



# Hampshire County Council

Document	<b>Implementation of Sports Ground Safety Legislation – Policy document</b>
Purpose	To outline a framework by which Hampshire County Council intends to meet its statutory responsibilities under the relevant Safety at Sports Ground legislation
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## Immediate version history

Version	Status	Author	Reason for issue	Date

## Changes to previous version

Section	Description

## Distribution

Copy	Name	Position/Organisation	Method of issue

## **1.0 INTRODUCTION**

### **1.1 Background**

Under [Safety at Sports Grounds Act 1975](#) legislation, the County Council is responsible for issuing and enforcing a safety certificate in respect of sports grounds designated by the Secretary of State. These are sports grounds that in his opinion have accommodation for more than 10,000 spectators or 5000 in the case of a Premiership or Football League ground in England or Wales. This policy also applies to the safety certification of Regulated Stands in Hampshire under the [Fire Safety and Safety at Places of Sport Act 1987](#). Responsibility for the safety of spectators lies at all times with the ground management.

### **1.2 Policy Aim**

To outline a framework by which Hampshire County Council (HCC) intends to meet its statutory responsibilities under the relevant Safety at Sports Ground legislation.

### **1.3 Policy Objectives**

- Outline the general principles for the issue of safety certificates by Hampshire County Council
- Provide a summary of the legislative requirement relating to Safety at Sports Grounds within Hampshire
- Outline the accountability of Hampshire County Council and its officers
- Outline the responsibilities of all the organisations and agencies involved particularly those providing specialist advice

## **2.0 GENERAL PRINCIPLES OF SAFETY CERTIFICATION**

- Responsibility for the safety of spectators lies at all times with the ground management.
- Ground management are responsible for calculating the safe capacities for submission to Hampshire County Council. Hampshire County Council will satisfy itself that the proposed capacities and methodology are sound. If not satisfied then Hampshire County Council may set capacities as it feels appropriate after taking advice from competent authorities.
- A safety certificate will be issued by Hampshire County Council on the basis that:
  - Ground management have undertaken risk assessments on all matters relating to the safe management of the ground and spectators and have submitted this information to Hampshire County Council
  - On the basis of the risk assessment management have produced a comprehensive Operations Manual which has been submitted to Hampshire County Council for scrutiny and acceptance
  - Ground management will comply with the policies, plans and procedures set out in the Operations Manual
- Ground management must satisfy Hampshire County Council that the operations manual complies with or is equal to or exceeds the requirements of the Guide to Safety at Sports Grounds (Green Guide)
- The safety certificate will detail the maximum number of spectators that may be accommodated

### **3.0 LEGISLATIVE DUTY**

The statutory duties of Hampshire County Council under the following legislation are:

#### **3.1 Safety at Sports Ground Act 1975 (As amended)**

- to issue a General Safety Certificate for each designated sports ground within the county, containing such terms and conditions as Hampshire County Council consider necessary or expedient to secure reasonable safety at sports grounds. The safety certificate will set out the maximum number of spectators that may be accommodated.
- to monitor and enforce the certificate holders compliance with the terms and conditions of the safety certificate
- to arrange for periodic ground and event inspections of the designated sports ground
- to serve a prohibition notice in respect of a sports ground if the authority consider that the admission of spectators to the sports ground involves or will involve a high risk to them, so serious that until steps have been taken to reduce the risk to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted
- to issue a special safety certificate where appropriate

#### **3.2 Fire Safety and Safety at Places of Sport Act 1987**

- to issue a Safety Certificate for each regulated stand within the county containing such terms and conditions as Hampshire County Council consider necessary or expedient to secure the reasonable safety in the stand when it is in use. The safety certificate will set out the maximum number of spectators that may be accommodated.
- to monitor and enforce the certificate holders compliance with the terms and conditions of the safety certificate
- to arrange for periodic ground and event inspections with respect to the regulated stand
- to serve a prohibition notice in respect of a regulated stand if the authority consider that the admission of spectators to the stand involves or will involve a high risk to them
- to issue a special safety certificate where appropriate

#### **3.3 Consultation**

In imposing terms and conditions for spectator safety, Hampshire County Council will consult with Hampshire Constabulary, Hampshire Fire and Rescue Service, NHS Ambulance Service and other competent agencies as appropriate

##### **3.3.1 Safety Advisory Groups**

Hampshire County Council will establish a Safety Advisory Group (SAG) as required to provide specialist advice in relation to safety at sports grounds, including determining the terms and conditions of each General Safety Certificate and monitoring their implementation. These are multi agency groups and are chaired by the council's lead officer in relation to Safety at Sports Grounds.

