

# Blackpool Council



GENERAL SAFETY CERTIFICATE  
2018-19

BLACKPOOL FOOTBALL  
CLUB

SAFETY OF SPORTS GROUNDS  
ACT 1975

General Safety Certificate 2018/19

BLACKPOOL COUNCIL

SAFETY OF SPORTS GROUNDS ACT 1975 - AS AMENDED

GENERAL SAFETY CERTIFICATE

Address of the Sports Ground for  
which this Certificate is issued

Blackpool Football Club  
Bloomfield Road, Blackpool

Certificate Holder

BLACKPOOL FOOTBALL CLUB  
LIMITED

In accordance with Section 1 (3) and (4) of the above Act, the Blackpool Council hereby issue to Blackpool Football Club Limited this General Safety Certificate for the above Sports Ground which has been designated by Order as a Sports Ground requiring a Safety Certificate.

The terms and conditions set out in this Safety Certificate and the schedules hereto are hereby imposed on the use of the Sports Ground in accordance with Section 2 of the Act.

The terms and conditions hereby imposed are such as the Blackpool Council consider necessary or expedient to secure the reasonable safety of people at the event present at the Sports Ground for the purpose of viewing a Specific Activity.

The words used in this Certificate and the Schedule hereto shall have the meaning assigned to them by Section 17 of the Act and by Part A hereof.

Whilst in force, the effect of this Certificate is to permit the admission of people at the event to the Sports Ground solely for the purpose of viewing specified activities as herein defined.

Date of Issue .....

Signed .....

CHIEF EXECUTIVE  
for Blackpool Council

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### Other Documents which must be kept with this Safety Certificate

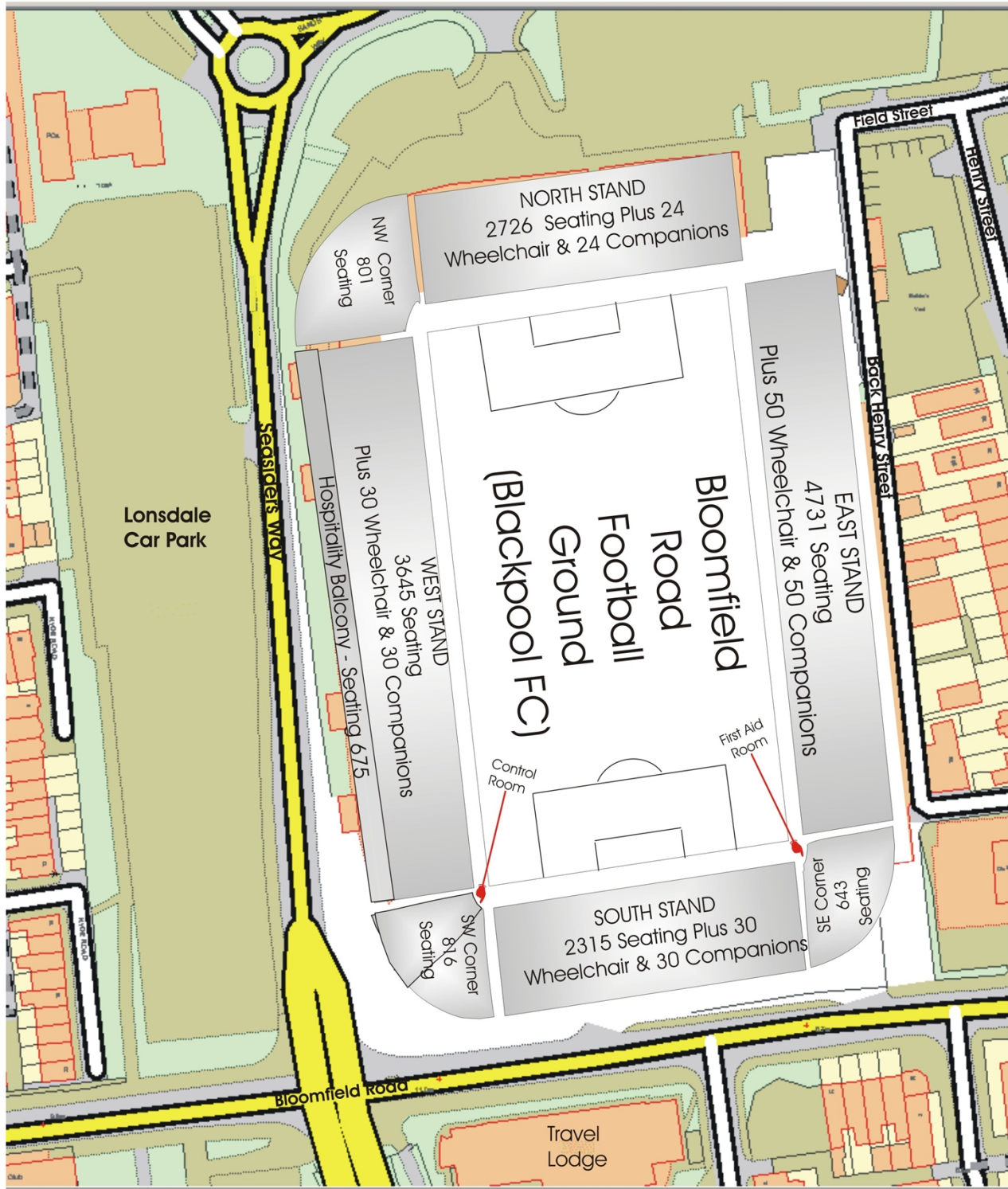
- (a) Statement of Intent
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- (f) Contingency Plans to be implemented by the Holder
- (g) Safety Officer's duties and responsibilities
- (h) Specifications for the Central Control Room and First Aid Room

