



Hampshire
County
Council

Document	Implementation of Sports Ground Safety Legislation – Strategy document
Purpose	The purpose of this strategy document is to give greater detail as to the process Hampshire County Council will follow when issuing, reviewing and monitoring safety certificates at places of sport.
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Changes to previous version

Section	Description

Distribution

Copy	Name	Position/Organisation	Method of issue

1.0 PURPOSE OF DOCUMENT

Hampshire County Council (HCC) has statutory responsibilities under sports ground safety legislation. An overarching framework by which HCC intends to meet these responsibilities is described in the associated policy document. The purpose of this strategy document is to give greater detail as to the process Hampshire County Council will follow when issuing, reviewing and monitoring safety certificates at places of sport.

2.0 GENERAL PRINCIPLES OF SAFETY CERTIFICATION

- Responsibility for the safety of spectators lies at all times with the ground management.
- 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 ¹ 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)
- 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.
- The safety certificate that is issued will detail the maximum number of spectators that may be accommodated
- The safety certificate will be reviewed annually following ground and event inspections

3.0 PROCESS

The process that Hampshire County Council will follow in issuing, reviewing and monitoring a safety certificate is outlined below. This is based on the Guide to the Safety Certification at Sports Grounds document published by the Sports Ground Safety Authority (SGSA)

3.1 APPLICATION FOR A SAFETY CERTIFICATE

- Once a sports ground has been [designated](#) it is an offence under the Safety at Sports Ground Act 1975 to admit spectators until an application for a safety certificate has been submitted to Hampshire County Council.
- For [regulated](#) stands similar provisions apply under the Fire Safety and Safety of Places at Sport Act 1987.

¹ Ref: Key Contents of an Operations Manual, Safety Management, Part 7
Page 67

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- Hampshire County Council will make available to the applicant an appropriate application form (With option to complete online).
- To allow the issue of a safety certificate, the applicant will provide to Hampshire County Council within three months of application, risk assessments and an Operations Manual relating to structure, capacities and safety management systems.
- If the risk assessment and operations manual are not considered satisfactory within the three month period then either the application shall be deemed to have been withdrawn or a certificate will be issued limiting the spectator capacity to such capacity as appears appropriate to the County Council In extreme circumstances this capacity might be zero. Where a certificate with a reduced capacity has been issued, to increase the capacity specified on the certificate the ground management will have to provide a satisfactory risk assessment and operations manual.

3.2 RISK ASSESSMENTS

Hampshire County Council will require ground management to commission or undertake risk assessments on all matters relating to the safe management of the ground and primarily of spectators at events within the scope of the certificate

3.3 OPERATIONS MANUAL

On the basis of these risk assessments Hampshire County Council will require ground management to produce an appropriate Operations Manual that sets out how it will achieve spectator safety. The Operations Manual will also include the proposed capacity (see 3.6) for the whole and each part of the sports ground based on Physical (P) and Safety Management (S) factors.²

3.4 SCRUTINY AND CONSULTATION

Hampshire County Council will require ground management to provide them with both the Risk Assessment and the Operations Manual for scrutiny. However whilst HCC is responsible for issuing the safety certificate, it is under a statutory obligation to consult with other competent and interested parties. This will be achieved through the formation by Hampshire County Council of Safety Advisory Groups for each ground.

3.5 SAFETY ADVISORY GROUPS

3.5.1 Terms of Reference

Terms of reference for a Safety Advisory Group are found at [Appendix C](#)

3.5.2 Frequency of meetings

A key part of the certification process is the constitution of Safety Advisory Groups (SAG). The SAG at each ground exists primarily to provide specialist advice to Hampshire County Council and provides a forum by which a consistent approach to spectator safety will be established and maintained. Hampshire County Council will chair each of the SAG's as follows:

² P&S factors are fully described in paragraph 2.4 of the Guide to Safety at Sports Grounds

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- For designated grounds a SAG will be held three times a year
- For regulated stands a SAG will be held once a year

Additional meetings will be held as required particularly following a significant incident or near miss.