### **3.4 Grounds to which the legislation applies**

The legislation is applicable at the locations listed in [Appendix A](#)

## **4.0 HCC MANAGEMENT ACCOUNTABILITIES**

### **4.1 Designated Officer (Chief Executive)**

The Chief Executive of Hampshire County Council is the accountable designated officer for this function. However the Chief Executive has authorised the Head of Emergency Planning and Business Continuity to act on his behalf as lead officer to ensure that the requirements of the Safety at Sports Ground Act 1975 are met. Specifically:

- The Head of Emergency Planning will be authorised to issue and amend General Safety Certificates and Special Safety Certificates
- The Head of Emergency Planning will be authorised to issue, suspend and withdraw prohibition notices

### **4.2 Lead Officer**

#### **(Head of Emergency Planning and Business Continuity)**

- The Head of Emergency Planning and Business Continuity will act as lead officer, discharging the responsibilities described above
- The Head of Emergency Planning and Business Continuity will chair all the Safety Advisory Groups on behalf of the Designated Officer both at designated grounds and those having regulated stands.
- The Head of Emergency Planning and Business Continuity is authorised to devolve his authority to officers both employed by HCC and SAG to carry out the functions set out in this policy document

## **5.0 ROLES & RESPONSIBILITIES**

### **5.1 HCC Designated Officer**

- Oversee the lead officer in ensuring that Hampshire County Council properly discharges its responsibility under Safety at Sports Ground legislation
- As required ensure that the Elected Members are kept informed of Safety at Sports Ground activities
- Be the authorising signatory for General and Special Safety Certificates
- In the event of clear division or dispute emerging from a SAG on safety matters, to oversee that any decision reflect the policies of Hampshire County Council
- Nominate the Head of Emergency Planning and Business Continuity to act as his representative in the discharge of the responsibilities outlined in this document

### **5.2 HCC Lead Officer**

- Ensure that Hampshire County Council properly discharges its responsibilities under the Safety at Sports Grounds Act 1975
- Manage the day to day activities of Safety at Sports Grounds Act 1975 work for Hampshire County Council

- Ensure that each SAG undertakes activities as appropriate to determine the terms and conditions of the General Safety Certificate and Special Safety Certificates and monitor their implementation
- Chair meetings of each SAG (or delegate accordingly) for designated grounds and ensure that decisions taken by the SAG are implemented
- Chair meetings of each SAG (or delegate accordingly) for regulated stands and ensure that decisions taken by the SAG are implemented
- Ensure that membership of each SAG reflects the interests of all parties as recommended in the Taylor report.( Final report by the Right Hon Lord Justice Taylor following the inquiry into the Hillsborough Stadium Disaster in 1989)
- Oversee the issue and amendment of both General and Special Safety Certificates
- Advise on safe capacities for sports grounds in liaison with Hampshire Fire and Rescue Service and a chartered civil engineer
- Draft , issue, suspend and withdraw prohibition notices under section 10 of the Safety at Sports Grounds Act 1975
- Initiate prosecutions authorised by Hampshire County Council for breach of the conditions of either a General or Special Safety Certificate and for any other offences under the Act
- Act in a coordinating role for all members of a SAG and be responsible for organising meetings and inspections as appropriate
- Attend on match days as appropriate to observe and understand the operation of the ground or to undertake inspections on aspects that the lead officer is suitably qualified to conduct
- Keep the designated officer informed of relevant issues
- Deputise for the designated officer in any of his functions

### **5.3 HCC Deputy Lead Officer**

- Chair meetings of each SAG for designated grounds as directed and ensure that decisions taken by the SAG are implemented
- Chair meetings of each SAG for regulated stands as directed and ensure that decisions taken by the SAG are implemented
- Act in a coordinating role for all members of a SAG and be responsible for organising meetings and inspections as appropriate
- Attend as directed on match days as appropriate to observe and understand the operation of the ground or to undertake inspections on aspects that the lead officer is suitably qualified to conduct
- Keep the lead officer informed of relevant issues especially those relating to policy decisions

### **5.4 HCC Support Officer**

- Organise meetings of SAG as required
- Coordinate and prepare documentation to support the SAG
- Take minutes and circulate to all members of the SAG and other interested parties
- Research and collate any information that may assist the SAG chair
- Ensure accurate documentation of all decisions and actions and pursue

- the action owner where necessary
- Advise the lead officer on any response required to interested parties and stakeholders
- Establish and maintain filing systems for SAG documentation

### **5.5 Hampshire Fire and Rescue Service**

- Advise SAG and/or Hampshire County Council on fire safety matters referred to in the Green Guide including:
  - Means of ingress and egress to and from sports grounds
  - Width of all routes, staircases, gates and vomitories
  - Positioning of signage
- Determine the provision of fire fighting resources and water supplies
  - Control of flammable materials and storage areas in sports grounds
  - Control of heating installations in sports grounds
  - Control and location of catering and merchandising outlets and other installations and provisions including temporary demountable structures
- Attend meetings of the Safety Advisory Group
- To select fixtures and arrange pre match inspections at each ground by a Fire Officer and report findings and actions to the chair of SAG or Lead officer bearing in mind that the operations of the sports ground and its installations and the responsibility for spectator safety lie with the holder of the General Safety Certificate
- Attend annual inspections of the sports ground and advise as appropriate
- To provide a Fire Officer to attend multi agency control rooms on selected match days as appropriate to observe and understand the operation of the ground and fulfil the role of Emergency Services Liaison Officer (Fire)