DRAFT

# Blackpool FC Ground Plan

for further details on capacity see schedule 1



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## PART A

### DEFINITION AND INTERPRETATION OF WORDS USED IN THIS GENERAL SAFETY CERTIFICATE AND THE SCHEDULES HERETO

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THE ACT	means The Safety of Sports Grounds Act 1975 (as amended).
AUTHORISED PERSON	means a person authorised in accordance with Section 11 of the Act by Blackpool Council or the Chief Constable.
THE HOLDER	means Blackpool Football Club Ltd, which is a 'qualified person' for the purposes of the Act.
THE CHIEF CONSTABLE	means The Chief Constable for the time being of the Lancashire Constabulary or a person acting on her behalf as the Senior Police Officer in charge of police operations in respect of a Specified Activity.
THE CHIEF FIRE OFFICER	means The Chief Fire Officer for the time being of the Lancashire Fire & Rescue Service.
THE CHIEF AMBULANCE OFFICER	means The Chief Executive for the time being of the Lancashire Ambulance Service, or the person acting on his behalf as the Senior Ambulance Officer in charge of Ambulance operations in respect of a Specified Activity.
THE PLANS	means the documents attached to this Certificate marked 'plans referred to in the General Safety Certificate' and describing the Sports Ground and signed by the person signing the General Safety Certificate and/or any other document or documents which may be added to or substituted for such document or documents and signed on behalf of the Council.
SPECIFIED ACTIVITY	means the use of the Sports Ground for the playing or screening via a large screen, of Association Football or for any other activity that may be approved in writing by the Chief Constable and Blackpool Council. For the purposes of this Certificate the Sports Ground shall be deemed to be being used for the purposes of viewing a Specified Activity for the period commencing two hours before the scheduled start of the activity and ending one hour after the end of the Specified

Activity or such lesser period as may be agreed with the Chief Constable.

THE GUIDE

means the document entitled 'Guide to Safety at Sports Grounds' 5th Edition published by Her Majesty's Stationery Office on Direction of the Department of National Heritage and the Scottish Office or any replacement, addition or amendment to that document.

THE SPORTS GROUND

means The Sports Ground known as the Blackpool Football Club, Bloomfield Road, Blackpool, as set out and described in the Plans.

THE CHIEF EXECUTIVE

The Chief Executive for the time being of the Blackpool Council, Number One, Bickerstaffe Square, Talbot Road, Blackpool, FY1 3AH

THE BUILDING REGULATIONS

means The Building Regulations 2010 or any replacement, re-enactment, addition or amendment of those Regulations.

THE COUNCIL

means The Blackpool Council. Unless otherwise specifically provided, anything required by the Certificate to be notified to the Council in writing shall be notified to the Director of Places, Regeneration Tourism and Culture, Number One, Bickerstaffe Square, Talbot Road, Blackpool, FT1 3AH.

GROUND REGULATIONS

means The Independent Rules laid down by the Football Association, Football League and Club in respect of admittance, conduct and indemnity.

NORMAL LIGHTING

means all permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during a Specified Activity.

EMERGENCY LIGHTING

means lighting provided for use when the supply to the normal lighting fails.

CONTROL ROOM

means The Central Control Room, operated by the Club's Safety Officer in charge of operations in respect of a Specified Activity in conjunction with the Senior Police Officer when present and shown on the Plan marked "CONTROL ROOM".

FIRST AID ROOM

means the room set aside for administering first aid treatment to spectator casualties during a Specified Activity and operated under the direction of the Duty Ambulance Officer

on behalf of the Chief Ambulance Officer and shown on the plan marked "FIRST AID ROOM".

**SAFETY OFFICER**

means the person appointed by the Holder pursuant to condition 2.1, or Deputy pursuant to condition 2.2 to be responsible for the day to day safety matters at the Sports Ground.

**APPROVED INSPECTOR**

means the competent person appointed by the Holder and approved by the Council who will undertake to implement the necessary inspections and tests as specified.

**TEMPORARY STRUCTURES  
STRUCTURES AND  
INSTALLATIONS**

means any structure or installation, erected or installed for a period less than 28 days, or other period approved in writing by the Borough Council.



