

## Regulatory and Appeals Committee - 22 July 2021

<b>Title of paper:</b>	Annual Review of General Safety Certificate: Notts County Football Club	
<b>Director:</b>	Andrew Errington Director of Community Protection	<b>Wards affected:</b> Meadows
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<b>Relevant Council Plan Strategic Priority:</b>		
Nottingham People		<input checked="" type="checkbox"/>
Living in Nottingham		<input checked="" type="checkbox"/>
Growing Nottingham		<input type="checkbox"/>
Respect for Nottingham		<input checked="" type="checkbox"/>
Serving Nottingham Better		<input checked="" type="checkbox"/>

<b>Summary of issues (including benefits to citizens/service users):</b>		
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 2021/2022 football season.		

<b>Recommendation:</b>		
<b>1</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>i. notes the previous General Safety Certificate for the Meadow Lane Stadium was replaced by the General Safety Certificate (“the Certificate”) appended to this report at Annex 1 in July 2020;</li> <li>ii. notes that the deviations to the sixth 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 the safety of spectators;</li> <li>iii. acknowledges the appointment of Jason Turner as the Holder of the Certificate;</li> <li>iv. agrees that “The Certificate” for the Meadow Lane Stadium in the form at Annex 1 of this report continues in place for the 2021/22 season.</li> </ul>	

### 1. Reasons for recommendation

The present General Safety Certificate requires a review on an annual basis. It has been explained in previous committee reports and briefing notes that the Club expressed a desire to change the long standing style of General Safety Certificate to a risk-based safety certificate as recommended by the Sports Grounds Safety Authority. Rather than prescriptive conditions, a risk-based certificate contains conditions requiring the preparation and compliance with an Operations Manual, which contains details of the mitigating actions for the risks identified. An Operations Manual enables dynamic changes to take place through the season with continued safeguards provided by oversight and scrutiny from the Safety Advisory Group.

This move to a new style certificate took place last year and for expediency it was implemented using delegated powers during the pandemic because it was not possible to hold a committee meeting this time last year. This report provides confirmation to the committee about the details of this transition to the new style of certification and the ongoing review through the last year.

The Club have prepared an Operations Manual and following a comprehensive review of the manual by the Safer Business Team of Nottingham City Council, the team were satisfied the requirements set out in guidance from the Sports Grounds Safety Authority was met.

The Certificate was subject to consultation with the Club officials; 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.

The Safety of Sports Grounds Act 1975 (as amended) requires that the Certifying Authority carry out an annual inspection of the designated Sports Ground. This has been satisfied through the match day inspection versus Weymouth on the 22 May 2021 (4197 spectators). A number of additional non-match day interventions have also taken place throughout the season to examine documentation and provide compliance advice. This has culminated in the proposed adoption of the Certificate. Due to the Covid 19 situation and the need to include a condition addressing the 'behind closed doors' approach due to Covid19, it was felt appropriate to ensure the Certificate, in place for the planned resumption of the 2020/21 league season continues in to the forthcoming 2021/22 season.

## **2. Background**

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 two 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 the reasonable safety of all persons at that ground. The certificate must contain certain matters such as a plan, capacities, means of access etc.

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 all seater stadium comprised of four stands equipped with seating for spectators; the Kop, Jimmy Sirrel, Derek Pavis and Family stands. Each stand is divided into blocks.

The Club played in the Vanarama National League for the 2020/21 season and will also play in this league for the 2021/22 season.

In relation to the 2020/2021 football season, the following matters occurred which are relevant to the Club and safety at the ground:

- (a) Alexander and Christoffer Reedtz completed their takeover of the Club from Alan Hardy in July 2019. Jason Turner (Chief Executive Officer) has been the holder of the General Safety Certificate since August 2019 and will continue in this role. Jason Turner 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. Due to relegation and no longer being a member of the Football League Limited, 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, Meadow Lane Stadium is designated under Schedule 1 of the Order (rather than Schedule 2). Whilst 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.
- (c) The Coronavirus pandemic has impacted on the Vanarama National League with the majority of the matches having to be played with no spectators permitted in the stadium. The Club achieved a final league position to enable them to compete in the promotion play-off matches. A number of matches towards the end of the season and the play-offs were able to benefit from the easing of coronavirus restrictions and socially distanced spectator events were permitted. In preparation for the fixtures the Club prepared event management documentation in accordance with guidance

issued by the Vanarama National League and the Sports Grounds Safety Authority (SGSA) SG02 document. The SGSA also instructed Local Authorities last year to insert conditions in General Safety Certificates related to fixtures behind closed doors. The ongoing condition is as follows:

*The Holder shall ensure that, whilst provisions of the Health Protection (Coronavirus Restrictions) (England) Regulations 2020 (as amended) are in force, the procedures for the phased return of live sport, as set out in the Operations Manual are followed.*

It is recognised that there is likely to be change to these regulations in accordance with the government's ongoing roadmap for easing coronavirus restrictions. Any necessary changes will be monitored and the Health and Safety service will take instruction from the SGSA so as to align any revised wording with their advice.

