

**NOTTINGHAM CITY COUNCIL**

**GENERAL SAFETY  
CERTIFICATE**

**FOR**

**NOTTS COUNTY FOOTBALL CLUB  
MEADOW LANE  
NOTTINGHAM**

**SAFETY OF SPORTS GROUNDS ACT 1975 (as amended)**

Amended 22<sup>nd</sup> July 2014

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# General Safety Certificate

## Notts County Football Club

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

**Jim Rodwell (“the Holder”),**

in respect of the premises of Notts County Football 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 and Schedule A.

**Clause 4.** The Holder shall retain control over the whole and each part of the Sports Ground and shall take all necessary precautions for the reasonable safety of spectators admitted to the Sports Ground. The responsibility for the safety of spectators at the Sports Ground lies at all times with the Holder (and not with the Police or the Council).

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

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

**Clause 7.** The Holder shall give the Council 14 days notice in writing of any change of circumstances affecting this certificate. Any changes affecting this certificate that could not be foreseen shall be notified

to the Council in writing as soon as is practicable and in any event within 7 days of their occurrence.

- Clause 8.** The Holder (in consultation with the Police, Fire Service, Ambulance Service, the Council and such other persons or bodies as may be appropriate) shall produce, review, test and keep up to date documented contingency plans for any incident occurring which might prejudice safety or disrupt normal operations at the sports ground. In these plans, specific tasks shall be assigned to identified post holders or their nominated deputies. The contingency plans shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or total evacuation of the sports ground and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure. Copies of the current contingency plans shall be held by the Holder with the General Safety Certificate and copies or appropriate extracts from those plans and/or emergency instructions shall be provided to the emergency services, the Council and to those assigned tasks under the plans within 7 days of their update. The contingency plans should be compatible with the major incident plan prepared by the emergency services.
- Clause 9.** The Holder shall carry out training exercises at least twice a year so as to ensure the procedures as set out in the contingency plans operate correctly. The Holder shall notify Nottingham City Council, the Fire Service, Police and Ambulance Service when evacuation training is to take place to enable them to observe the standards of staff training. Details of training exercises shall be entered in a log book.
- Clause 10.** Subject to Clause 11, the Sports Ground shall not be used for spectator events other than for those activities specified in Appendix 1 and only in accordance with the terms and conditions set out in this Certificate.
- Clause 11.** The Sports Ground shall not be used for any spectator activity not specified in Appendix 1, unless the Holder has applied to Nottingham City Council for, and received written acknowledgment of the granting of, a Special Safety Certificate.
- Clause 12.** The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the 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 13.** The Holder shall ensure that suitable and sufficient equipment, permanent staff, Stewards and others are provided, to monitor, direct, guide, control and assist spectators in accordance with

Schedule B of this Certificate during the Specified Activities. The Holder shall be responsible for the performance and conduct of such persons.

- Clause 14.** The Holder shall ensure that suitable and sufficient first aid and medical staff, equipment, facilities and accommodation are provided in accordance with Schedule C.
- Clause 15.** The Holder shall ensure that all Buildings and Structures, including their means of ingress and egress, and all Installations, referred to in this Certificate are at all relevant times kept unobstructed and maintained in such good repair and condition as to safely fulfil their required functions and in particular shall comply with the requirements of Schedule D to this Certificate. The Holder shall so far as is reasonably practicable, ensure that the use of such Buildings, Structures and Installations do not put spectators at risk.
- Clause 16.** The Holder shall ensure:-
- a. all reasonable precautions are taken to prevent the outbreak and spread of fire,
  - b. suitable and sufficient equipment is maintained and competent Staff are available to deal with an outbreak of fire, and
  - c. comply with the requirements of Schedule E to this Certificate
- Clause 17.** The Holder shall ensure that the inspections and testing detailed in Schedule F to this Certificate are carried out at the frequency indicated, or such shorter period as may be necessary to ensure the reasonable safety of spectators. The results of these inspections and tests shall be recorded.
- Clause 18.** The Holder shall ensure that records specified in Schedule F and Schedule G are kept and made available for inspection by the Council's authorised officers at all reasonable times.
- Clause 19.** The Holder shall ensure that the certificates specified in Schedule G are submitted to the Council within the time periods specified in that schedule.
- Clause 20.** The Holder shall appoint a safety officer (the Safety Officer) and one or more Deputy Safety Officers who shall be of sufficient competence, status and authority to take responsibility for safety at the sports ground and be able to authorise and supervise safety measures. The Holder shall ensure that the Safety Officer is accountable to the most Senior Management or the Board of Directors to whom he/she will have direct access on safety matters. The Holder shall set out in writing the duties of the Safety Officer and Deputy Safety Officers and the functions of

their posts.