## PART B

### GENERAL CONDITIONS OF CERTIFICATE

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- |   |     |  |
|---|-----|--|
| 1 | 1.1 | Every term and condition specified in this Safety Certificate shall apply to every Specified Activity unless the Council indicates otherwise in writing. It shall be the Holder's responsibility to ensure that these terms and conditions are complied with, so as to ensure the safety of people at the event using the Sports Ground.   |
|   | 1.2 | For the avoidance of doubt references to this Safety Certificate includes the schedules hereto and condition 1.1 above applies equally to the terms and conditions contained in the schedules.   |
|   | 1.3 | For the avoidance of doubt no people at the event shall be admitted to the Sports Ground other than for the purpose of viewing a Specified Activity.   |
|   | 1.4 | Subject to the terms and conditions hereof and any other statutory requirements, the Sports Ground may be used for the following purposes, being ancillary to a Specified Activity:- <ul style="list-style-type: none"><li>1.4.1 the playing of music or singing;</li><li>1.4.2 the provision of news or comment associated with football;</li><li>1.4.3 the sale of tickets for forthcoming activities, programmes, newsheets and souvenirs;</li><li>1.4.4 the sale and consumption of refreshments;</li><li>1.4.5 public collections within the Sports Ground;</li><li>1.4.6 any other use ancillary to a Specified Activity which has the prior approval, in writing, of the Council.</li></ul> |
| 2 | 2.1 | The Holder shall at all times employ a Safety Officer, whose duties and responsibilities have been set out in writing and agreed by the Council. The Safety Officer shall be in charge of people at the event safety matters at the Sports Ground. During a Specified Activity, the Safety Officer shall have no other duties, be easily identifiable and easily contactable via the normal and emergency communications system.   |
|   | 2.2 | The Holder shall nominate a Deputy Safety Officer who is able and competent to provide cover in the event of absence of the Safety Officer.  |
|   | 2.3 | The Holder shall ensure that both the Safety Officer and Deputy Safety Officer are present at the Sports Ground at all times when people at the event are present.   |
|   | 2.4 | The Holder shall notify the Council in writing of the persons holding the positions referred to in 2.1 and 2.2 above.  |

- 2.5 The location and name of the Duty Safety Officer shall be made known to all Staff and Stewards prior to each Specified Activity.
- 2.6 A Control Room shall be provided and maintained in accordance with the specification dated 29 May 1991.
- 2.7 The Holder shall prepare and maintain an Operations Safety Manual which shall apply to all persons using the sports ground at all times. This shall specify how the ground will operate during normal conditions and specify the safety objectives and the means to be adopted to achieve them. Each element of the manual shall be based on suitable and sufficient risk assessments which shall be reviewed annually or following any significant change of circumstances.
- 2.8 The Holder shall inform the Council of the name of the person at senior level within the organisation who is responsible for the Operational Safety Manual and its implementation, together with those of the Safety Officer and Deputy Safety Officer who shall be of sufficient competence, status and authority to take responsibility for spectator safety and be able to authorise and supervise safety measures. The Safety Officer and nominated deputy shall be present at any event during which people at the event are admitted to the ground.
- 2.9 The Holder shall take all reasonable steps to ensure that all persons (including staff and stewards) who may be involved in ground operations, etc., are informed of and understand the contents of the Operations Safety Manual. Particular attention should be given to staff operating in kitchens and kiosks in relation to fire safety instructions.
- 2.10 A copy of the Operations Safety Manual together with all associated risk assessments and safety audits, shall be kept with this Safety Certificate at the Sports Ground and be available for inspection by any authorised person during normal office hours.
- 2.11 The Holder shall not make any changes to any part of the Operations Safety Manual without the prior written consent of the Council. Where such changes are agreed the Holder shall provide the Council with a hard copy and an electronic copy of the amended section of the Manual.
- 2.12 The Holder shall prepare and maintain at all times a segregation policy for the stadium which details use of the ground and segregation of supporters at all times during a Specified Activity including access, use and egress including in emergency conditions. The policy shall detail all options for segregation within the stadium which should be agreed with the Certifying Authority prior to utilisation in any Specified Activity.

- 2.13 The Holder shall in liaison with the Emergency Services and the Council produce, review, test and keep up to date contingency plans to cover for all failures of systems, installations, equipment and any other foreseeable circumstances affecting spectator safety.

Records of such tests shall be maintained and be available for inspection.

- 2.14 Copies of Ground Regulations shall be maintained in good condition and displayed in prominent positions throughout the Sports Ground.
- 2.15 The Holder shall ensure that the safety inspections specified in Schedule 3 are carried out.
- 2.16 The Holder shall prepare and submit to the Council for approval any amendment to this safety certificate at least 14 days prior to the amendment coming into effect.

3. 3.1 The Holder shall use its best endeavours to agree a written Statement of Intent with the Police, setting out their respective responsibilities for crowd safety and control and, in particular, for the filling of each area and the monitoring of people at the event in each such area to avoid overcrowding. A copy of the statement of intent shall be kept with this Certificate.
- 3.2 In the case of a Specified Activity being a Football match, the Holder shall give as much notice of such a Specified Activity as is reasonably practicable to the Chief Constable, provided that if it is proposed to stage any such match at less than 14 days notice, the Holder shall, prior to arranging any such match, consult the Chief Constable.
- 3.3 In the case of all specified activities other than football matches, the Holder shall give the Chief Constable and the Council at least 90 days notice (or such shorter time as the Council or Chief Constable may accept) and comply with the directions of the Chief Constable as to the matters set out in 3.1 above as far as they are applicable.
- 3.4 In order to ensure public order in the case of every Football match the Holder shall comply with the directions of the Chief Constable in respect of the attendance of such number of police officers as the Chief Constable considers adequate in order to ensure the decent and orderly behaviour of people at the event attending the said Specified Activity.
- 3.5 The Holder shall endeavour to agree with the Chief Constable the methods to be used for the admission and, if appropriate, segregation of people at the event before each Specified Activity.