- (d) Despite the impact of Coronavirus, four routine meetings of the Safety Advisory Group were held during the season – 27<sup>th</sup> August 2020, 21<sup>st</sup> December 2020, 18<sup>th</sup> March 2021 and 6<sup>th</sup> May 2021. These meetings are chaired by Community Protection's Safer Business Operations Manager, and were attended by:
- Club representatives including the Safety Officer
  - Principal/Environmental Health Officers (Health & Safety) from Nottingham City Council
  - Nottinghamshire Police
  - Nottinghamshire Fire and Rescue Service
  - East Midlands Ambulance Service
  - Nottingham City Council's Building Control Service
  - The Sports Grounds Safety Authority
- (e) One match day inspection took place during the season, undertaken by the Community Protection, Safer Business team (a combination of an Environmental Health Officer and, Principal Environmental Health Officer. There have also been a number of non-match day intervention meetings during the season by Environmental Health Officers to assess and promote safety.
- (f) Since the last report to Committee in July 2019 and the Briefing Note in July 2020, 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:
- **Policies and Procedures** – The Club has been undertaking a comprehensive review of various plans and policies as part of their Operations Manual with the view to transferring to a new style General Safety Certificate.
  - **Fire Safety Management** – The Club has continued to implement and maintain control measures that arise from their fire risk assessment 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 electrical installation (across the whole ground) 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 to ensure that the Club's own contingency plans are compatible. When coronavirus restrictions permit these plans are tested through a desktop exercise and through the Club's internal procedures.
- **Professional Development** – 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 has achieved the qualification in February 2020. An experienced senior steward also has 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 and stewards 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.

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.

- **Pre-match planning and stewarding plans** – The Club's risk-based approach to safety management has continued and developed over the 2020/21 season. There has been constructive feedback and dialogue with the Club across the season to assess, challenge and advise where necessary on risk assessments and plans. These assessments take account of feedback from SAG members including Notts Police in relation to police intelligence on away fan risk groups travelling to matches and how the Club could control the risks though the pandemic has meant there has been no away fans attending the stadium this year.

The Club continue to cooperate and actively work with the Police and 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.

The match day inspection has 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 when deemed appropriate.

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.

- **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 concern. This 5775 seater stand was built in the 1990s with a narrow concourse (compared to the latest standards) and has the capability to be shared by home and away supporters. Where the stand is shared use, the capacity is reduced as segregation netting is installed between the respective supporters.

Measures to mitigate the restricted concourse size were introduced in the 2010/11 season and include a stewarded and cordoned 'break out' area 'external' to the Jimmy Sirrel stand, used predominantly 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. The Club Safety Officer continues to assess the risks associated with this stand and determines a maximum number of supporters (mostly away) for each match. At last year's committee, it was agreed there would be a 'trigger' level to ensure that a suitable safety capacity for this stand was carefully assessed and to reflect the work the Club have done to monitor and understand the physical limitations of this stand during typical football matches, as below:

*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.*

The single 'trigger level' will simplify the notification procedure to *enable the Safety Advisory Group* to oversee that appropriate assessments are undertaken to control the risks of overcrowding to maintain public safety . This arrangement will continue in the proposed certificate.

- **Temporary Traffic Regulation Order** – 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 previous SAG meetings with some concerns for the on-going safety of emerging fans.

There has been positive action taken, with the assistance of Nottingham City Council's Highways Team, to prepare a Temporary Traffic Regulation Order that would close the road 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 2021/22 season.

- **Physical Condition** – 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. This will be monitored by the Safer Business Team and SAG to ensure that timely progress is made to fulfil the requirements of the General Safety Certificate/Operations Manual.
- **P and S Factors** – 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. The P & S factors remain under review throughout the term of this certificate.

- (g) The Chief Executive Officer 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.
- (h) 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 and the proposals set out in the Operations Manual.

- (i) 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. The proposal to transfer to a new-style General Safety Certificate further reinforces the requirement that ground management are responsible for identifying risks and implementing 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, whilst maintaining oversight through the provisions within the General Safety Certificate.

The key issues to note on the proposed Certificate are:

- i. The certificate conditions have aligned with the Club's Operations Manual and guidance issued by the Sports Grounds Safety Authority (SGSA) following a comprehensive review of the Operations Manual.
- ii. A condition has been inserted that relates to control measures required to control the risks associated with Coronavirus and specified activities behind closed doors (Condition 35).
- iii. A maximum permitted capacity of 20,211 spectators at football matches and rugby matches as detailed in Appendix 1. The maximum permitted ground capacity has resulted from the calculation of the P and S factors in accordance with the sixth 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 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.

- iv. The continued inclusion of the clause reflecting the 'trigger' of intended spectator capacity in the Jimmy Sirrel stand reaching 4400
- v. It reflects the deviations to the sixth edition of the Green Guide as listed in Appendix 4 of the Certificate.

- vi. That it acknowledges the appointment of Jason Turner as the Holder of the Certificate.
- vii. 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**

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

### **5. Risk management issues (including legal 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**

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 three 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.
- Planning for Social Distancing at Sports Grounds SG02. Sports Grounds Safety Authority Guidance (August 2020).