- Clause 21.** The Holder may appoint a replacement Safety Officer or Deputy Safety Officer to carry out or assist in the general duties of the Safety Officer (or Deputy) or duties for a specific event. Such Appointments shall be notified to the Council in writing as soon as is practicable and prior to the event taking place.
- Clause 22.** Unless there is a duly appointed Safety Officer or Deputy Safety Officer meeting the requirements of Clause 20 or Clause 21 present during a Specified Activity; the permitted capacity of the Sports Ground shall be zero.
- 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 Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.
- Clause 24.** Written notice of any proposed alterations or addition to the Sports Ground shall be given to the Council, and such notice shall be accompanied by two sets of:-
- a. drawings at a scale of 1:100; and
  - b. such other drawings and calculations as are necessary to give full details of the proposals , or are further required by the Council.
- Clause 25.** This Certificate is issued without prejudice to legislation other than that referred to in Clause 1 controlling the construction or use of sports grounds or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder.
- Clause 26.** The specific requirements of this certificate shall not be regarded as the limit of the obligation placed on the Holder to take all necessary precautions for the reasonable safety of spectators admitted to the Sports Ground. In particular the Holder should ensure that due regard is given to the recommendations of the Green Guide; and should be aware that any deviations from the Green Guide (other than those already listed in this Certificate) will not be authorised as acceptable deviations until either the appropriate Committee or an authorised officer of the Council has approved them.
- Clause 27.** Notwithstanding Clause 5 & Clause 8 the Holder shall ensure the following documentation is produced, kept up dated and signed and dated by the Holder. The Holder shall ensure that up-to-date copies of the following are supplied to the Council upon request:
- a. plans showing the layout of the Sports Ground, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate.

- b. duties of the Safety Officer;
- c. safety policy;
- d. contingency plans; and
- e. statement of intent between the Police Service and Club pursuant to Schedule B paragraph B.4.4.

**Clause 28.** With effect from **22<sup>nd</sup> July 2014** this certificate will replace all previous certificates in relation to the Sports Grounds pursuant to the 1975 Act and will be reviewed by the Council at least once in every 12 months.

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

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

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

**Lorraine Raynor**  
**Head of Environmental Health and Trading Standards**  
Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG



## **SCHEDULE A    DEFINITIONS**

### **A.1.    Definitions**

#### **A.1.1.    ‘the Ambulance Service’**

means the Chief Executive Officer of the Nottinghamshire Ambulance Service NHS Trust or any other such officer designated by him/her.

#### **A.1.2.    ‘Buildings and Structures’**

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

#### **A.1.3.    ‘Building Regulations’**

mean The Building Regulations 2000 as amended

#### **A.1.4.    ‘Child’**

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

#### **A.1.5.    ‘Club’**

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

#### **A.1.6.    ‘competent person’**

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

#### **A.1.7.    ‘Dedicated First-Aid Room’**

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

#### **A.1.8.    ‘Deputy Safety Officer’**

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

#### **A.1.9.    ‘Duty Officer’**

shall be either the Safety Officer or in his/her absence a Deputy Safety Officer.

#### **A.1.10. ‘Emergency Lighting’**

means lighting provided from a source independent of the normal lighting supply.

#### **A.1.11. “Emergency Services”**

means the Police, the Ambulance Service and the Fire Service.

#### **A.1.12. ‘Emergency Telephones’**

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

#### **A.1.13. ‘Escape Lighting’**

means the portion of emergency lighting, provided in the absence of natural daylight, to allow free movement within the Sports Ground and exits therefrom.

**A.1.14. 'the Fire Service'**

means the Chief Officer of Nottinghamshire Fire & Rescue Service, or such other officer designated by him/her..

**A.1.15. 'Fire-Resisting'**

means the construction is capable of resisting the action of fire for not less than half-an-hour, (or such other period as may be specified by the Council) in accordance with the appropriate British Standard. or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations 2000.

**A.1.16. Gas Safety Regulations**

means the Gas Safety (Installation and Use) Regulations 1998.

**A.1.17. 'Green Guide'**

means the current edition of the 'Guide to Safety in Sports Grounds' produced by The Department For Culture Media and Sport.

**A.1.18. 'Installations'**

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

**A.1.19. '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.1.20. '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.1.21. 'Match Control Point'**

means a control room as described in Schedule B paragraph B.4.13.

**A.1.22. 'Medical Practitioner'** (also referred to as crowd doctor)

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

**A.1.23. 'Non Combustible'**

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

**A.1.24. '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.1.25. '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.1.26. 'Occupationally Competent'**

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

**A.1.27. 'Paramedic'**

means a person who holds a current certificate of proficiency in ambulance paramedical skills, issued by the Institute of Health Care and Development (IHCD), and who has immediate access to the appropriate level of specialist equipment, including drug therapy, as stipulated and approved by the relevant Paramedical Steering Committee. A paramedic crew, as a minimum, consists of a paramedic plus an ambulance technician, trained to IHCD standards.

**A.1.28. 'the Plan'**

Means the documents attached to this Certificate marked Drawing No -20189/06C

**A.1.29. 'the Police'**

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

**A.1.30. 'Police Commander'**

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

**A.1.31. 'the Safety Officer'**

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

**A.1.32. 'Safety Officer's Control Point'**

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

**A.1.33. 'Safety Staff'**

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

**A.1.34. 'Specified Activity'**

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

**A.1.35. 'the Sports Ground'**

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

**A.1.36. 'Surface Spread of Flame Classification'**

means the class into which a material falls when tested for surface spread of flame in

accordance with the appropriate British Standard or as defined in the current version of the Approved Document to Part B (Fire Safety) of the Building Regulations 2000.