- 3.6 The Holder shall comply with any reasonable direction of the Chief Constable or the Safety Officer in respect of the evacuation of the Sports Ground, or any part thereof, at any time during a Specified Activity should the Chief Constable or the Safety Officer consider such evacuation or partial evacuation to be necessary.
- 3.7 Without prejudice to any other powers available to the Council and the Chief Constable, if at any time prior to or during the day on which a Specified Activity is scheduled to take place, the Borough Council or the Chief Constable become seriously concerned that should the Specified Activity commence, or it has already commenced, continue as scheduled, there would be a risk to the safety of any people at the event in or in the vicinity of the Sports Ground, the Chief Constable may direct the holder to bring forward, delay the start or postpone the completion of the Specified Activity until such time as the Council or Chief Constable are satisfied either that the term(s) or condition(s) in question have been complied with or that the non-compliance no longer constitutes a risk to people at the event.
4. 4.1 The Holder shall ensure all buildings, structures and items of electrical and mechanical equipment, plant, gas and other installations shall be properly maintained and kept in such a condition that they adequately and safely fulfil their required function.
- 4.2 Subject to the provisions of this Certificate, 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.
- 4.3 Any application for consent required by Condition 4.2 above shall be sent to the Council, and shall be accompanied by a minimum 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, or are further required by the Council.
- 4.4 Other than for day to day repairs no fixed seating at the Sports Ground shall be refurbished, replaced or renewed, other than with the express written consent of the Council. Any application for such consent shall contain full technical details of the type and construction of the seats, including fire test reports or other information as the Council may consider necessary.
- 4.5 The Holder shall ensure the East Stand is used and maintained in accordance with Schedule 7.

- 4.6 The Holder shall ensure that the 'Schedule of Works and Actions Required' which is detailed in the Report of the Mandatory Inspection have been carried out as specified.
5. 5.1 The Holder shall, so far as is practicable, make and keep written records of the following and ensure that such records are available at all reasonable time for inspection by Authorised Persons. Such records shall be kept for a period of at least six years from the date of the Specified Activity or inspection, etc., in question:
- 5.1.1. details of the total number of people at the event admitted to the Sports Ground and the number admitted in each separate section indicated in Schedule 1 during each Specified Activity.
  - 5.1.2 details of any accident or incident occurring in the Sports Ground during any Specified Activity which results in any injury to any person at the event. Such record to include the nature of the injury, how and where the incident occurred, and where freely given details of name, address, age and sex of any person so injured. Any injury resulting in transferring the person to hospital shall be reported to the Councils Environmental Health Department on a F2508 form.
  - 5.1.3 details of Safety Inspections and Tests, etc., specified in Schedule 3.
  - 5.1.4 details of First Aid Personnel and Doctor(s) present at each Specified Activity in accordance with Conditions 6.2 and 6.3.
  - 5.1.5 details of Stewards' briefings as required by Condition 7.4.
  - 5.1.6 details of Stewards' training as required by Condition 7.7.
  - 5.1.7 details of Stewards' Attendance's as required by Condition 7.8.
  - 5.1.8 details of the checks to the means of Ingress and Egress as required by Condition 8.5.
  - 5.1.9 details of and verifications relating to Temporary Installations and Structures as required by Condition 17.
  - 5.1.10 details of any Licenses, etc. granted as required by Condition 16.1.
  - 5.1.11 details of the results of the tests of Turnstiles and the Computerised Counting System as required by Conditions 10.2 and 10.3.
  - 5.1.12 details of the inspection of voids as required by Condition 11.6.

5.1.13 details of the East Stand checks on scaffold fixings/couplings, electrical installation as required by Schedule 7.

5.1.14 details of testing contingency plans as required by Condition 2.10.

5.2 Where the Holder has been informed in writing by the Council, that remedial works are necessary to ensure the safety of people at the event, the Holder shall carry out such works to the reasonable satisfaction of the Council by such time as the Council may specify.

6. The Holder shall ensure that :-

6.1 a First Aid Room (including equipment and facilities) is provided and maintained in accordance with the specification detailed in a Medical Plan, and attached to this Certificate.

6.2 at each Specified Activity, there is in attendance an adequate number of persons over the age of 16 appropriately qualified in first aid. This shall consist of either the First Aid at Work Certificate issued under the Health and Safety (First Aid) Regulation 1981 or a higher qualification delivered by a Voluntary Aid Society. There shall be at least one trained first aider per 1,000 people at the event with a minimum number of two first aiders and their duties shall be solely related to first aid treatment. A record shall also be kept in a suitable log book of numbers attending at each fixture and their location within the Sports Ground.

6.3 at every Specified Activity where the number of people at the event is expected to exceed 2,000, there is, in attendance (in addition to the Club Doctor), a medical practitioner trained and competent in advanced first aid. Such medical practitioner to be present for a period of one hour prior to the start of the activity until one half hour after the end of the activity and during this period be in a position known to the Control Room and immediately contactable, and be easily identifiable.