# **GENERAL SAFETY CERTIFICATE**

**FOR**

**MEADOW LANE STADIUM  
NOTTS COUNTY FOOTBALL CLUB  
MEADOW LANE  
NOTTINGHAM  
NG2 3HJ**

**ISSUED BY NOTTINGHAM CITY COUNCIL (CERTIFYING AUTHORITY)  
UNDER THE SAFETY OF SPORTS GROUND ACT 1975 (AS AMENDED)**



**Nottingham**

**City Council**

**Issued: 24<sup>th</sup> July 2020**

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## INTERPRETATIONS AND DEFINITIONS

<b>‘Ambulance Service’</b>	The Chief Executive Officer of East Midlands Ambulance Service NHS Trust or any other designated officer.
<b>‘Buildings and Structures’</b>	All buildings, structures and parts thereof including means of access and egress in relation to the Sports Ground.
<b>‘Certificate’</b>	This General Safety Certificate issued by the Certifying Authority under the provisions of the 1975 Act.
<b>‘Certifying Authority’</b>	Safer Business Team of Nottingham City Council at Loxley House, Station Street, Nottingham, NG2 3NG.
<b>‘Club’</b>	Notts County Football Club Limited (company registration number: 04789632) whose registered office is at the Sports Ground.
<b>‘Competent Person’</b>	<p>A person who has sufficient training and experience to meet the national occupational standards relevant to the tasks within that role. Competency includes an awareness of the limits of one’s personal knowledge, skills or experience.</p> <p>In relation to the testing and certification of electrical systems and installations, a competent person shall be one of the following:</p> <ul style="list-style-type: none"><li>a. A corporate member of the Institution of Electrical Engineers;</li><li>b. A contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or Electrical Contractors' Association;</li><li>c. A suitably qualified representative of the Electrical Supply Authority.</li></ul> <p>In relation to the testing and certification of structural elements, a competent person shall be one of the following:</p> <ul style="list-style-type: none"><li>a. A Chartered Structural Engineer;</li><li>b. A Chartered Surveyor (Building Surveying Division);</li><li>c. A Chartered Civil Engineer; or</li><li>d. A person who, in the opinion of Nottingham City Council, possesses similar qualifications to those at a. b. or c. above.</li></ul>
<b>‘Contingency Plans’</b>	Plans prepared by the Management setting out the action to be taken in response to incidents occurring at

the ground that might prejudice public safety or disrupt normal operations.

**‘Crowd Doctor/Event Doctor’**

A Registered Medical Practitioner, who holds a current licence to practice and the appropriate professional indemnity, who has participated in one of the approved pre-hospital training and major incident courses, has participated in Major Incident Training, is trained to undertake major incident triage and has taken part in testing the Management’s Contingency Plans.

**‘Deputy Safety Officer’**

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

**‘Event Safety Policy’**

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).

**‘Fire Service’**

The Chief Executive Officer of Nottinghamshire Fire & Rescue Service or any other designated officer.

**‘Green Guide’**

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.

**‘the Holder’**

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

**‘the Management’**

A person or persons in overall control of the premises whilst people are present, exercising this responsibility either in their own right, for example, as the owner, or by delegation (of statutory duty).

**‘Operations Manual’**

A manual that sets out the procedures intended to ensure the reasonable safety of all people present during regular events held at the ground and how the Sports Ground operates on a daily basis. The contents of the Operations Manual is set out in Appendix 1 of this Certificate.

**‘the Plans’**

The documents attached to this Certificate within Appendix 3.

**‘the Police’**

The Chief Constable of Nottinghamshire Police or any other officer designated by him/her.

**‘Safety Advisory Group’**

A multi-agency group formed at local level to ensure that a Sports Ground remains compliant with the

<b>(SAG)'</b>	<p>conditions of its Safety Certificate and with any other relevant national or international standards.</p> <p>Membership of a SAG consists of representatives of the Local Authority, the Ground Management, the Police, Fire Service and Ambulance Service, the building authority and, where appropriate, supporter organisations.</p>
<b>'the Safety Officer'</b>	<p>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</p>
<b>'Specified Activity'</b>	<p>The activities listed in Appendix 2. 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. In relation to a Specified Activity, this Safety Certificate will be in operation two hours before the start until safety personnel (Stewards, Safety Officer etc) have left the curtilage of the Sports Ground.</p>
<b>'Spectator'</b>	<p>Persons including disabled persons viewing a Specified Activity from the viewing accommodation.</p>
<b>'the Sports Ground'</b>	<p>The Sports Ground known as the Meadow Lane Stadium, Meadow Lane, Nottingham NG2 3HJ 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.</p>
<b>'Statement of Intent'</b>	<p>A written agreement between the Holder/the Clubs and the Police setting out their respective responsibilities for crowd safety and control or any agreed variation to it.</p>
<b>'Steward(s)'</b>	<p>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</p>

## **SAFETY OF SPORTS GROUNDS ACT 1975 (AS AMENDED) INFORMATION**

It is important to know all the provisions of the Safety of Sports Grounds Act 1975, which are relevant to stadia within its scope.

The following points are particularly important but reference should be made to the Act itself for authoritative information.

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

Section 11 of the 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 Act requires notice to be given to the Local Authority before work is begun on any proposed alteration or extension to the Sports Ground.

(iii) **Offences and Penalties**

For the following offences, that is to say:

- (a) Contravening any term or condition of this 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 not exceeding the statutory maximum 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, 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 not exceeding level 5 on the standard scale.

(iv) **Prohibition Notices**

Section 10 of the 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 Sports Ground or that part of the Ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a "prohibition notice") on the Holder of the general safety certificate or the person responsible for the management of the Ground, prohibiting or restricting the admission of spectators.

(v) **Appeals**

Section 5(3) of the 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 in (i) above there may be other acts and guidance that apply to the Sports Ground. These include health and safety legislation, legislation relating to people with disabilities, civil contingencies legislation, The Regulatory Reform Fire Safety Order (2005), Sports Ground and Stadia Guide No.4: 'Safety Management' document and any other specific pieces of legislation or guidance that may have relevant safety implications.