**A.1.37. 'Steward'**

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

**A.1.38. 'Thorough Examination'**

as defined and specified in the Lifting Operations and Lifting Equipment Regulations 1998.

## SCHEDULE B STAFF AND CROWD CONTROL

### B.1. Safety Officers

**B.1.1.** The Holder shall be responsible for ensuring spectator safety is effectively managed, ensuring that all checks, inspections, testing, training, recording, remedial works, and other matters relating to spectator safety are carried out promptly and effectively.

**B.1.2.** The Holder shall ensure the appointment of a Safety Officer and one or more Deputy Safety Officers all of whom shall be Occupationally Competent and provide them with detailed job descriptions clearly identifying the functions of their posts.

**B.1.3.** During the Specified Activity the Duty Officer shall be easily identifiable and shall be in attendance at the Match Control Point or elsewhere in the Sports Ground but easily contactable from there. The Duty Officer shall not be engaged in any task which will prevent him/her from exercising the principal duty of ensuring safety during a Specified Activity.

### B.2. Safety Staff

**B.2.1.** The Holder shall be responsible for ensuring that mechanisms are in place to enable the effective management of spectator safety by Safety Staff. Mechanisms shall include the production of a stewarding plan in accordance with the Green Guide. In no case shall the number of mobile Stewards be less than 1 to every 250 spectators or part thereof attending that Specified Activity; in addition supervisors and static Stewards are required to control key points to a level no less than that detailed in the table below. [If a self-contained part of the Sports Ground is closed to spectators, Stewards need not be provided for that part].

| Location                | Supervisors | Total Static Stewards | Locations   |
|-------------------------|-------------|-----------------------|---|
| Derek Pavis             | 1           | 9                     | 1 in each vomitory; Pavis/Family Corner; Disabled Area; Pavis/KOP Corner; Perimeter track x 2; Pitchside gates x 2.   |
| Kop                     | 2           | 13                    | 1 in each vomitory; Exit Gate Iremonger Rd; KOP/Sirrel Gate; Exit Gate Cattle Market Rd;  |
| Hayden Green            | 1           | 6                     | 1 in each vomitory; Family/Pavis pass gate; Exit Gate Meadow Lane/County Rd corner.   |
| Jimmy Sirrel            | 2           | 20                    | 1 in each vomitory; 1 at each concourse exit door; segregation gate; Sirrel/KOP pass door (and County Rd Gate; Sirrel/Family pass door and 2 additional Stewards situated at the netting. |
| VIP Areas and Car Parks | 1           | 21                    |   |
| Executive Box Area      | --          | 1                     |   |
| Total                   | 7           | 70                    |   |

- B.2.2.** The Holder shall be responsible for ensuring a suitable and sufficient risk assessment is produced for each event to enable the final number, location and duties of the Safety Staff to be determined so that spectator safety is managed effectively. The number of Stewards provided should not fall below those stated within the stewarding plan.
- B.2.3.** All Stewards shall be fit and active and shall be aged ideally not less than 18 years and have the character and temperament to carry out the duties required of them. The Holder shall be required to ensure a register of Stewards is maintained, recording their attendance and post as well as their training and qualifications.
- B.2.4.** Each Steward shall be readily recognisable with a high visibility and distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by the Council) uniquely identifiable to the individual and worn outside his/her clothing.
- B.2.5.** The chief Steward and each senior Steward shall be readily recognisable by the wearing of a high visibility surcoat or tabard which is distinctive from that worn by the Stewards, uniquely identifiable to the individual and worn outside his/her clothing.
- B.2.6.** Each member of Safety Staff shall be adequately trained in safety procedures in accordance with their responsibilities detailed in **B.2.9**.
- B.2.7.** Except in exceptional circumstances where prior approval has been granted by the Council the Holder shall be responsible for ensuring that:-
- a. all Stewards are Trained and assessed to a level 2 stewarding qualification within the National Qualifications Framework, or undergoing such training.
  - b. No Steward shall be deployed at the Sports Ground until s/he has undertaken all aspects of familiarisation and induction training covered by the induction module of the Football Authorities' Training Package for Stewarding at football grounds; and
  - c. No Steward shall work unaccompanied until s/he has completed all aspects of the training set out in modules 1 (General Responsibilities) and 2 (Maintenance of a Safe Environment) of the Football Authorities Training Package for Stewarding at football grounds and has attended 4 matches as a Steward. All Stewards shall complete their training, assessment and qualification within 12 months thereafter.
- B.2.8.** Visiting Stewards are required to be fully briefed as to the construction and configuration of the Sports Ground, the safety arrangements and their specific duties.
- B.2.9.** The basic duties of Stewards shall be to enforce the Holder's safety policy and ground regulations. These duties will include:
- a. controlling or directing spectators who are entering or leaving the Sports Ground to help achieve an even flow of people in, to and from the viewing areas;
  - b. recognising crowd conditions so as to ensure the safe dispersal of spectators on terraces or viewing slopes and the prevention of overcrowding;
  - c. patrolling the Sports Ground to deal with any emergencies, raising the alarm and