3.5.3 SAG membership

The core members of each SAG will be:

- Hampshire County Council
- District Council (Building Control)
- Hampshire Police
- Hampshire Fire and Rescue Service
- Appropriate NHS Ambulance Service

Other participants including the ground management are considered to be invitees and attend as required.

3.6 VALIDATION OF GROUND AND STAND CAPACITIES

The most important condition in the safety certificate sets the maximum capacity of spectators that may be accommodated.

- For a designated ground this will be across the ground as a whole as well as individual areas
- For regulated stands this will be for the stand capacity only.

The responsibility for assessing the capacities lies with ground management. On completion of the assessment, ground management will submit their calculations to Hampshire County Council who will satisfy themselves that the proposed methodology including P and S factors are acceptable. HCC may consult with the Safety Advisory Group. If the calculations are accepted then this capacity will be incorporated in the Safety certificate. If not then Hampshire County Council may, after taking advice from partners, set capacities that it thinks more appropriate.

3.7 GROUND INSPECTION

It is the duty of Hampshire County Council to enforce the provisions of the relevant legislation and therefore it will arrange periodic inspections of the sports grounds within Hampshire. Home Office Circulars prescribe what is to be examined by or on behalf of Hampshire County Council but in broad terms relate as appropriate to:

- Certificates covering structural, dynamic performance and electrical testing
- Records relating to attendances, accidents, maintenance, equipment tests, steward training and contingency plans
- Condition of ground and fixtures and fittings
- Lighting, public address, fire warning and entry control systems

3.7.1 Designated grounds

In line with the 1975 Act, designated grounds will be inspected at least *once every twelve months*

3.7.2 Regulated stands

The 1988 circular lays down a minimum of once every twelve months for stands with a capacity of 2000 and over. In all other cases *once every two years*. There are no stands with the higher capacity in Hampshire

3.8 MATCHDAY / EVENT INSPECTION

The Guide to the Safety Certification at Sports Grounds makes reference to the fact that the monitoring of safety systems can only be truly effective if Hampshire County Council observes an actual sporting event before, during and afterwards. This will help inform an assessment of how ground management is progressing with its safety management programme. The frequency of inspections laid out below will be the minimum undertaken. Ground managements compliance with the Operations Manual, Safety Certificate conditions and ground risk assessments will determine the necessity for increased visits as required.

3.8.1 Designated grounds

Grounds will be inspected at least once every twelve months. Checklist at [Appendix D](#).

3.8.2 Regulated stands

Grounds will be inspected at least once every twelve months. Checklist at [Appendix D](#).

3.9 REVIEW OF CERTIFICATE

Hampshire County Council will initiate an annual review of each of the safety certificates as follows:

- Hampshire County Council will formally review the safety certificate as soon as possible after any incident in which the public may have been put at risk or where there is doubt over the safety management regime in place at the sports ground
- Hampshire County Council will require the certificate holder to commission or undertake a review of its risk assessments each year.
- The certificate holder will be required to notify Hampshire County Council of any proposed changes to the Operations Manual
- The certificate holder will be required to notify Hampshire County Council of any proposed changes to P and S factors or to spectator capacities

3.10 ENFORCEMENT

If the terms and conditions of the safety certificate appear to have been contravened and/or the ground management is failing to comply with the its own Operation Manual, Hampshire County Council will take appropriate and proportionate action, depending on the seriousness of the case as follows:

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- A reduction in the permitted capacity of all or part of the sports ground by review of the 'S' factor
- The issue of a prohibition notice
- In the event of a breach of the safety certificate conditions, a formal caution or prosecution

3.11 SPECIAL SAFETY CERTIFICATES

A General safety certificate will cover any event that is held regularly at a sports ground. If an event is planned that is not covered by the certificate an application will need to be submitted to Hampshire County Council for a Special Safety Certificate. Applications will need to be made at least 3 months in advance of the event. A significant difference between the two types of certificate is that whilst Hampshire County Council is obliged to issue the former whilst the latter is discretionary. The applicant will need to provide appropriate risk assessments and a revised Operations Manual.

3.12 FEES

As stated in the associate policy document, 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.