6.4 when the number of people at the event is expected to be less than 2,000, a medical practitioner trained as specified in 6.3 above, is on call and able to attend the Sports Ground within ten minutes of being called. These arrangements shall be made known to the Officer in Charge of the Control Room and the First Aid Room.

6.5 at each Specified Activity, when attendance in excess of 5,000 people at the event is anticipated there is in attendance at least one fully equipped ambulance from the Ambulance Authority or such other organisation as may be approved in writing by the Chief Ambulance Officer.

- 6.6 in circumstances where the Chief Ambulance Officer, in consultation with the Holder, considers that more than one ambulance is required, such additional ambulance(s) as are considered necessary are provided.

7. The Holder shall ensure that:-

- 7.1 the provisions of Schedule 2 relating to Stewards, are complied with.
- 7.2 prior to the commencement of their duties, all stewards employed at the Sports Ground shall be trained and assessed in accordance with the system and procedures outlined in the document "Stewarding and Safety Management at Football Grounds" published by the Football Authorities in 1998, or other agreed comparable standard, together with specific training relating to responsibilities appertaining to individual posts.
- 7.3 after the initial instruction, referred to in Para. 7.2 above, all Stewards and persons employed at the Sports Ground shall receive further instruction, given by a competent person, at least once in every period of three months. At least 14 days prior written notice of the holding of any such training shall be given to the Council, Police, Fire and Ambulance services.

Thereafter, exercises for Stewards and other persons employed at the Sports Ground shall be carried out at least twice per calendar year to ensure the smooth operation of the procedure for dealing with an emergency. At least 14 day prior written notice of the holding of any such training or exercises shall be given to the Council, Police, Fire and Ambulance Services.

**Note :** This does not preclude the Holder from undertaking at any time the testing of contingency plans as outlined in 2.10 above.

- 7.4 prior to each Specified Activity, all Stewards shall be thoroughly briefed by the Safety Officer as to their duties and of the circumstances appertaining to the particular Specified Activity in question. A record of such briefings shall be kept.
- 7.5 so far as practicable, that in the event of an emergency during a Specified Activity, the instructions and procedures drawn up and updated by the Holder and approved by the Council are complied with.
- 7.6 a copy of such instructions shall be handed to all Stewards and all other staff employed in the Sports Ground on the day of each Specified Activity.
- 7.7 A written records of the training and instruction given and exercises held shall be kept and shall include the following matters:-

7.7.1 date and time of the instruction or exercise;

- 7.7.2 duration of the instruction or exercise;
  - 7.7.3 name of the persons giving the instruction or conducting the exercise;
  - 7.7.4 names of the persons receiving the instructions or taking part in the exercise;
  - 7.7.5 nature of instruction or exercise;
  - 7.8 a register of Stewards attending each activity is kept which shall include details of the duty to which each Steward was allocated.
8. The Holder shall ensure that :-
- 8.1 all doors and gates which form an egress route between any spectator accommodation and the public highway or other open space outside the Sports Ground shall be so secured as to open immediately and easily from the inside.
  - 8.2 final exit doors or gates from any stand are continuously manned during a Specified Activity by at least one Steward who is able to open the said door or gate without delay. All exit doors or gates shall only be secured from the inside of the Sports Ground using a mechanism which is common to each door or gate.
  - 8.3 all such doors or gates shall be opened by the Steward responsible, at any time on evacuation of the Sports Ground or a part thereof, on being ordered to do so by the Duty Safety Officer or a Police Officer.
  - 8.4 at least one exit route from each self contained section or enclosure within the Sports Ground shall be clearly indicated and, except where full height exit turnstiles are provided, the door or gate continuously manned by a Steward at all times during a Specified Activity, so as to be available for people at the event wishing to leave the Sports Ground at any time.
  - 8.5 prior to and during each Specified Activity, all means of ingress and egress are checked and kept free of all obstructions and are maintained to ensure ease of operation. A record of such checks shall be kept.
  - 8.6 all final and emergency exit gates/doors shall be clearly identified on both faces of the gate/door in block letters as indicated on The Plans.
  - 8.7 in order to facilitate the orderly clearance of the Sports Ground at the end of a Specified Activity, such gates or doors referred to in 8.6 above shall be opened and secured at a time agreed between the Holder and the Chief Constable.