- taking the necessary immediate action;
- d. staffing entrances, exits and other strategic points, especially segregation, perimeter and exit gates and doors which are not continuously open while the Sports Ground is in use;
  - e. searching spectators (under ground regulations properly drawn to their attention);
  - f. ensuring the safety and control of members of the public, before, during and after an event; and
  - g. undertaking specific duties in the event of an emergency or as directed by the Safety Officer (or, where appropriate, any senior police officer present).
- B.2.10.** Before beginning duty at a Specified Activity, each Steward shall be briefed thoroughly, be handed a copy of his/her instructions and be made fully aware of his/her general responsibilities and his/her duties in the event of an emergency. Records shall be kept of such briefings as specified in Schedule G. De-briefing of Stewards shall take place after the Specified Activity to ensure that incidents or problems are referred to the Safety Officer for follow up action.
- B.2.11.** No Steward shall leave his/her place of duty during a Specified Activity without the permission of the appropriate Senior Steward, who shall provide a replacement Steward before the position is vacated.
- B.2.12.** Stewards shall be located throughout the Sports Ground and particularly at key points where control is most needed, such as in gangways, vomitories, tops of staircases, gateways onto the pitch or providing access from one part of the Sports Ground to another, and at each exit or entrance.
- B.2.13.** Each exit shall be staffed during a Specified Activity and shall be opened immediately in the event of an emergency and not less than 10 minutes before the end of the event. Arrangements shall be made to allow spectators who wish to leave before the above time, to be directed to appropriate exit points, controlled so as to prevent other persons gaining unauthorised entry.
- B.2.14.** Each Steward, attendant and member of staff shall be made aware of the provisions of Section 11 of the Safety of Sports Grounds Act, 1975 (as amended) which authorises certain Council Officers to enter and inspect sports grounds at any reasonable time, upon production of written authorisation.
- B.2.15.** Stewards shall give every assistance in an emergency to disabled persons, particularly those in wheelchairs.
- B.2.16.** Loudhailers shall be made available for use.
- B.2.17.** All Safety Staff including Stewards shall be told before each Specified Activity the location of the Safety Officer's Control Point and the name of the Duty Safety Officer on the day in question.
- B.2.18.** No Steward, whether directly employed or supplied by an agency, shall be deployed without proper training unless accompanied by a Steward who has been so trained.

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

- B.3.1.** The Holder shall ensure that accommodation provided for people with disabilities is safe, properly designed and managed. The disabled spectator area shall be supervised by a designated Steward. 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 each Specified Activity the Holder shall:-

- a. Consult jointly with the Emergency Services regarding the general arrangements for that activity; and
- b. Notify the Police and Council of every Specified Activity at least 35 days before such Activity takes place when possible, or such shorter time as they may accept.

- B.4.2.** The Holder shall objectively consider each Specified Activity against a prepared risk assessment to determine whether or not to request for Police attendance on duty inside the Sports Ground for that Specified Activity. In the event of disagreement between the Holder and the Police, the matter will be referred to the Council for arbitration and determination including consultation with the safety advisory group.

- 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 enter into a written statement of intent with the Police setting out their respective responsibilities for crowd safety and control. Any variation in the statement must be agreed in writing in advance of the Specified Activity to which it relates.

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

- B.4.5.** The Council reserves the right to determine a Specified Activity or specific event within a Specified Activity as "All-Ticket" (requiring that all seats be pre-allocated by ticket) taking into account advice and risk assessments received from the Club and Police. When the Council makes such a determination the decision will be communicated in writing and shall be acknowledged in writing by the Holder.

- B.4.6.** 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. Each ticket shall specify the gate/turnstile by which the ticket holder shall enter the Sports Ground and where possible shall include a simplified, understandable diagram showing the layout of the sports ground and position of entrances. Tickets for seats which offer restricted views or are uncovered shall be marked accordingly and the buyer forewarned.

- B.4.7.** The Holder shall agree the methods to be used for the segregation of home and visiting spectators with the Council and the Police



- B.4.8.** Sufficient turnstiles or entry points shall be provided and operated to allow the entry of all the spectators to each self-contained area within one hour at a notional rate of 660 persons per turnstile, (or other entry point) per hour, or such lower rate as may be determined by the Council. Each bank of turnstiles shall be individually and conspicuously identified by colour and number or letter visible to spectators approaching the sports ground. Each turnstile shall be individually identified by numbers visible from outside and inside the Sports Ground. The colour, number or letter on each bank of turnstiles or turnstile shall correspond with the information given on the tickets issued for use at that bank of turnstiles or turnstile. Entry rates used for Sports Ground capacity calculations must be based on actual measurements of spectator entry rates through each type/bank of turnstile, these measurements must be conducted to the satisfaction of the Council, must be recorded, and must be reviewed before any area subject to significant change to the entry system is used for housing spectators for a specified activity. Where the calculated rate of entry proves to be more than 660 persons per turnstile per hour, the lower figure shall be used for calculating entry capacity in line with the recommendations of the Green Guide.
- B.4.9.** A public address system shall be provided and operated by a person nominated by the Holder. The system shall be used for the carrying out of emergency evacuation procedures for the Sports Ground, when considered necessary.
- B.4.10.** The public address system shall be capable of communicating information to areas both outside and inside the Sports Ground.
- B.4.11.** Each gate on an exit route and every gate in any pitch perimeter fence or radial fence, shall be controlled by a Steward while spectators are in the Sports Ground unless the gate is secured in the open position,
- B.4.12.** Where an electronic spectator counting system is installed it shall be maintained and tested as required in Schedule F to provide continuous monitoring of spectator numbers in each area described in Appendix 2 . This is to ensure that the Duty Officer may give instructions to immediately close any gate or turnstile in appropriate cases. The number of spectators admitted shall be continuously displayed in the Match Control Point.
- B.4.13.** The Holder shall provide a Match Control Point which shall:
- a. have a good view of the whole pitch and of the spectator area surrounding it;
  - b. accommodate the necessary communications equipment and the CCTV monitors and the staff required for their operation or supervision;
  - c. be suitable to serve as a command post in the event of an emergency; and
  - d. be capable of being evacuated safely if necessary.
- B.4.14.** Closed circuit television and the associated emergency power supply shall be maintained to enable densities outside the Sports Ground, within concourse areas and in compounds and other standing areas to be monitored during every Specified Activity.