3.13 REFERENCES

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*

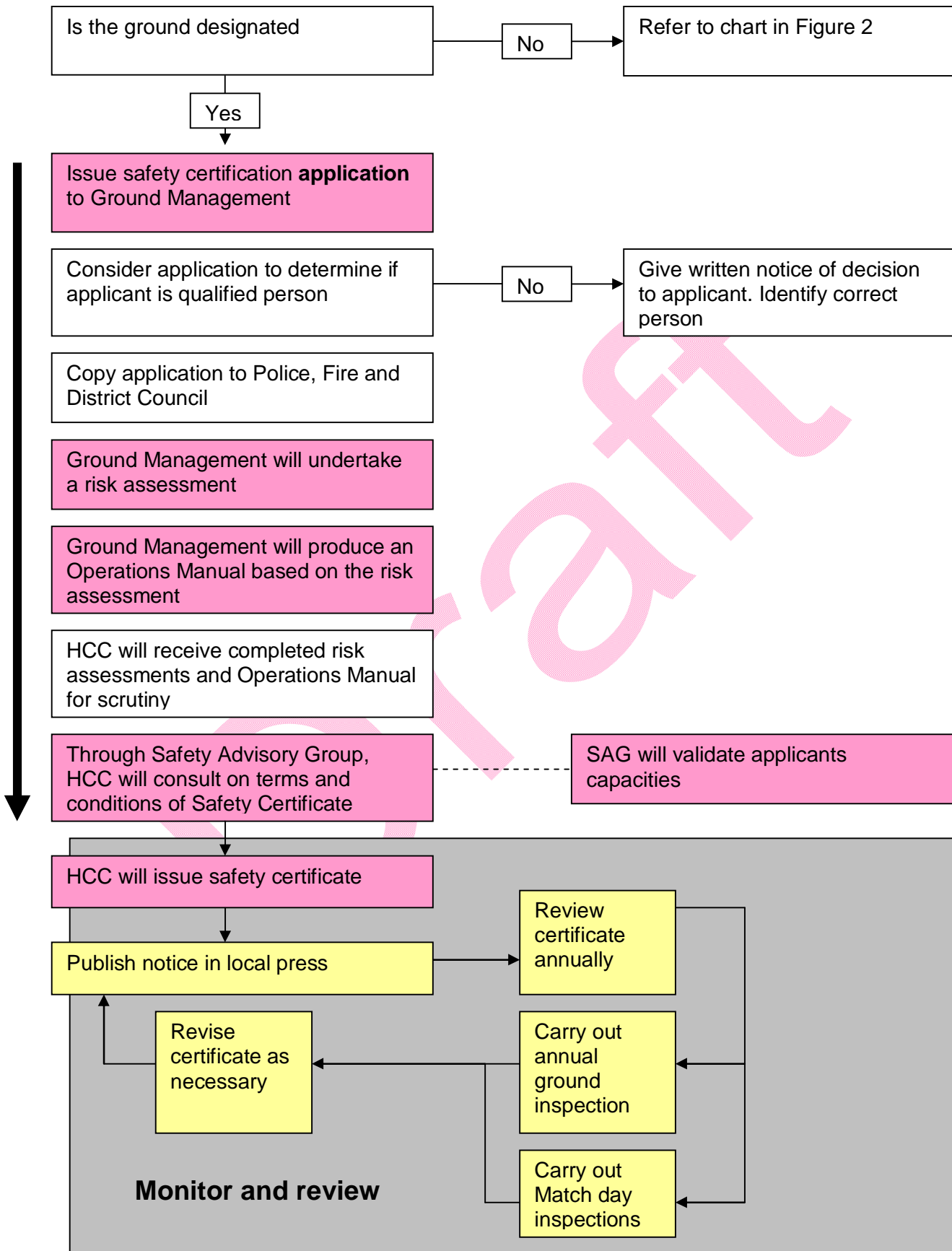
Safety Management