**NOTE:** No temporary variation of the terms and conditions of the certificate will be permitted other than in accordance with the terms and conditions of any relevant letter of consent by the Certifying Authority.

# SAFETY OF SPORTS GROUNDS ACT 1975

## GENERAL SAFETY CERTIFICATE

### MEADOW LANE STADIUM, MEADOW LANE, NOTTINGHAM, NG2 4HJ

1. In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 (as amended) and all other enabling powers, the **Nottingham City Council** ("the Certifying Authority") hereby issues to

**Jason Turner**

("the Holder") this General Safety Certificate in respect of **Meadow Lane Stadium, Meadow Lane, Nottingham, NG2 4HJ**, being a Sports Ground designated by Order of the Secretary of State as requiring a Safety Certificate.

2. This Certificate includes the Appendices and Drawings attached hereto.
3. The words used in this Certificate and the appendices 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 and current edition of the Guide to Safety at Sports Grounds.
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 people admitted to the Sports Ground. The responsibility for the safety of all people at the Sports Ground lies at all times with the Holder.
5. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the Sports Ground is in use for a Specified Activity. In relation to a Specified Activity, this Safety Certificate will be in operation two hours before the start until safety personnel (Stewards, Safety Officer Etc) have left the curtilage of the Sports Ground. The responsibility for safety of those present at the Sports Ground lies at all times with the Holder.
6. The Holder shall inform the Certifying Authority of the name of the person at a senior level in the organisation who is responsible for the Event Safety Policy and its implementation.
7. The Holder shall inform the Certifying Authority in writing of the persons nominated as the Safety Officer(s) and Deputy Safety Officer(s) who shall be of sufficient competence, status and authority to take responsibility for safety at the Ground and be able to authorise and supervise safety measures.
8. Where less than 500 spectators are expected for any Specified Activity, the Holder shall ensure a risk assessment is carried out 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.
9. Subject to Clause 8, unless the nominated Safety Officer, Deputy Safety Officer or another suitably competent person whose appointment has been

agreed with the Certifying Authority is present at any Specified Activity, the capacity of the Sports Ground will be zero.

10. The use of the Sports Ground for Spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 3 and is subject to the terms and conditions set out in this Certificate. No ancillary activities, apart from those listed in Appendix 3, are permitted without the prior written consent of the Certifying Authority.
11. The Holder shall maintain and comply with all sections of the Operations Manual, substantially in the form set out at Appendix 1, which relates to the safety of all people at the Sports Ground. The Operations Manual shall be made available to the Certifying Authority and members of the Safety Advisory Group (SAG), upon request and without any undue delay.
12. The Holder shall keep under review the effectiveness of the Operations Manual and ensure all sections are reviewed in full within a twelve-month period.
13. Notwithstanding Clause 12, the Holder shall ensure the Operations Manual is reviewed as soon as practicable after any incident in which safety may have been put at risk.
14. The Holder shall notify the Certifying Authority of any proposed changes to the Operations Manual and provide full details of such proposals as soon as is reasonably practicable and in any event within seven working days of those revisions taking effect.
15. The Holder shall ensure that the maximum number of spectators and staff 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, and shall also ensure that any measures for managing crowds prescribed in the Operations Manual and this Safety Certificate are observed.
16. The Holder shall produce and comply with a written Event Safety Policy for all persons present at the Sports Ground, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in Sports Ground operations. A copy shall be included in the Operations Manual.
17. 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 all people should fire break out; provision and maintenance of fire safety equipment and the training of staff to deal with an outbreak of fire which shall be set out in a Fire Safety Plan in the Operations Manual.
18. The Holder shall undertake or commission a medical needs assessment from a competent person or organisation. In undertaking this assessment, the Ambulance Service, Event Doctor or event practitioner and first aid providers shall be consulted. From the results of this assessment, the Holder shall

produce a Medical Plan, defining the levels of medical and first aid provision for staff and all people at the Sports Ground, which shall be set out in the Operations Manual.

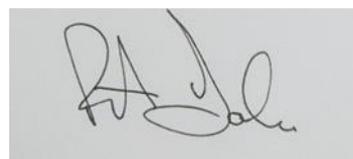
19. The Holder shall, on the basis of a risk assessment, identify the equipment, permanent staff, safety management personnel, Stewards and others necessary to monitor, direct, guide, manage and assist all people during specified activities. Details of the equipment to be provided, the level of staffing and the training given to those staff shall be set out in the Operations Manual.
20. The Holder shall, on the basis of a risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of all people. The Holder shall set out the frequency of the inspection and testing in the Operations Manual. The frequency of any such inspection and testing shall not exceed the frequency indicated by the equipment manufacturer.
21. The Holder shall keep a record of all inspections and tests specified in the Operations Manual. These records shall be available for inspection by authorised officer's at all reasonable times and sent to the Certifying Authority upon request.
22. The Holder shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations and produce a plan of action to deal with all contingencies. The holder shall ensure the members of the SAG are consulted where necessary when preparing the contingency plans. The Contingency Plans shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or total evacuation of the Sports Ground and shall identify appropriate individuals and their respective tasks. The Holder shall set out the Contingency Plans in the Operations Manual. These plans shall be reviewed in accordance with Clauses 12 and 13.
23. The Contingency Plans shall also be reviewed when any permanent or temporary change is made to the structures or installations at the Sports Ground. Where following any review the Holder revises the Contingency Plans, details of the revisions should be made available to the Certifying Authority.
24. The Holder shall assess in writing, the risk of crowd disorder and anti-social behaviour, which may cause physical harm or injury occurring at the Sports Ground and shall develop a written Crowd Disorder and Anti-Social Behaviour Plan to deal with such risks. The written plan shall be produced following consultation with the Police. The Holder shall set out the written Crowd Disorder and Anti-Social Behaviour Plan in the Operations Manual. The plans shall be reviewed in accordance with Clause 12 and after any incident, near miss or exercise.
25. The Holder shall, following consultation with the Police, assess in writing, the risk of a terrorist incident occurring at the Ground, which may cause physical harm or injury and shall develop a written Counter Terrorism Plan to deal with