**B.4.15.** Drinks may only be sold or supplied in containers made of paper or plastic materials except:

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

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

**B.4.16.** 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.4.17.** The Holder shall produce a documented assessment and plan to 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, and shall not allow deviations from this plan without the prior approval of the Council.

**B.4.18.** Means of ingress and egress to each part of the sports ground as shown on the Plan and all signage relating thereto shall be adequately maintained and shall be marked in a manner that can be understood by spectators and in the manner referred to in Schedule D paragraph D.1.8.

**B.4.19.** The Holder shall produce a plan clearly indicating the positions in which the parking of vehicles is permitted at the Sports Ground and shall not allow deviations from this plan without the prior approval of the Council.

**B.4.20.** Copies of any ground regulations made by the Holder or the Club shall be protected against loss or defacement and shall be displayed in prominent positions within the Sports Ground.

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

### **C.1. Accommodation And Equipment**

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

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

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

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

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

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

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

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

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

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

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

- i. Other apparatus/areas where required

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

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

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

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

- D.3.5.** The following areas shall be kept completely free of storage, goods, litter combustible or flammable material or other obstruction and access maintained at all times:-
- a. Boiler rooms
  - b. Plant rooms
  - c. Electrical intake rooms
  - d. Electrical switch rooms
  - e. Transformer rooms
  - f. Lift motor rooms and lobbies
  - g. Generator rooms and
  - h. Voids.
- D.3.6.** Except as provided in paragraph D.3.7 or with consent of the Council in writing, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the Sports Ground.
- D.3.7.** CO2 cylinders may be used for the supply of beer pumps, provided that only one cylinder in use in a bar at any time. In addition a spare cylinder can be chained in an upright position within the bar. All other CO2 cylinders shall be kept in appropriate storage.
- D.3.8.** No special effects, displays or other arrangements (including pyrotechnics, lasers etc.) shall be undertaken without consultation and written prior consent of the Council.
- D.3.9.** The Holder shall ensure that all seating is maintained, securely fixed in position, suitably numbered and that damaged seats are promptly repaired or replaced.
- D.3.10.** All fire doors shall be maintained effectively self-closing and shall not be secured open unless otherwise permitted by the Council. Doors to stores and plant rooms shall be kept locked whilst spectators are at the Sports Ground during a Specified Activity.
- D.3.11.** All temporary demountable structures used in the Sports Ground shall be designed, erected and dismantled strictly in accordance with the latest revision 'Temporary Demountable Structures Guidance on Procurement, Design and Use' published by the Institution of Structural Engineers.
- D.3.12.** All structures including temporary small structures like scaffolding should be provided with a copy of the erecting company's certificate of competency, design documentation and completion certificate and undergo an independent check before spectators enter the Sports Ground. (In accordance with the latest revision 'Temporary Demountable Structures Guidance on Procurement, Design and Use' published by the Institution of Structural Engineers).



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

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

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

monitor the implementation of the fire safety management plan and ensure its effectiveness.

- E.1.9.** With consideration to the outcomes of a suitable and sufficient fire risk assessment and guidance in the Green Guide, the Holder is required to ensure that normal and emergency evacuation times are determined and documented for each area of spectator accommodation.

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

### **F.1.      Introduction**

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

### **F.2.      Briefing**

**F.2.1.** The Holder shall ensure that Stewards are properly dressed and suitably equipped. They shall be briefed on their deployment, their general and emergency duties in accordance with Schedule B, section B.2 and a record of the briefing kept in a log book.

**F.2.2.** Two evacuation training sessions shall be carried out every 12 months in accordance with Clause 9 and the details recorded in a logbook.

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

**F.3.1.** Any defect found as a result of checks, inspection and tests or otherwise shall be recorded in the Defects Log Book, which shall record when the defect is discovered and when it is remedied. All defects should be reported to the Safety Officer or a Deputy Safety Officer as soon as is reasonably practicable.

**F.3.2.** In this schedule, a 'competent person' in relation to the testing and certification of electrical systems and installations shall be one of the following:-

- a. a corporate member of the Institution of Electrical Engineers;
- b. a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting or Electrical Contractors' Association;
- c. a suitably qualified representative of the Electrical Supply Authority.