- 8.8 the points of ingress to and egress from each separate section shall be clearly indicated to enable people at the event to enter or leave the Sports Ground at any time.
- 8.9 any programmes should by or on behalf of the Holder prior to or during any Specified Activity shall contain a plan of the Sports Ground indicating the entry/exit routes to or from the different sections of the Sports Ground and their destination.
9. The Holder shall ensure that :-
- 9.1 all stairs and steps comprising parts of a means of ingress and/or egress shall be maintained with non-slip and even surfaces and stair coverings shall be secured and maintained so that they will not be a source of danger to persons using them.
- 9.2 nosing of all staircases in the Sports Ground shall be made conspicuous by painting or by other suitable means and be maintained in that condition.
- 9.3 there shall be no standing permitted in Designated Gangways or staircase approach landings which shall be clearly painted in conspicuous markings which shall be of a constant colour throughout the ground. For the purpose of this clause, Designated Gangway means a channel for the passage of people at the event through any viewing accommodation.
10. The Holder shall ensure that :-
- 10.1 the number of people at the event permitted to occupy the various stands of the Sports Ground shall not exceed the number specified in Schedule 1. Applications for proposed changes to the Schedule shall be submitted in writing to the Council.
- 10.2 all turnstiles and the Computerised Counting System for the monitoring by the Chief Constable and/or the Safety Officer of ingress of people at the event to each section of the Sports Ground shall be maintained in proper working order and tested as specified in Schedule 3. The monitor in the Control Room shall continuously display the number of people at the event admitted to each section of the Sports Ground. A record shall be kept of the tests of such equipment together with a record of the mechanical counter head start figure of each turnstile prior to the entry of any people at the event.
- 10.3 sufficient turnstiles shall be operated to each section of the Sports Ground to allow the entry of all people at the event within one hour at a notional rate of 660 persons per turnstile. This rate shall be measured at least once annually for each turnstile and the results recorded.

- 10.4 when a Specified Activity has been designated as all ticket, no tickets shall be sold by the Holder or any agent thereof on the day of such Specified Activity and appropriate action shall be taken in order to inform the people at the event of both clubs of such arrangements.
- 10.5 each bank of turnstiles for both home and away people at the event shall be identified from outside the Sports Ground by a colour, number or letter or a combination of these. Any colour, number or letter on each bank of turnstiles shall correspond with the information on the tickets issued for that bank of turnstiles.
- 10.6 information on admission tickets is unambiguous, simple and clear and correlates absolutely with the information provided in respect of each match both inside and outside the Sports Ground. Each ticket shall clearly indicate whether the area of the Sports Ground, to which the ticket relates is, covered, uncovered or has a restricted view. Retained ticket stubs should contain such information (including a Ground Plan) as may be necessary to guide people at the event once inside the Sports Ground.
- 10.7 The holder shall prepare and maintain at all times a policy on restricted view seating within the ground. No seating with a restricted view may be sold unless the ticket clearly indicates the status of the seat as a restricted view. Any seating highlighted by the certifying authority as being severely restricted may only be sold by prior agreement with the certifying authority. No severely restricted seats may be sold unless the ticket clearly indicates the status of the seat as a severely restricted view.
- 10.8 Where seats are sold on an unreserved basis whether by cash or ticket to any seated area, the capacity of that area shall be reduced by 10% as indicated in Schedule 1.
11. The Holder shall ensure that :-
- 11.1 all practicable precautions have been taken to prevent the outbreak of fire and that the Fire separation specified on The Plans shall be provided and maintained to the required standard at all times. Doors fitted with self-closing devices as specified on The Plans shall be maintained well fitting and self-closing at all times and shall not be kept in an open position.
- 11.2 the surface finish of all walls and ceilings of all escape stairways, corridors and other exit routes in stands shall comply with the current Building Regulations.
- 11.3 no part of the Sports Ground shall be used at any time to store rubbish, dirt or surplus material or goods unless such things are stored in the designated storerooms as shown on the Plans and/or stored in a manner approved in writing by the Council.

- 11.4 all storerooms and plant rooms, etc., are maintained in a clean and tidy condition free of litter and unauthorised combustible materials.
  - 11.5 no wastepaper or other flammable materials shall be collected or stored during a Specified Activity except in a manner and at places approved in writing by the Council.
  - 11.6 No rubbish or combustible material shall be allowed to accumulate in any part of the Sports Ground with particular attention to void areas beneath the stands, which shall be inspected at least once per month, and the result of such an inspection shall be recorded in a log book kept specifically for this purpose.
  - 11.7 no flammable gases or liquids shall be stored or used in any part of the Sports Ground without the written approval of the Chief Fire Officer. Hazardous materials (including fertilisers, weedkillers) shall only be stored in a suitable room or storage area as indicated on the Plans approved by the Council.
  - 11.8 the storage of CO2 cylinders used for the supply of beer and cold drink pumps shall be limited to a maximum of one cylinder in use plus one spare for each bar/kiosk. All cylinders to be secured in an upright position. All other CO2 cylinders shall be located in a designated secure store approved by the Council.
  - 11.9 access doors to heating boilers, plant rooms, etc., are kept locked during each Specified Activity and bear a notice to this effect.
  - 11.10 a fire risk assessment for the stadium in accordance with schedule 9 is carried out and documentation be available for inspection by Authorised Persons during normal office hours.
12. The Holder shall ensure that :-
- 12.1 a public address system is provided and maintained in working order at all times when people at the event are in the Sports Ground. Such a system shall be clearly audible in all parts of the Sports Ground and outside. All announcements relating to crowd safety shall be preceded by a distinctive chime signal and that fact shall be prominently displayed in all match-day programmes.
  - 12.2 public address, normal and emergency communication systems are provided in accordance with Schedule 5 and manned in the Control Room and at other positions specified in Schedule 5, during all Specified Activities.