such risks. The Holder shall set out the written Counter Terrorism Plan as a confidential document aligned to the Operations Manual. The Certifying Authority shall be provided with access to the plan, as appropriate. The plan shall be reviewed annually and after any incident, near miss or exercise.

26. After conducting all the necessary risk assessments, the holder shall produce detailed capacity calculations in accordance with the guidance set out in the current edition of the Guide to Safety at Sports Grounds. These calculations shall be reviewed at least once a year, after any structural changes made at the Sports Ground and/or after any incident that involves implementing the Holder's Contingency Plans. The calculations shall be submitted to the Certifying Authority. The Holder may within the capacity calculations document, specify different capacities for different events that might be held within the Sports Ground.
27. Where the capacity in the Jimmy Sirrel Stand is proposed to exceed 4400 spectators, the holder shall, no later than 14 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 (SAG) meeting to take place before the Specified Activity.
28. The Holder shall also carry out training exercises at least once a year to ensure the emergency procedures as set out in the Contingency Plans operate correctly. The Holder shall notify the Certifying Authority and members of the Safety Advisory Group (SAG) at SAG meetings of any training exercise due to take place to enable them to observe the standards of staff training. Details of training exercises, including its duration, the instruction provided and the personnel involved shall be retained and provided to the Certifying Authority upon request.
29. The Holder shall consult the Police Service regarding the general arrangements for all Specified Activities where appropriate.
30. The Holder shall use his or her best endeavours to agree a Statement of Intent with the police over their respective roles.
31. The Holder shall notify the Certifying Authority, in writing, before any change of circumstances affecting the terms and conditions of this Safety Certificate.
32. Any proposals, to alter or extend the Sports Ground or any of its installations (including any proposal to alter the entrances to or exits from the Sports Ground or any part of it, including any means of escape in case of fire or other emergency, or the means of access to any such entrances or exits, likely to affect the safety of persons at the sports ground, shall be notified to the Certifying Authority beforehand and shall be accompanied where necessary by sufficient information:
  - a) Two sets of drawings to an appropriate scale to clearly show the proposed works, capacity calculations and risk assessments and such other drawings;

- b) Calculations, risk assessments and other details as are necessary, or are further required by the Certifying Authority to enable them to undertake the necessary consultation and to make an informed decision on the proposal.
33. No specific activity, which is specially presented for children, shall take place until the Certifying Authority has given written consent. At least 28 days' notice in writing shall be given to the Certifying Authority of any intention to provide such a specific activity.
34. The Holder shall draw up and keep up to date 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 and shall upon request supply the Certifying Authority with copies.
35. The Holder shall ensure that, whilst provisions of the Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 (as amended) are in force (as these may be amended, modified or replaced from time to time, whether generally or for a particular area which includes Meadow Lane Stadium, the procedures for the phased return of live sport, as set out in the Operations Manual are followed.
36. This Certificate is issued without prejudice to other legislation 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. 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 all people admitted to the Sports Ground.
37. The previous Certificate, effective from 22<sup>nd</sup> August 2019 is replaced by this Certificate with effect from 24<sup>th</sup> July 2020. The Certifying Authority will review this Safety Certificate annually.

Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG



Paul Dales  
Acting Head of Environmental Health  
and Trading Standards  
Community Protection  
Nottingham City Council  
24<sup>th</sup> July 2020

# APPENDIX 1

## Operations Manual

The Operations Manual shall include but not be limited to:-

- Event Safety Policy
- Safety Management Structure
- Capacity Calculations
- Site Plans/Drawings
- Risk assessments for:
  - Regular events
  - Pre-event activities
  - Specific events or activities
- Stewarding Plan
- All contingency plans
- Counter Terrorism Plan
- Details of training and exercising
- Any Segregation Policy
- Crowd Disorder and Anti-Social Behaviour Plan
- Safeguarding Plan
- Ticketing Strategy
- Event Management Plan
- Traffic Management Plan
- Details of co-ordination plans for Zone Ex
- Fire Safety Plan
- Communications Plan
- All planned preventative maintenance/tests/inspections
- Medical Plan
- Details of any commercial and non-sporting activities.

## APPENDIX 2

### PERMITTED NUMBERS OF SPECTATORS AND OTHERS PRESENT

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

Stand	Area	No of Seats	S Factor	P Factor	Final Capacity
Jimmy Sirrel*	Seating	5775	1.0	1.0	5775
Kop	Upper Tier	2024	1.0	1.0	2024
	Lower Tier	3416	1.0	1.0	3416
Family	Boxes	144	1.0	1.0	144
	Seating	2137	1.0	1.0	2137
Derek Pavis	Supporters	6330	1.0	1.0	6330
	VP & press	385	1.0	1.0	385
Total Ground Capacity					<b>20,211</b>

*\*This final capacity will apply if the stand is used for one set of supporters only. This figure will be reduced should the stand be used to accommodate both sets of supporters through the creation of a sterile area to ensure the segregation of home and visiting supporters.*

**APPENDIX 3**  
**SPECIFIED ACTIVITIES**  
**ACTIVITIES COVERED BY THE CERTIFICATE**

The activities covered by this certificate are as follows:

1. Football
2. Rugby

NOTE: Attention is drawn to the requirement relating to Police Service consultation attendance at Clauses 29 and 30.

