of a Specified Activity:
  - a. Automatic fire detection and fire warning systems (including the repeater panel);
  - b. Steward's radio systems;
  - c. Emergency Telephones;
  - d. Public address systems;
  - e. CCTV system;
  - f. Video or electronic information boards;

- g. Generator and associated engine shall be tested in accordance with the manufacturer's instructions by a Competent Person who shall undertake a simulated mains failure test with the generator taking up its prescribed load within 5 seconds; and
  - h. Emergency Lighting systems;
- F.5.2. All inspections, tests and checks shall be documented together with any problems identified and corrective actions taken.
- F.5.3. Where problems are identified, the Holder shall ensure effective provisions to take appropriate remedial action before persons are allowed access to the affected area.
- F.6. Inspections and Tests at Regular Intervals**
- F.6.1. The Holder shall ensure the following inspections and tests are carried out at regular intervals. Regular intervals, in each case should be determined by a suitable and sufficient risk assessment.
- F.6.2. The electrical installation shall be inspected and tested and an Electrical Installation Condition Report (in the form prescribed by the IEE Wiring Regulations) shall be submitted to the Certifying Authority. The certification of the whole of the stadium's electrical installation shall be deemed satisfactory by a competent person at least once every 3 years.
- F.6.3. Inspections of fire 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 logbook.
- F.6.4. 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 logbook.
- 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 (including electronic monitoring systems) shall be maintained and inspected at regular intervals by a competent person.
- F.6.8. The high mast lighting columns (floodlights) shall be inspected and maintained in accordance with the recommended maintenance schedule or instructions provided by the manufacturer.
- 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 Certifying Authority 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, installations and components is undertaken 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. Assess all barriers and handrails and test those barriers 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 12 months by a competent lift engineer. Copies of Thorough Examination certificates shall be submitted to the Certifying Authority 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 Certifying Authority 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, calorifiers and all safety devices shall be carried out by a competent 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 Certifying Authority 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 Certifying Authority 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 Certifying Authority 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 6575 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 Certifying Authority 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 Certifying Authority 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, for a minimum period of six years, the following records that shall be made available for inspection by the Certifying Authority 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;
  - b. a record of the names of Safety Management Personnel on duty at each event and the positions allocated to them within the Sports Ground as specified in Schedule B;
  - c. a record of details and attendance of each training session and pre-match briefing given to Safety Management Personnel as specified in Schedule B;
  - d. a record of the numbers and posts of all first aiders present on each occasion and the attendance of the Crowd Doctor as specified in Schedule E;
  - e. 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;
  - f. a record of all first-aid or medical treatment provided during or in connection with any Specified Activity;
  - g. a record of each exercise as specified in Clause 13;
  - h. a record of all pre-event inspections as specified in Schedule F;
  - i. a record of inspections and tests required by Schedule F
  - j. a record in a Defects Logbook of any defect relating to the safety of the Sports Ground, however discovered, including a record of when such defect has been remedied;
  - k. a record of all fire alarms soundings whether or not activated by the automatic fire detector system;
  - l. a record of all substantial maintenance work and improvements relating to safety carried out at the Sports Ground;
  - m. a record of any non-routine opening of an exit door or gate; and
  - n. 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.
- G.1.3. The Holder shall submit the following certificates to the Certifying Authority on an annual basis:
- a. a certificate of inspection for all structures, installations and components in accordance with F.8.1;
  - b. a certificate of Thorough Examination for Lifts in accordance with F.8.2;
  - c. a certificate of inspection and 3-hour full load test of the escape lighting batteries in accordance with F.8.3;

- d. a certificate of inspection for any electronic locking system in accordance with F.8.4;
- e. a certificate of examination of the boiler, calorifiers and all safety devices in accordance with F.8.5;
- f. a certificate of inspection for the escape lighting engine, generator and control gear in accordance with F.8.6;
- g. a certificate of inspection for the manual electric fire alarms and automatic fire detection equipment in accordance with F.8.7;
- h. a certificate of inspection for the emergency telephone system in accordance with F.8.7;
- i. a certificate of inspection for the CCTV system in accordance with F.8.7;
- j. a certificate of inspection for the public address system in accordance with F.8.7;
- k. a certificate of inspection and maintenance for all firefighting equipment in accordance with F.8.8;
- l. a certificate of inspection for the lightning protection system in accordance with F.8.9.

## **APPENDIX 1 SPECIFIED ACTIVITIES**

The activities covered by this certificate are as follows:

Football  
Rugby

## 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	Upper Tier	2024	1.0	1.0	2024	2024
	Lower Tier	3416	1.0	1.0	3416	3416
Family	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.