**F.3.3.** In this schedule and Schedule G, a competent person in relation to the testing and certification of structural elements shall be one of the following, with the appropriate skills and experience :-

- a. a Chartered Structural Engineer;
- b. a Chartered Surveyor (Building Surveying Division);
- c. a Chartered Civil Engineer; or
- d. a person who, in the opinion of Nottingham City Council, possesses similar qualifications to those at a. b. or c. above.

- F.3.4.** During each Specified Activity, the Holder shall ensure the following: -
- a. litter and waste are not allowed to accumulate, and are removed to secure containers whenever possible;
  - b. materials are not allowed to accumulate or be stored in circulation, exit or escape routes; and
  - c. all aisles, exits, emergency exits and escape routes are kept clear.

- F.3.5.** After each Specified Activity, the Holder shall: -
- a. carry out a general visual inspection of the Sports Ground for signs of damage or deformation which might create a potential danger to the public, with particular attention to the condition of seats, terraces, viewing slopes, barriers and stairways;
  - b. ensure that combustible waste and litter are cleared (particularly from voids) and either removed or stored in secure containers;
  - c. participate with the ambulance officers and first-aiders in a de-briefing and record any comments and follow up action;
  - d. ensure that any outstanding matters of concern are recorded and arrangements made for remedial action before the next Specified Activity; and
  - e. liaise with the Police and/or crowd control personnel to gain full benefit from any de-briefing about crowd control

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

- F.4.1.** The Holder shall ensure the following are carried out before the start of each Specified Activity,:-
- a. inspect the general condition and state of maintenance of the Sports Ground, paying particular attention to the condition of each terrace, stairway, exit route, access route and directional sign;
  - b. inspect all gangways, entry, exit and access routes to ensure freedom from obstructions and trip hazards; that surfaces are not slippery and to ensure that they are capable of being used to their full capacity;
  - c. examine each crush barrier and balustrade for corrosion, deformation or any other visible weakness; ensure all structures are free from damage, corrosion or deformation which might cause a potential danger to the public;
  - d. remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void, lift lobby and all areas to which the public have access, including the means of access for emergency vehicles; of goods, litter, combustible or flammable materials, unauthorised products or other obstruction or hazard;
  - e. examine all exit doors and gates (including those in perimeter or radial fences) whether manually or electronically operated to ensure that they

- are easily and fully openable;
- f. inspect all voids beneath wooden stands, all kitchens and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards, and ensure that hazardous materials are removed, or safely stored, well away from public areas;
- g. ensure that the required fire fighting equipment is in position and available;
- h. inspect the Dedicated First Aid Room and the equipment and supplies held there and ensure that sufficient first-aid personnel are present and at their posts and have been properly briefed;
- i. ensure that television and outside broadcast equipment, including cables, are located in the approved position;
- j. ensure containers used to store combustible waste or litter are secure;
- k. ensure that areas to which public access is prohibited are properly locked or sealed off;
- l. ensure that directional signs are in place and, where appropriate, illuminated;
- m. ensure the integrity of any demountable structures after their assembly; and
- n. ensure that media activities do not interfere with, or negate, the normal safety operation of the sports ground, and do not hamper the safety, comfort or viewing standards of spectators.

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

- F.5.1.** The Holder is required to ensure that a 'planned preventative maintenance schedule' is prepared that covers the inspection, testing, and servicing of all installations in accordance with the specifications detailed below.

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

- F.6.1.** The Holder shall ensure the following are inspected and tested at least 24hrs before Specified Activity
- a. loud hailers, CCTV system, video or electronic information boards, ensure that radio systems, emergency telephones, public address systems, emergency lighting systems are tested in good time before a Specified Activity to ensure any defects can be corrected before a Specified Activity.
  - b. Each generator and associated engine shall be tested in accordance with the manufacturer's instructions by a competent person (including an electrician on the Sports Ground staff) not more than 48 hours prior to a Specified Activity. It should include a simulated mains failure test with the generator taking up its prescribed load within 5 seconds.
  - c. The automatic fire detection and fire warning systems (including the repeater panel), shall be tested in accordance with the method laid down

in BS5839: Part 1.

- d. The turnstiles and metering or entry monitoring systems (including electronic monitoring systems), as set out in Schedule B paragraph B.4.12, shall be tested before each Specified Activity.

**F.6.2.** All inspections, tests and checks shall be documented together with any problems identified and corrective actions taken.

**F.6.3.** If problems are identified, the Holder shall ensure effective provisions to take appropriate remedial action before the public is allowed access to the affected area.

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

**F.7.1.** The electrical installations shall be inspected and tested and a periodic inspection report, in the form prescribed by the IEE Wiring Regulations, shall be submitted to the Council. The certification of the whole of the stadium's electrical installation as satisfactory by a competent person at least once every 3 years.

**F.7.2.** The Holder shall ensure the following are inspected and tested at regular intervals. Regular intervals in each case should be determined by a suitable and sufficient risk assessment.

**F.7.3.** All hose reels shall be tested and the results entered in a log book.

**F.7.4.** Inspections of extinguishers, spare gas cartridges and replacement charges shall be carried out to ensure that extinguishers are in their correct positions and have not been discharged or suffered a pressure loss or damage. The results of the inspections shall be entered in a log book.