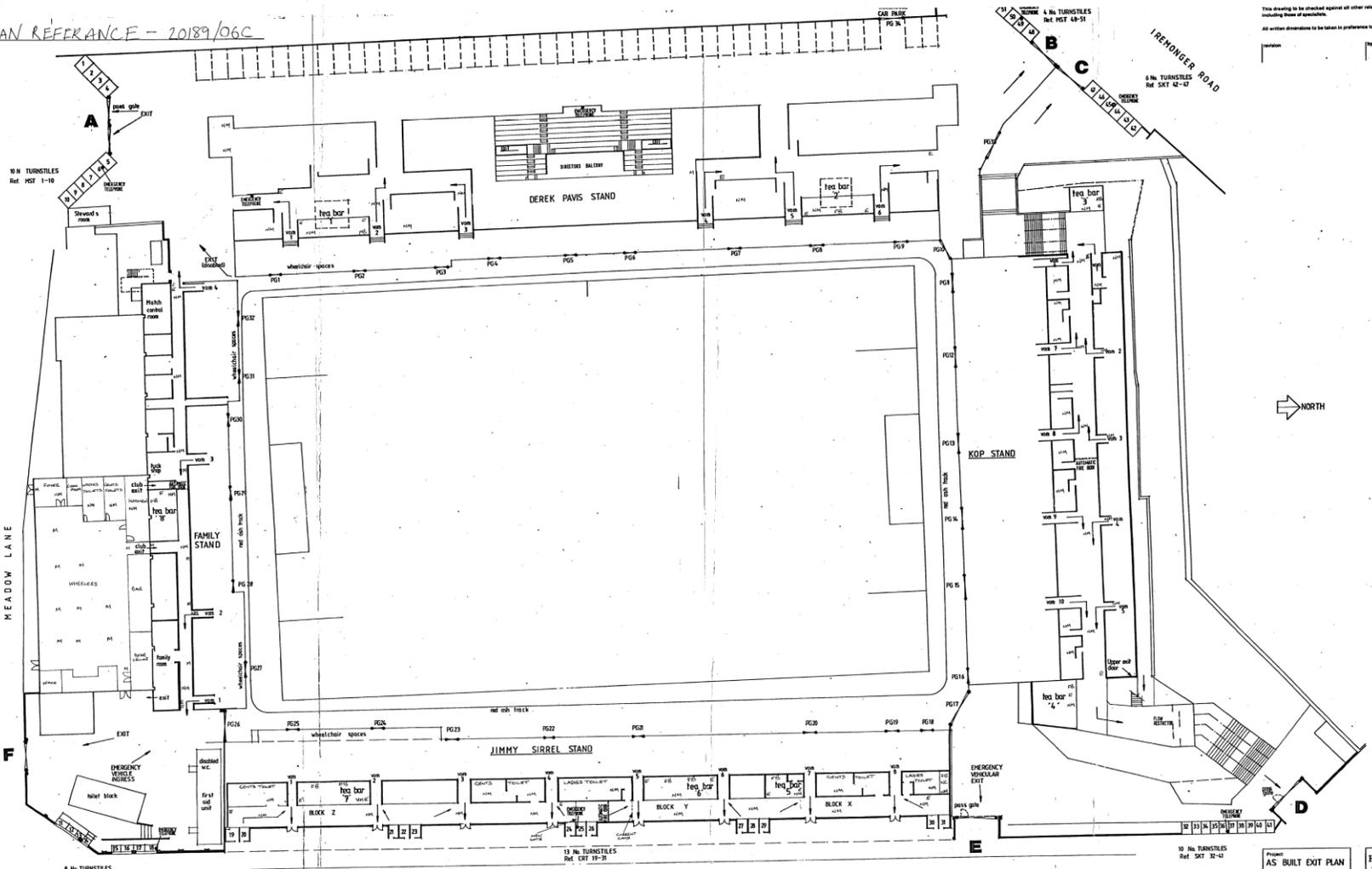
Any pre-match entertainment, including live music and dancing, shall not be commenced until the gates to the Sports Ground have been opened for the admittance of the public to the activities listed above and covered by the terms and conditions of the certificate.

**APPENDIX 4**  
**GENERAL GROUND ARRANGEMENT DRAWINGS**  
A plan outlining the extent of the safety certificate plus

LIST OF DRAWINGS

<b>PLAN DRAWING NO.</b>	<b>DESCRIPTION</b>
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;
Plan (a)	f. Means of access for Emergency Service vehicles;
Plan (b)	g. Location of catering units;

PLAN REFERENCE - 20189/06C



This drawing to be checked against all other relevant drawings including those of specialists.  
All written dimensions to be taken in preference to those shown.