\*\* Subject to:

- (1) Where the capacity in the Jimmy Sirrel Stand is proposed to exceed 4400 spectators, the Holder shall, no later than fourteen days before the Specified Activity, produce an event specific risk assessment and a management plan that details the measures to be implemented to address overcrowding risks associated with the concourse, for discussion at an extraordinary Safety Advisory Group meeting.

## **APPENDIX 3 THE PLANS**

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

A plan of the Sports Ground shall be attached to this General Safety Certificate, showing the locations of key locations within the ground.

Key locations as specified on attached Plan 20189/06C

- a. all Buildings and Structures;
- b. Mean of ingress and egress including entrance and exit points with identification letters;
- c. Radial fences and location of pitch perimeter gates;
- d. Position of flow restrictors on exit routes (e.g. areas, which are narrow and could cause bottlenecks in crowds when exiting).
- e. Location of wheelchair provision;

Key locations as specified on attached Plan (a)

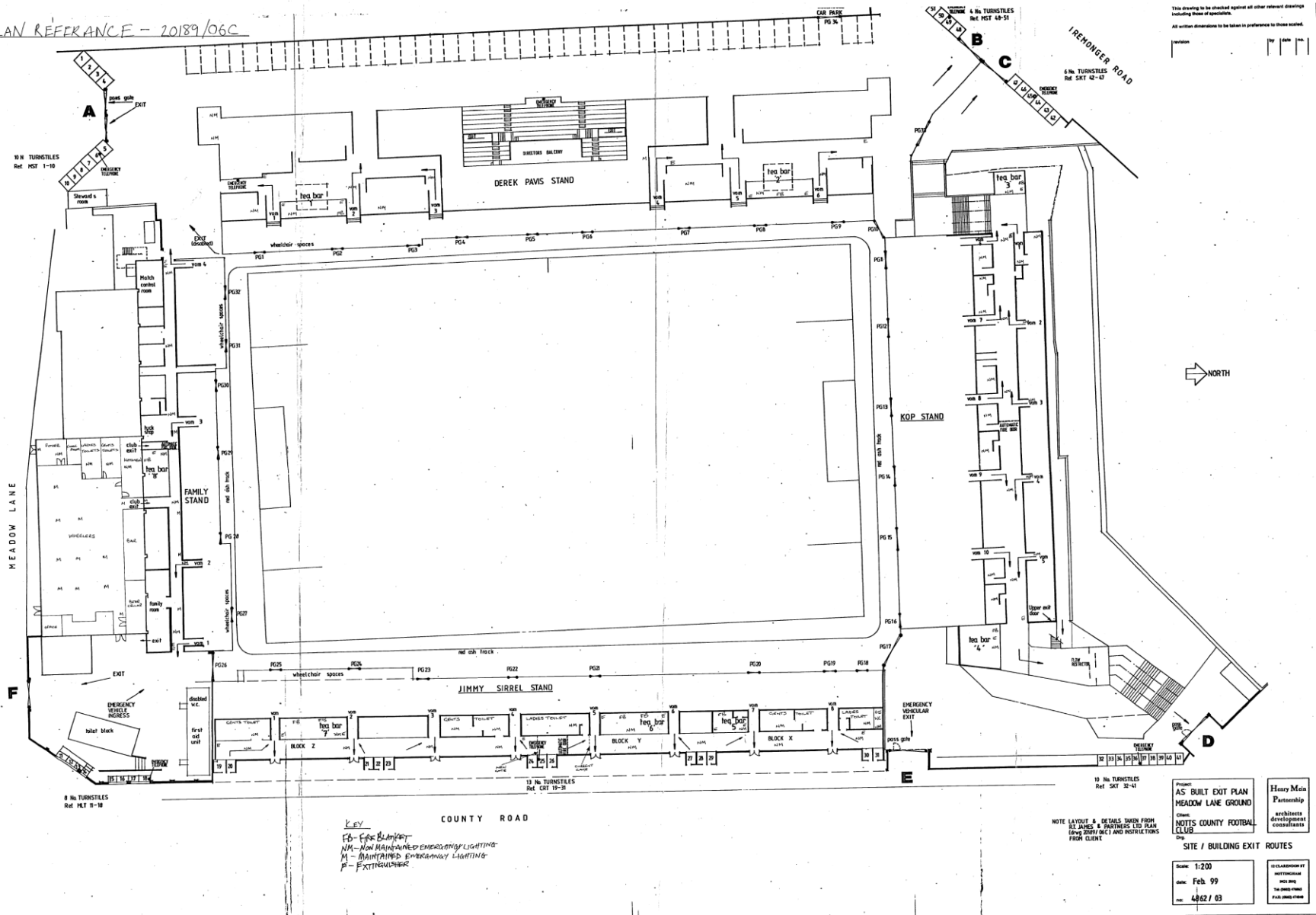
- f. Means of access for Emergency Service vehicles;