*Football Licensing Authority,
2009*

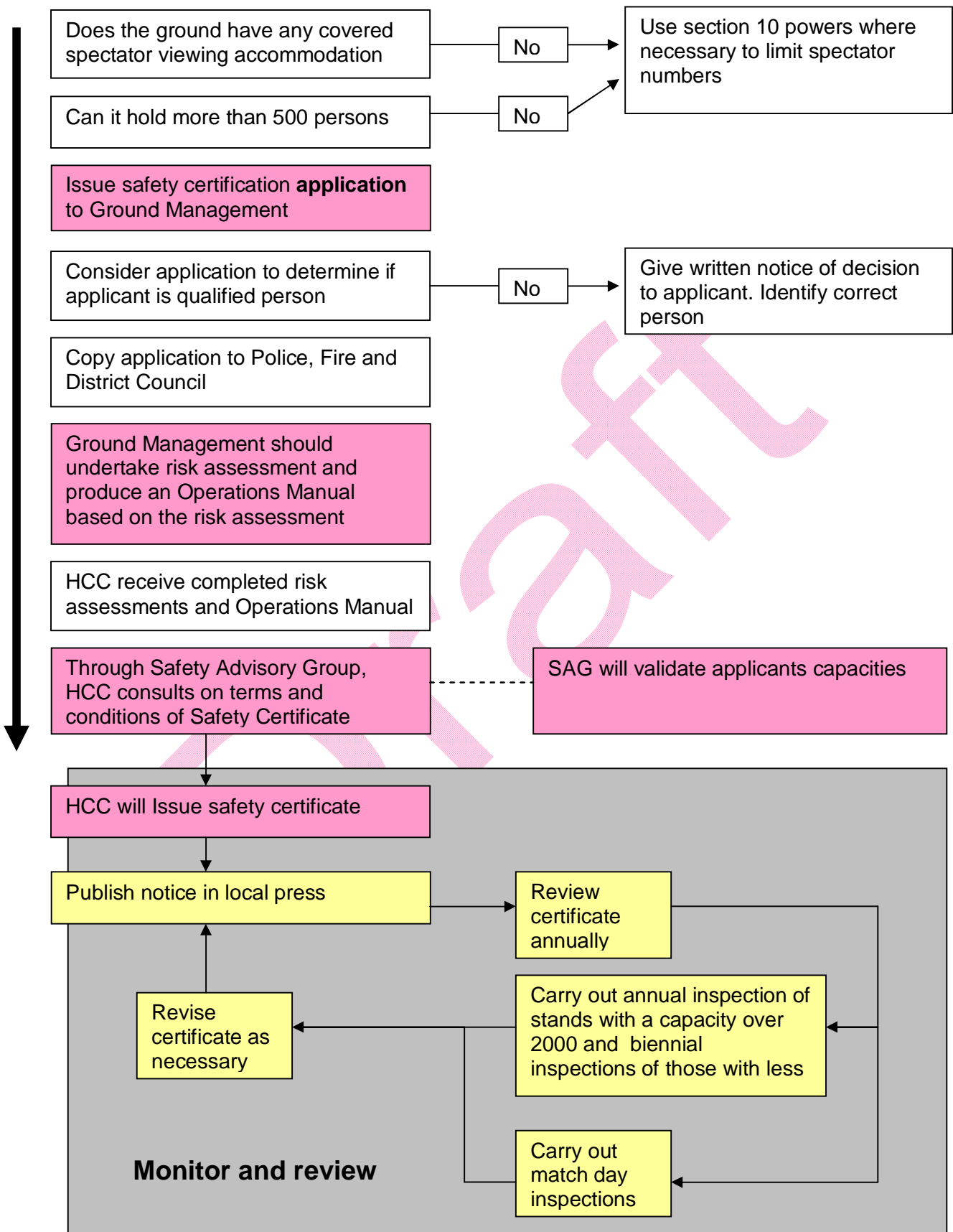
Guide to the Safety Certification of Sports Ground