10 No TURNSTILES  
Ref: HST 1-10

CAR PARK  
PG 34

4 No TURNSTILES  
Ref: HST 4B-51

IREMONGER ROAD  
6 No TURNSTILES  
Ref: SKT 42-43

MEADOW LANE

COUNTY ROAD

8 No TURNSTILES  
Ref: HST 11-18

10 No TURNSTILES  
Ref: SKT 32-41

KEY  
 FB - FIRE BRACKET  
 NM - NON MAINTAINED EMERGENCY LIGHTING  
 M - MAINTAINED EMERGENCY LIGHTING  
 F - FIREWORKS

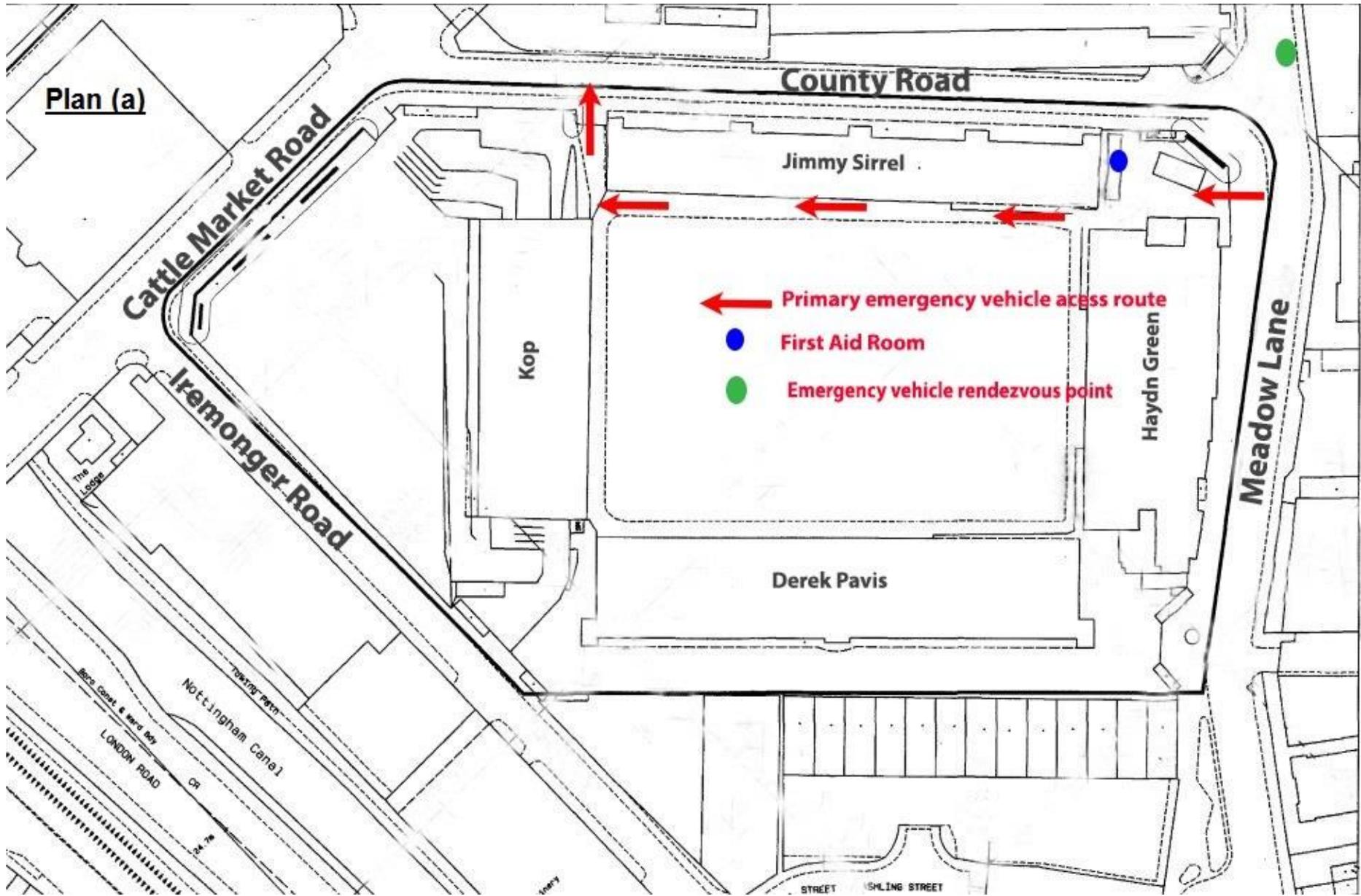
NOTE LAYOUT & DETAILS DAWN FROM  
 ST JAMES & PARTNERS LTD PLAN  
 (LONG 2000) (DCT) AND INSTRUCTIONS  
 FROM CLIENT.