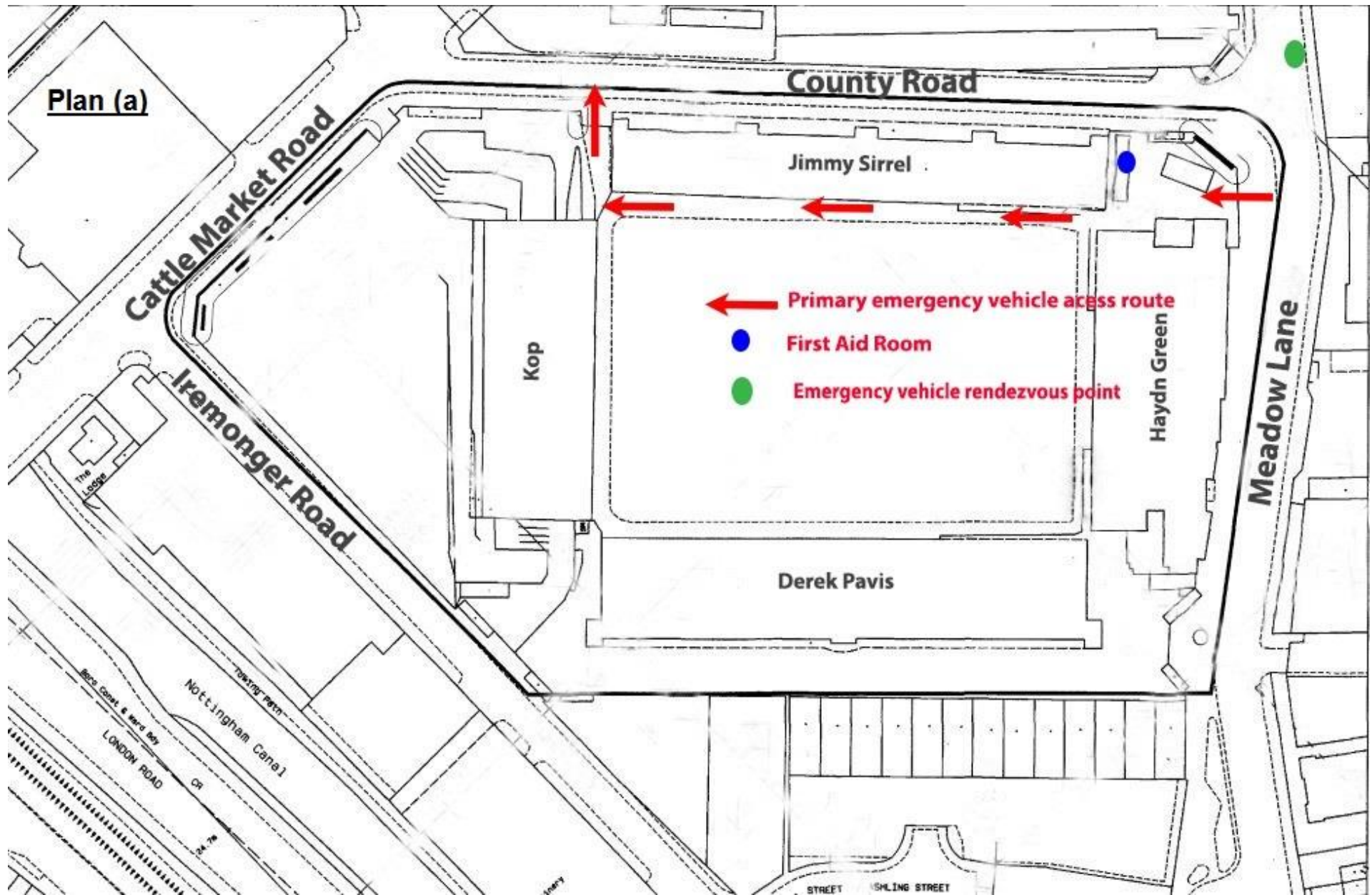
Key locations as specified on attached Plan (b)

- g. Location of catering units;

