

Royal Borough of Greenwich

Terms of Reference for the Charlton Athletic Football Club Safety at Sports Grounds Advisory Group:

To advise on the provision for crowd safety and to promote a healthy and safe environment for members of the public, spectators, officials and staff members at Charlton Athletic Football Club sports ground.

The Advisory Group shall encompass all matters concerned with crowd safety including regular visits to Charlton Athletic Football Club sports ground and attendance at matches.

1. Local Authority policy for the Safety Advisory Group

It is the policy of The Royal Borough of Greenwich to uphold high standards of public safety and to encourage the well being of the public at Charlton Athletic Football Club. To aid this The Royal Borough of Greenwich maintains a Safety Advisory Group in partnership with selected agencies to offer specialist advice to the Council.

The Local Authority will exercise its powers under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of Charlton Athletic Football Club sports ground. The Royal Borough of Greenwich has a statutory duty under the above legislation to –

- a) Issue General and Special Safety Certificates for designated sports grounds in the Royal Borough of Greenwich, containing “such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety at the sports grounds”.

And;

- b) If necessary, serve a prohibition notice in respect of a sports ground if the Authority are of the opinion that - “the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground to that part of the ground ought to be prohibited to restricted”.

The local authority will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity.

2. Objectives and functions of the Advisory Group:

- To advise on the formulation of an effective structure to enable compliance with the Safety of Sports Grounds legislation to be achieved
- To advise the Local Authority in the exercise of its powers under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification.

- To advise the local authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions.
- To advise the local authority as the enforcing authority as defined in the Regulatory Reform Order (Fire Safety) 2005 for enforcement of the relevant statutory provisions.
- To consider the arrangements to be made to enable the Advisory Group representatives to carry out their functions in relation to safety matters at Charlton Athletic Football Club.
- To record decisions and resolutions relating to crowd safety matters at Charlton Athletic Football Club and where necessary or where requested to produce written reports for consideration by the Greenwich Licensing Committee.
- To study reports and health and safety statistics relating to crowd safety at designated sports grounds and to recommend action to prevent injuries to the public and spectators, and to avoid dangerous occurrences or damage at Charlton Athletic Football Club sports ground.
- To consider any reports on serious incidents or accidents which affect Charlton Athletic Football Club and which are brought to the notice of the Advisory Group.
- To consider any Act of Parliament, Regulation, Report of Inquiry, Consultative Document or Circular from the Home Office or other Government Department relating to Safety of Sports Grounds and to consider the general approach to be adopted in the light of the information received.
- To assess the effectiveness of health and safety training and communications at Charlton Athletic Football Club and to make recommendations to improve standards if required.
- To assist in the annual review of any General Safety Certificate relating to Charlton Athletic Football Club sports ground and to make recommendations regarding proposed amendments, revisions or alterations to such certificates.
- To consult with Charlton Athletic Football Club and Charlton Athletic Supporter's Association representatives regarding safety matters at Charlton Athletic Football Club.
- To act as a conduit to the Police and other departments in the Council to ensure appropriate Counter Terrorism measures are considered for the safety of all persons attending the sportsground.
- To act as a conduit for the police so that anti-social behaviour is reported and appropriate action is taken by the police and CAFC.

The Safety Advisory Group as such cannot take any decisions on behalf of the Local Authority. The Local Authority's decision-making power is delegated to the chair of the Safety Advisory Group.

The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

3. Composition of the Advisory Group:

The full safety advisory group membership shall be as follows:-

- i. Senior Greenwich Building Surveyor/s
- ii. Greenwich Licensing Manager (or Lead Licensing Officer)(Chair)
- iii. Members of Greenwich Licensing Team
- iv. Greenwich Emergency Planning Officer
- v. Greenwich Environmental Health Officer
- vi. Charlton Athletic Facilities Manager and deputies
- vii. Charlton Athletic Operations Director
- viii. Charlton Athletic Medical Officer
- ix. Charlton Athletic Safety Officer (and/or representative)
- x. Charlton Athletic Supporters Association Representative/s
- xi. Metropolitan Police
- xii. Metropolitan Police Counter Terrorism Focus Desk (CTFD)
- xiii. Representative Fire Authority
- xiv. Representative London Ambulance Service
- xv. Representative St John Ambulance Brigade
- xvi. Representative Sports Grounds Safety Authority
- xvii. Representative Charlton Athletic Disabled Supporters Association.
- xviii. Other representatives of relevant organisations.

The chair may hold meetings on particular issues with selected members of the Advisory Group.

The above list is not exhaustive. The Chair may invite such other specialist as the Chair feels appropriate to assist the Group fully consider any issue.

4. Regulation of the proceedings and Business of the Advisory Group

- Officers from the Local Authority will be responsible for servicing the Advisory Group.
- All meetings will be summoned giving written details of the date, time and venue of the meeting and the business to be discussed. An agenda will be sent to all members of the Advisory Group.
- Meetings shall be programmed to take place three times a year and these will normally take place in January, May and September. If cancelled, a rearranged meeting shall take place.
- The names of members of the Advisory Group who are present at meetings will be recorded in the Minutes of that meeting. Members of the Advisory Group must ensure that they sign their names on an attendance list.
- Minutes must be kept to record all the decisions and resolutions made by the Advisory Group. Minutes of the Advisory Group must be submitted to the next meeting.
- In line with recommendations made by the SGSA, meetings will take place in two parts. Part A of the meeting will comprise of “non-confidential” matters, with the

minutes being made available to the public, if requested. The current full membership of the SAG will be invited to attend Part A of the meeting.

- Part B will take place immediately after, but discussion will be limited to “confidential” matters where it is not desirable that the minutes thereof are made publically available – for example relating to counter terrorism and contingency. The SAG Chair, representatives from CAFRC, the SGSA and the Police will be invited to remain, whilst other members of the SAG will be invited on a case-by-case basis if any matters to be raised are likely to impact on them, or require their input.

5. Roles and responsibilities of the core members of the Safety Advisory Group

5.1 *Role of the Chair of the Safety Advisory Group*

- To ensure that the Safety Advisory Group properly discharges the responsibilities delegated to it by the Local Authority.
- To ensure that the conditions of the safety certificate issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis.
- To ensure that the membership of the Safety Advisory Group reflects the recommendations in the FINAL REPORT on THE HILLSBOROUGH STADIUM DISASTER.
- To ensure that the decisions/recommendations made by the Safety Advisory Group accord with the overall strategic policies of the Local Authority.
- To ensure that due account is taken of the views of all members of the Safety Advisory group, including those attending by invitation.

5.2 *Role of the Building Control Service on the Safety Advisory Group*

The Service will be represented by a senior officer who will advise on-

- All technical/legal aspects of legislation within the remit of the Service as they relate to sports grounds.
- Matters relating to the issue of a Special Safety Certificate.
- Matters relating to applications for new stands/alterations received by that Service.
- The officer will contribute any local information that may have a bearing on public safety.

5.3 *Role of the emergency services on the Safety Advisory Group*

The service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -

- All technical/legal aspects of legislation within the remit of the Service as they relate to sports grounds.
- Public safety and crowd management matters referred to in the Guide to Safety at Sports Grounds, The Event Safety Guide and other relevant publications.

- Matters relating to the issue, monitoring, enforcement, review or amendment of a Special Safety Certificate.
- Any breaches of the Special Safety Certificate.
- To contribute any local information that may have a bearing on public safety.

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