### **5.6 Hampshire Constabulary**

- Attend and advise the Safety Advisory Group for the designated ground or regulated stand
- Assist the local authority with the content and formulation of the General Safety Certificate
- Monitor by means of attendance and observation the provision of safety measures provided by the club in question in terms of stewarding effectiveness and provision of police services
- Identify, inform and advise other agencies that have responsibility for crowd safety on any deficiencies that come to light
- Provide specialist advice from a police perspective at all stages of development or redevelopment of a sports ground
- Attend annual inspections of the sports ground and advise on crowd management and public order issues as appropriate

### **5.7 NHS Ambulance Service or the organisation providing first aid cover**

- Advise on health and first aid matters as referred to in the Green Guide
- Act as a point of reference for first aiders attending specific incidents

- Attend Safety Advisory Group meetings
- Attend on selected match days as appropriate to observe and understand the operation of the ground or to undertake inspections on aspects that the liaison officer is suitably qualified to report on
- Attend annual inspections of the sports ground and advise on health issues as appropriate
- To provide Ambulance officer to attend multi agency control rooms as appropriate

### **5.8 District or Borough**

- Advise on building control issues in relation to the sports ground
- Advise on environmental health issues in relation to the sports grounds
- Advise on licensing issues in relation to the sports grounds
- Coordinate between the Safety Advisory Group and the District or Borough council on issues such as town and country planning
- Attend meetings of the Safety Advisory Group
- Attend annual inspections of the sports grounds and advise on safety issues as appropriate
- Attend on selected match days as appropriate to observe and understand the operation of the ground or to undertake inspections on aspects the liaison officer is suitably qualified to report on

### **5.9 Sports Ground Safety Authority**

The core functions of the Sports Ground Safety Authority as set out in the Sports Ground Safety Authority Act 2011 is to ensure the implementation of government policy concerning the safety and comfort of spectators at designated football matches ( As developed from the final report by the Rt Hon Lord Justice Taylor following the inquiry into the Hillsborough Stadium Disaster in 1989) and specifically in relation to Local Authorities to:

- Keep under review the discharge by the local authority of their functions under the Safety at Sports Grounds Act 1975 in relation to sports grounds at which designated football matches are played
- Offer guidance on good practice issues relating to the organisation of safety advisory groups
- Where possible to attend meetings of each of the Safety Advisory Groups
- Where possible to attend annual inspections of the designated sports grounds
- Where appropriate to advise on crowd management and safety issues

### **5.10 Holder of General Safety Certificate at Designated Sports Grounds or Holder of Safety Certificate at a Regulated Stand**

- Responsible for the safe operation of the sports ground including crowd safety and movement, segregation, entering, exiting , ticketing and stewarding
- Bring to the attention of the lead officer any observations of concern in relation to technical equipment e.g. turnstile operation, lighting etc
- Ensure that all terms and conditions of the General Safety Certificate

are complied with

- Complete the annual self assessment questionnaire to assess the grounds compliance with the General Safety Certificate
- Provide relevant information as contained within the terms and conditions of the General Safety Certificate to the SAG and/or Hampshire County Council
- Notify Hampshire County Council of any developments, proposals, changes or proposed installations including temporary demountable structures at the sports ground that may affect the safety of spectators
- Action if appropriate any professional recommendations or requirements advised by the SAG or Hampshire County Council
- Attend meetings of the Safety Advisory Group
- Attend annual inspections of the sports ground

## **6.0 FEES**

Hampshire County Council may determine fees to be paid in respect of an application for a safety certificate and the subsequent issue, amendment replacement, transfer or cancellation of the certificate. This will be calculated on a cost recovery basis. It may also charge for work undertaken in regard to scrutiny of the applicants Operations Manual.

## **7.0 REFERENCE DOCUMENTS**

### **Safety at Sports Ground Act 1975**

*Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament  
1975*

### **Fire Safety and Safety of Places at Sport Act 1987**

*Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament  
1987*

### **Guide to Safety at Sports Grounds (Green Guide)**

*Dept for Culture, Media and Sport,  
2008*

### **Safety Management**

*Football Licensing Authority,  
2009*

### **Guide to the Safety Certification of Sports Ground**

*Sports Ground Safety Authority*

Guidance is also issued from time to time in relation to non sporting activities taking place in sports grounds such as concerts and mass meetings. Safety Advisory Groups will consider such guidance and take advice as appropriate.

## **APPENDIX A – DESIGNATED GROUNDS AND REGULATED STANDS**

### **Designated Sports grounds in Hampshire requiring a General Safety Certificate**

- Aldershot Town Football Club
- The Ageas Bowl (Hampshire Cricket)

### **Sports Grounds in Hampshire with one or more regulated stands requiring safety certificates**

- Basingstoke Town Football Club ( x 1 stand)
- Eastleigh Football Club ( x 1 stand)
- Farnborough Football Club ( x 3 stands)
- Havant and Waterlooville Football Club ( x 4 stands)
- Thruxton Circuit ( x 2 stands)

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