Sports Ground Safety Authority

APPENDIX A: DESIGNATED GROUND



APPENDIX B: REGULATED STAND



APPENDIX C – TERMS OF REFERENCE

The Terms of Reference of the Safety Advisory Group (SAG) are as follows:-

- To advise the Local Authority in the exercise of its powers under the Safety of Sports Grounds Act 1975 or the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification.
- To advise the Local Authority in the exercise of its powers under the Licensing Act 2003
- 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 in relation to its duty of care regarding sport grounds/public events that do not require to be Certified/ Licensed
- To provide advice and assistance to sports grounds certificate holders, event license holders and event planners on public safety related issues.
- To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
- Consider aspects of and possible changes to the terms and conditions in the General/Special Safety Certificate/ Licensed Conditions
- To receive and discuss all proposals for new sports grounds and public events, alterations to existing designated Sports Grounds/ public events
- To receive any relevant reports in relation to matters found during inspections by Group members.
- Monitor that matters raised by the Group have been reported to the Local Authority, other relevant Authority, or Club and that these matters are reported back to the Group.
- To discuss any significant incident with potential safety implications or “near miss” at a sports ground/public event
- To receive notification of the issue of any prohibition notice and any prosecutions under sports grounds /events legislation
- To consider the advice published in all available guidance documents

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APPENDIX D – MATCHDAY INSPECTION RECORD

PREMISES	-----
FIXTURE	-----
DATE	-----
TIME OF KICK OFF	-----
WEATHER CONDITIONS	-----
TOTAL ATTENDANCE	-----
NUMBER OF AWAY SUPPORTERS	-----
DUTY SAFETY OFFICER	-----

IF APPLICABLE	
CROWD DOCTOR	-----
MATCH DAY COMMANDER	-----
SENIOR AMBULANCE OFFICER	-----
SENIOR FIRE OFFICER	-----
OTHER AUTHORITIES	-----

INSPECTING OFFICER	-----

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Please tick relevant boxes to show which areas have been inspected. Any areas where problems are observed or breaches of the safety certificate observed should be marked with a x and expanded on.

PRE MATCH INSPECTION		NOTES
Car Parks	<input type="checkbox"/>	
External circulation areas	<input type="checkbox"/>	
Emergency vehicle access	<input type="checkbox"/>	
Stadium boundaries	<input type="checkbox"/>	
Turnstiles	<input type="checkbox"/>	
Turnstile monitoring equipment	<input type="checkbox"/>	
Exit routes	<input type="checkbox"/>	
Exit gates	<input type="checkbox"/>	
Control room	<input type="checkbox"/>	
PA system	<input type="checkbox"/>	
CCTV system	<input type="checkbox"/>	
Emergency telephone and radios	<input type="checkbox"/>	
First aid equipment	<input type="checkbox"/>	
First aid personnel	<input type="checkbox"/>	
Ambulance provision	<input type="checkbox"/>	
Segregation arrangements	<input type="checkbox"/>	
Concessionaires	<input type="checkbox"/>	
Disabled accommodation	<input type="checkbox"/>	
TV and camera equipment	<input type="checkbox"/>	

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DURING MATCH INSPECTION

STAND 1	1 st Half	2 nd Half	NOTES
Seating	<input type="checkbox"/>	<input type="checkbox"/>	
Terraces	<input type="checkbox"/>	<input type="checkbox"/>	
Gangways	<input type="checkbox"/>	<input type="checkbox"/>	
Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	
STAND 2			
Seating	<input type="checkbox"/>	<input type="checkbox"/>	
Terraces	<input type="checkbox"/>	<input type="checkbox"/>	
Gangways	<input type="checkbox"/>	<input type="checkbox"/>	
Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	
STAND 3			
Seating	<input type="checkbox"/>	<input type="checkbox"/>	
Terraces	<input type="checkbox"/>	<input type="checkbox"/>	
Gangways	<input type="checkbox"/>	<input type="checkbox"/>	
Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	
STAND 4			
Seating	<input type="checkbox"/>	<input type="checkbox"/>	
Terraces	<input type="checkbox"/>	<input type="checkbox"/>	
Gangways	<input type="checkbox"/>	<input type="checkbox"/>	
Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	

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POST MATCH INSPECTION

NOTES

- Control Room
- Exits from viewing areas
- Exits from Stadium
- Car Park
- Other locations

GENERAL AREAS OF INSPECTION

- Records
- Safety Officer
- Stewards number and deployment
- Stewards performance
- Stewards training records
- Stadium infrastructure
- Normal lighting
- Escape lighting
- Fire resistant areas
- Fire fighting equipment
- Signage
- Storage areas
- Combustible waste