**F.7.5.** Each generator and associated engine used to provide alternative supplies shall be tested by a competent person. The generator shall be started under simulated mains failure and tested on full load for not less than one hour. The results of the tests shall be recorded in a log book.

**F.7.6.** Any lift installation shall be maintained and inspected at regular intervals by a competent lift engineer.

**F.7.7.** The turnstiles, metering or entry monitoring systems as set out in Schedule B paragraph B.4.12 (including electronic monitoring systems).

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

**F.8.1.** All passenger lift installations shall receive a Thorough Examination at least every six months by a competent lift engineer. Copies of Thorough Examination certificates shall be submitted to the Council at least once in every 12 months.

**F.9. Inspections And Tests Every Twelve Months**

**F.9.1.** The Holder shall ensure that a detailed annual inspection of all structures,

components as described as follows :-

- a. ensure that all standing surfaces, seats, stairs, ramps, doors, gates, boundary walls, fences and cladding are fit for their intended purpose;
  - b. Ensure that all load bearing elements are capable of withstanding the loads to which they are likely to be subjected and that they perform properly their required functions
  - c. All barriers and handrails should be tested in accordance with the guidance found in the Green Guide;
  - d. Where barriers and handrails fail to meet these test conditions they shall be replaced or strengthened. Such barriers and handrails shall be retested after the remedial work to ensure compliance.
- F.9.2.** Any lift installation that does not carry people shall receive a Thorough Examination at least every twelve months by a competent lift engineer. Copies of Thorough Examination certificates shall be submitted to the Council at least once in every 12 months.
- F.9.3.** An inspection and 3-hour full load test of the escape lighting batteries shall be carried out by a competent person. Where self-contained battery operated escape luminaires are installed, the certificate shall confirm that each luminaire has been energised from its battery for 3 hours. Tests should be carried out at least every 12 months. Copies of certificates with the test results shall be submitted to the Council at least once in every 12 months.
- F.9.4.** An inspection of any electronic locking system, shall be carried out by a recognised person.
- F.9.5.** An examination of the boiler, calorifier, and all safety devices shall be carried out by a competent boiler engineer at least once every 12 months. A copy of the certificate confirming that they are in a safe condition shall be submitted to the Council at least once every 12 months.
- F.9.6.** The escape lighting engine, generator and control gear shall be tested by a competent person, and a certificate to the effect that they are in efficient working order shall be submitted to the Council at least once in every 12 months.
- F.9.7.** The manual electric fire alarm, automatic fire detection equipment, emergency telephone system, CCTV and public address system shall be tested by a competent person and a certificate confirming that they are in a satisfactory condition shall be submitted to the Council at least once in every 12 months.
- F.9.8.** All fire fighting equipment shall be maintained and overhauled in accordance with BS.5274, BS.5306: Parts 1 and 3, BS.5423 and BS EN 1869: 1997 as appropriate by a competent person or company of fire engineers and a record kept. An inspection and maintenance certificate in respect of all fire fighting equipment at the sports ground shall be submitted to the Council once in every 12 months.
- F.9.9.** The lightning protection system shall be tested by a competent person and a certificate confirming that it is in a satisfactory condition shall be submitted to

the Council at least once in every 12 months.

#### **F.10. Detailed Structural Appraisal**

**F.10.1.** A risk based plan for the detailed appraisal of all structures and parts of structures within the Sports Ground should be kept in accordance with the relevant section of the Green Guide.

## **SCHEDULE G RECORDS AND CERTIFICATES**

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

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

- a. a record of the number of spectators admitted to the sports ground for a Specified Activity, and to each part of the sports ground referred to in Appendix 2 ;
- b. a record of any accident or incident which causes injury, other than a playing injury, which is brought to the notice of the Holder and which occurs whilst the Sports Ground is in use for a Specified Activity;
- c. a record of the names of Stewards on duty at each event and the positions allocated to them within the Sports Ground. as specified in Schedule B paragraph B.2;
- d. a record of details, including attendance, of each training session and pre-match briefing given to staff and Stewards as specified in Schedule B paragraph B.2;
- e. a record of the numbers and posts of all first-aiders present on each occasion and the attendance of the Medical Practitioner as specified in Schedule E;
- f. a record of each exercise as specified in Clause 7;
- g. a record of tests of emergency telephones, fire alarms and automatic fire detectors and public address system as specified in Schedule F;
- h. a record of tests of fire fighting equipment as specified in Schedule F;
- i. a record of tests of the escape lighting, generator and engine as specified in Schedule F paragraphs F.7 and F.9;
- j. a record of tests of the turnstiles and electronic monitoring system as specified in Schedule F paragraph F.6;
- k. a record of each inspection carried out at the Sports Ground to ensure compliance with Schedule F paragraphs F.4 and F.6;
- l. a record in a Defects Log Book of any defect relating to the safety of the sports ground, however discovered, including a record of when such defect has been remedied;



- m. a record of the certificates required to be submitted to the Council under Schedule G paragraph G.2 below.
- n. a record of all first-aid or medical treatment provided during or in connection with any Specified Activity;
- o. a record of all fire alarms soundings whether or not activated by the automatic fire detector system;
- p. a record of all substantial maintenance work and improvements relating to safety carried out at the Sports Ground;
- q. a record of all pre-event inspections as specified in Schedule F;
- r. a record of any non-routine opening of an exit door or gate; and
- s. a record of any assumption of control by the Police.