13. The Holder shall ensure that :-
- 13.1 a competent electrician is present on duty at every Specified Activity, and is easily identifiable and contactable from the Control Room.
  - 13.2 in the absence of adequate daylight, all normal lighting shall be switched on.
  - 13.3 all normal lighting is maintained in good working order and electrical fittings, wiring, switches and all electrical apparatus or appliances are maintained safe and free of any hazard to the satisfaction of the Council and in accordance with The Guide, BS 7671 Requirements for electrical Installations (I.E.E. Wiring Regulations) and Electricity at Work Regulations 1989.
  - 13.4 main electrical circuit diagrams are provided, clearly labelled to indicate :-
    - 13.4.1 all main switches, circuit breakers and fuseways in distribution boards and the circuits which they control
    - 13.4.2 the location of all switch rooms and distribution boards

The circuit diagram(s) shall be kept in a location known to and easily accessible by the safety officer and the technical staff. The diagrams should also be protected from defacement or damage and be updated as necessary.
  - 13.5 the Sports Ground is provided with the fire alarm systems and fire fighting equipment specified in Schedule 6.
  - 13.6 the Sports Ground is provided with such exit indication and emergency lighting as specified in Schedule 4.
  - 13.7 a system of closed circuit television monitoring equipment is provided, such system to be to a specification agreed by the Council in consultation with the Chief Constable. Such closed circuit television monitoring equipment shall be maintained in proper working order and tested as specified in Schedule 3.
14. The Holder shall ensure that signs relating to safety are in accordance with Health and Safety (Safety Signs and Signals) Regulations 1996, and that all signs are maintained in the positions required and clearly visible and legible.
15. The Holder shall ensure that :-
- 15.1 where installed to the boundary of the Sports Ground or for external security purposes, spikes or barbed wire is at a height of at least 2.4 metres from the ground or base level. Provided that no spikes or barbed wire shall be placed on segregation, lateral or pitch perimeter fences inside the Sports Ground.

- 15.2 the parking of vehicles within the boundary of the Sports Ground is restricted to those numbers and in those spaces as indicated on The Plan.
- 15.3 a suitable means of preventing unauthorised access by the public shall be provided and maintained at all floodlight towers.
- 15.4 'NO SMOKING' signs are provided, prominently displayed and maintained in the seated areas to the East Stand.
- 15.5 'NO SMOKING' is a condition of entry to the stadium and this condition shall be strictly enforced.
16. 16.1 The Holder shall forthwith inform the Council of all current statutory licenses granted in respect of the Sports Ground or parts of it including the name of the licensing authority, the name of the licensee, the type of licence (liquor, gaming, etc), the date of expiry and the description of the parts of the Sports Ground covered by the licence and shall inform the Council of any alterations, amendments or cancellations of any such licence and future licensing applications and of the results of such applications.
- 16.2 The Holder shall ensure that all containers in which liquid or other refreshments are sold or distributed to people at the event occupying the seating in the stands shall be made from soft plastic or other soft materials.
- 16.3 The holder shall ensure that no alcoholic beverages are available for sale or otherwise to people at the event housed within the north section of the east stand. Any proposal to serve alcohol to people at the event within this stand should be approved by the certifying authority at least 14 days prior to the intended specified activity at which this will take place.
- Note:- The Holder's attention is drawn to the provisions of The Sporting Events (Control of Alcohol etc.) Act 1985 as amended by the Public Order Act 1986.
17. The Holder shall ensure that:-
- 17.1 all temporary structures erected in the Sports Ground are designed, constructed and installed in accordance with current British Standards and Codes of Practice. Such structures shall not present a danger to people at the event, obstruct any exit route and so far as practicable not lend themselves to misuse by people at the event. The full details of the proposed erection of any structure shall be submitted, in writing, to the Director of Regeneration, Tourism and Culture at least 14 days prior to erection (or such shorter time as the Council may accept).
- 17.2 any temporary electrical installation is designed, installed and removed in full compliance with B.S.7671 Requirements for Electrical Installations (I.E.E. Wiring Regulations) and Electricity at Work Regulations 1989. The full details must be

submitted in writing to the Council at least 28 days prior to installation (or such shorter time as the Council may accept).

- 17.3 a written verification of compliance with 17.1 and 17.2 above signed by a competent person or persons is obtained prior to use of any temporary structure of temporary electrical installation and a copy of such verification forwarded to the Council within three days of receipt by the Holder.
18. The Holder shall ensure that:-
  - 18.1 wheelchair users are only accommodated by the Holder in those areas designated for disabled people at the event. The Holder shall also ensure that there is accommodation for a helper at a ratio of one helper to each person at the event who is a wheelchair user.
  - 18.2 in order to facilitate evacuation in an emergency, organised groups of people at the event with learning difficulties shall be accommodated in one specific area of the Sports Ground. There shall be a ratio of one helper to two people at the event who have learning difficulties.
  - 18.3 in order to facilitate evacuation in an emergency, organised groups of people at the event being visually impaired shall be accommodated in one specific area of the Sports Ground. There shall be a ratio of one helper to two people at the event who are blind or partially sighted.
19. The Holder shall ensure that:-
  - 19.1 members of the media and any other persons authorised by the Holder to have access to public and playing areas of the Sports Ground shall be readily identifiable.
  - 19.2 television cameras and equipment and film recording units shall not cause hazard or obstruction to people at the event or exit routes. All temporary structures and installations associated with television coverage shall be in strict accordance with Condition 18, except that the requirement to submit full details to the Council within 28 days prior to use shall be waived.
20. The Holder shall ensure that two sets of bolt cutters are provided and stored in the Control Room, the location shall be known to all stewards who shall be properly instructed in their use. The use of such bolt cutters shall be on the direction of the Duty Safety Officer.
21. The Holder shall ensure that when any mobile catering unit is used within the Sports Ground, its location shall be agreed with the Council prior to its use and the conditions set out in Schedule 8 are complied with.
22. The Holder shall produce a crowd disorder and anti-social behaviour plan(s) and shall assess in writing the risk of incidents of crowd disorder and anti-social behaviour which