Project:  
 AS' BUILT EXIT PLAN  
 MEADOW LANE GROUND  
 Client:  
 NOTTS COUNTY FOOTBALL  
 CLUB

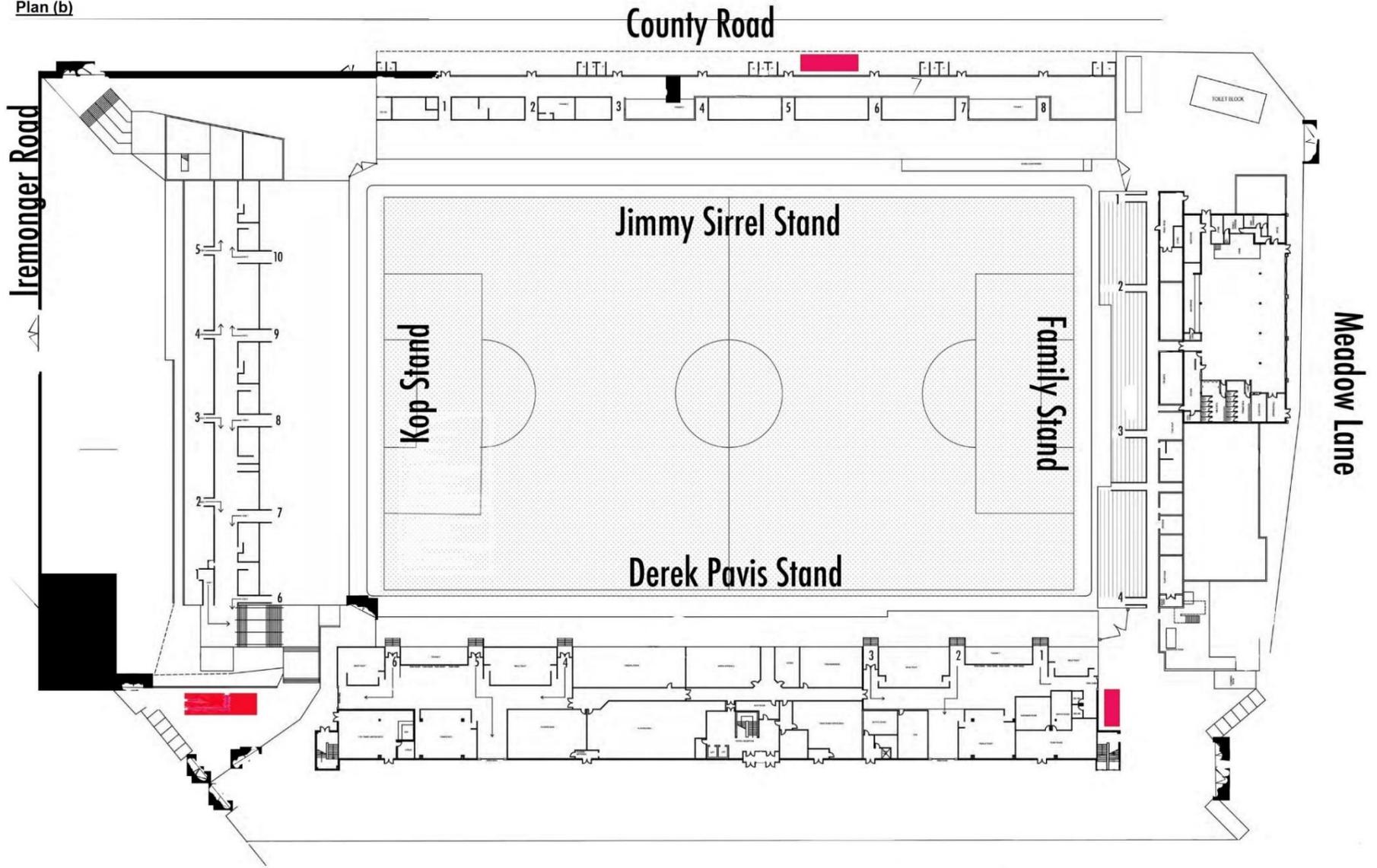
Henry Meiss  
 Partnership  
 architects  
 development  
 consultants

SITE / BUILDING EXIT ROUTES  
 Scale: 1:200  
 Date: Feb. 99  
 No: 4862 / 03

DESIGNED BY  
 HAYWARD  
 AND BIRD  
 THE ARCHITECTS  
 PARK LANE, STAMFORD



Plan (b)



## **APPENDIX 5**

### **AMENDMENTS TO GENERAL SAFETY CERTIFICATE**

Date of Issue: 24<sup>th</sup> July 2020

Amendments made to certificate from previous edition.

<b>Date of amendment</b>	<b>Summary of amendment</b>
24 <sup>th</sup> July 2020	Initial certificate issued

## **APPENDIX 6**

### **DOCUMENTS TO BE KEPT WITH THE GENERAL SAFETY CERTIFICATE**

<b>Documents</b>	<b>Kept at:</b>
1 Statement of Intent between Nottinghamshire Police and Ground Management (Notts County Football Club)	Operations Manual Section 5: Police statement of intent
2 Safety Officers Job Description and details of responsibility and reporting	Operations Manual Section 4: Job Descriptions
3 Copies of any letters giving permission as required within this document	N/A
4 Schedule listing deviations to the Green Guide that apply to the Sports Ground	Below

## Schedule listing deviations to the Green Guide that apply to the Sports Ground

Deviations	Green Guide	Remarks
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 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.	Final Exit Gate F is staffed at all times and will be opened by a Steward before spectators are directed to evacuate along the route. The gate is opened inwards as not to create an obstruction.  Pitch perimeter gates 10 & 17 form part of the exit route in exceptional egress. Procedures are in place for safety staff to open gates as part of exceptional egress strategy.
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 14.
The presence of a Statutory Ambulance Officer is determined	For anticipated attendances over 5000, a Statutory Ambulance	Provision reviewed following an assessment of accidents over three years and consultation with statutory

<p>through a risk assessment process for anticipated attendances below 10,000.</p>	<p>Officer will be required except where this can be justified under the medical plan.</p>	<p>ambulance authority (EMAS) and Certifying Authority.</p> <p>Medical plan contains assessment criteria and event specific risk assessment shall 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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