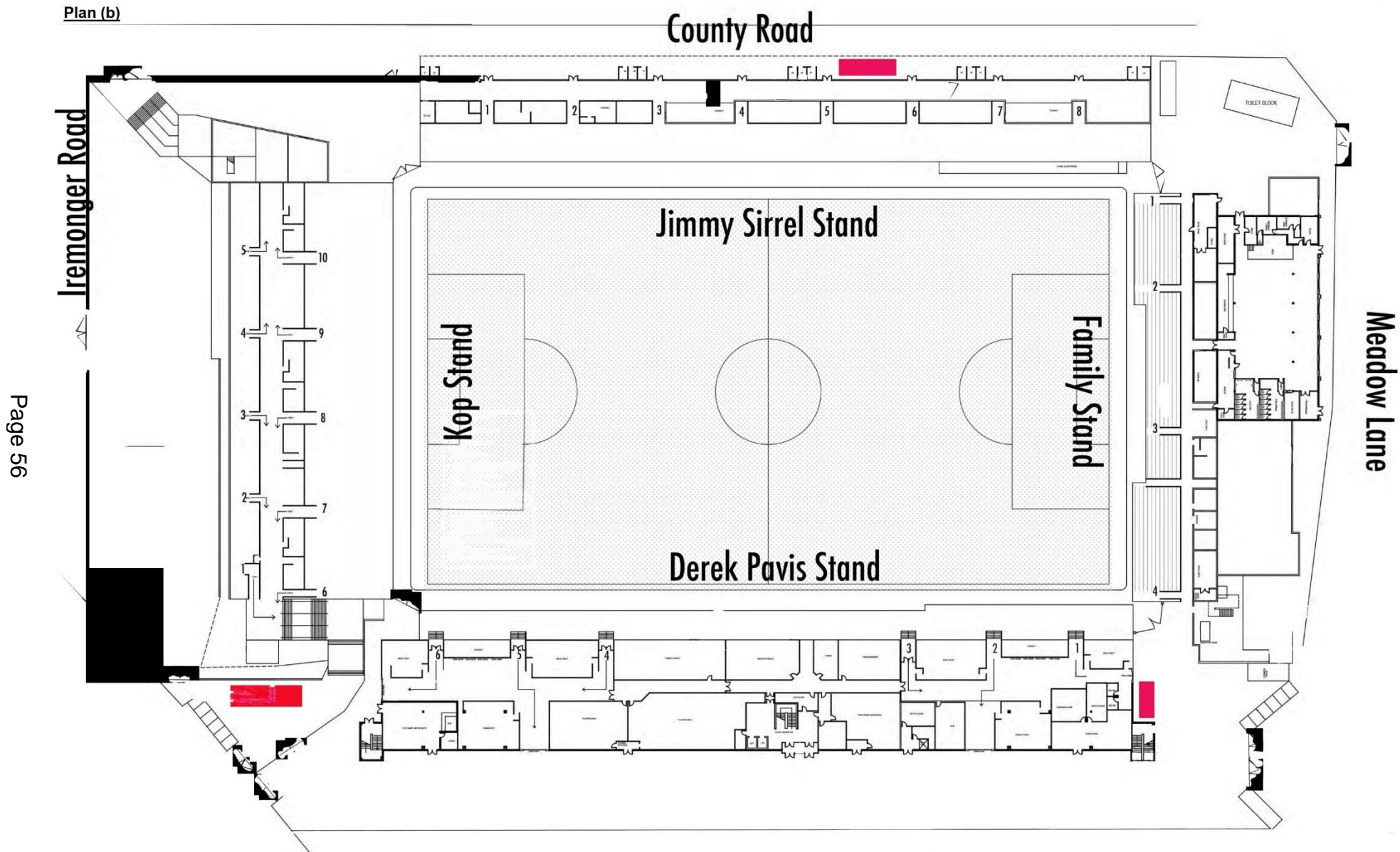
NB: The Jimmy Sirrel Stand is used predominantly for away supporters although the stand can hold both home and away supporters.

PLAN REFERENCE - 20189/06C





Plan (b)





## APPENDIX 4      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.
The First Aid Room does not have a telephone connection.	The First Aid Room should have a telephone line allowing internal and direct external communication (not via a switchboard).	The medical provider is provided with a radio before the Specified Activity, providing them with communication to the Control Room. Emergency telephone located in nearby turnstile 18.
The presence of a Statutory Ambulance Officer is determined through a risk assessment process for anticipated attendances below 10,000.	For anticipated attendances over 5000, a Statutory Ambulance Officer will be required except where this can be justified under the medical	Provision reviewed following an assessment of accidents over three years and consultation with statutory ambulance authority (EMAS) and Certifying Authority. Medical plan contains assessment criteria and event specific risk assessment shall

	plan.	<p>contain the findings of this assessment.</p> <p>The pitch-side Paramedic who is required to be present in accordance with Football League requirements who has appropriate training shall temporarily assume the duties of a Statutory Ambulance Officer in the event of an incident.</p>
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