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

**G.2. Certificate To Be Submitted By The Holder To The Council every 12 months.**

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

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

# **APPENDIX 1 SPECIFIED ACTIVITIES**

## **1. ACTIVITIES COVERED BY THE CERTIFICATE**

Association 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 Home Supporters   | Upper Tier             | 2024        | 1.0      | 1.0      | 2024                               | 2024                              |
|                       | Lower Tier             | 3416        | 1.0      | 1.0      | 3416                               | 3416                              |
| Family Stand          | Boxes                  | 144         | 1.0      | 1.0      | 144                                | 144                               |
|                       | Seating                | 2137        | 1.0      | 1.0      | 2137                               | 2137                              |
| Derek Pavis           | Supporters             | 6330        | 1.0      | 1.0      | 6330                               | 6330                              |
|                       | VP & press             | 385         | 1.0      | 1.0      | 385                                | 385                               |
| Total Ground Capacity |                        |             |          |          | <b>19,841</b>                      | <b>20,211</b>                     |

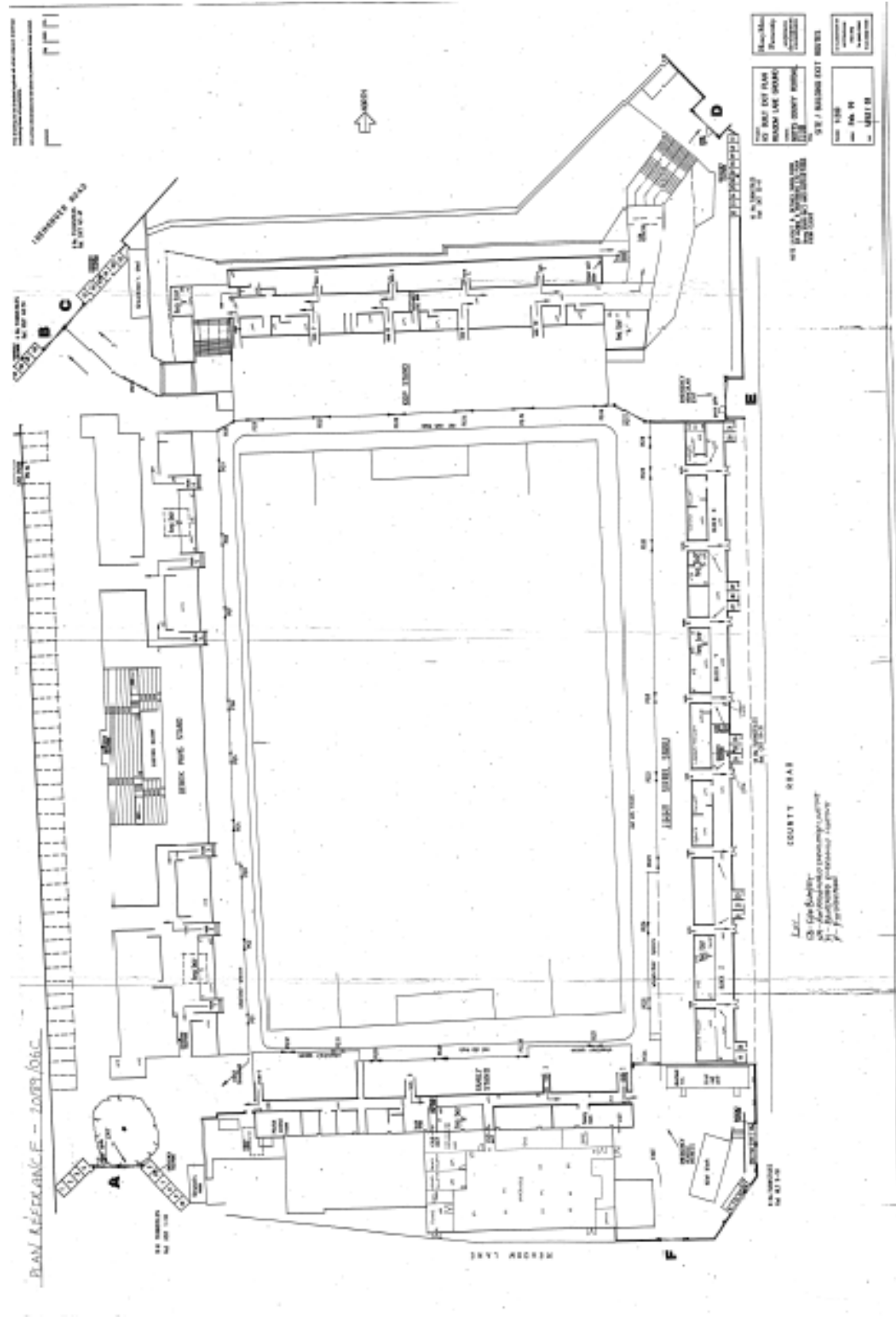
**Note:** - \* reflects the use of 381 seats from the seating capacity to create a sterile area in the Jimmy Sirrel stand to ensure segregation of home and visiting supporters.

## APPENDIX 3 THE PLAN

Key locations as specified on attached Plan 20189/06C

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

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



## 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 effect 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. |