might cause physical harm or injury. The plan(s) shall be produced in consultation with the Police and a copy shall be kept with the Safety Certificate. The crowd disorder and anti-social behaviour plan(s) of action shall cover all reasonably foreseeable risks. As a minimum, the plan(s) should:

- a) identify the types of crowd disorder and anti-social behaviour likely to result in harm or injury to those present at the ground;
  - b) explain the ground's objectives and the means of achieving them;
  - c) identify who has responsibility for dealing with matters of crowd disorder and anti-social behaviour at the ground;
  - d) identify who will be actioning the plan;
  - e) outline the chain of command in relation to these matters;
  - f) clarify matters of primacy when police are at the ground during an event;
  - g) describe how perpetrators are identified and reported or handed over to the police;
  - h) describe the collection and preservation of evidence and witness identification;
  - i) describe how and when police are to be contacted for any of these matters when they are not on site;
  - j) Outline response to particular types of crowd disorder and anti-social behaviour.
- The Holder shall regularly review, test and keep up to date the crowd disorder and anti-social behaviour plan and shall forward a copy to the Council

23. The Holder shall produce a plan to counter the risk of a terrorist attack or other action. The counter terrorism plan shall be produced following a written risk assessment process and consultation with the Police. A copy of the counter terrorism plan shall be kept by the ground as a confidential document. The local authority shall be provided with access to the plan, as appropriate. The counter terrorism plan shall consider all reasonable prevention techniques to reasonably foreseeable terrorist attack methods and include plans to deal with aftermath of an attack.

## SCHEDULES

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## SCHEDULE 1

### SCHEDULE OF ACCOMMODATION (SEE PLAN OF ACCOMMODATION) (General Condition 5.1.1)

The number of people at the event who may be admitted to occupy various sections of the Sports Ground shall not exceed the numbers specified in this Schedule. Applications to amend the limits specified herein shall be submitted in writing to the Borough Council.

Ground section	Blocks	Maximum accom + disabled + helpers	Factor		Allowable accom	Unreserved Seats (less 10%)
			S	P		
North stand	A-E inc	2702+46	1.0	1.0	<b>2748</b>	n/a
N.W. corner	F,H	801	1.0	1.0	<b>801</b>	n/a
West stand	J-Q inc	3630+54	1.0	1.0	<b>3684</b>	n/a
S.W. corner	R,S	815	1.0	1.0	<b>815</b>	n/a
South stand	T-X inc	2417+54	1.0	1.0	<b>2471</b>	n/a
South Stand Hospitality balcony	n/a	140	1.0	1.0	<b>140</b>	n/a
S.E. Corner	Y-Z inc	643	1.0	1.0	<b>643</b>	n/a
East stand north half	EA,EB,EC, ED	2492+25+25	0.9 <sup>1</sup>	1.0	<b>2287</b>	n/a
East stand south half	EE,EF,EG, EH	2239+25+25	1.0	1.0	<b>2289</b>	n/a
Hospitality balcony	n/a	738	1.0	1.0	<b>738</b>	n/a
Total		16871			<b>16616</b>	

**Note:- 1. Capacity reduced due to persistent standing.**

Maximum accommodation levels have been calculated in accordance with Chapter 1 of the Guide together with consideration of the maximum capacity of an individual turnstile per hour (ie 660 persons).

Where seats are sold on an unreserved basis, whether by cash or ticket, to any seated area, the capacity of that area shall be reduced by 10% as indicated.

## **SCHEDULE 2 SAFETY STEWARDS**

LOCATION	EAST STAND	NORTH STAND AND CORNER	WEST STAND	SOUTH STAND AND CORNER	SOUTH EAST CORNER	TOTAL	Other Events More than 500 people at the event	Other Events Less than 500 people at the event
PITCH PERIMETER	10	4	4	4		22	4	2
GANGWAY STEWARDS	28	8	10	8	6	60	4	4
DOOR & VOMITORY STEWARDS	0	8	8	8	2	26	2	2
RESPONSE TEAM	All areas	All areas	All areas	All areas	All areas	16		
FIRE FIGHTING STEWARDS	All areas	All areas	All areas	All areas	All Areas	9		
TURNSTILE STEWARDS	4	4	4	4	4	20	4	2
TURNSTILE OPERATORS						9	4	2
FIRST AIDERS						9	4	2
TOTAL						171	22	14

Where parts of the stadium are not is use the stewarding numbers can be reduced accordingly

The above schedule does not account for the match day ground safety team, i.e. Chief Steward, Duty Safety Officer etc.

Other events are specified activities under the General Safety Certificate, which are not games, played by a Football League Club.

2.1 All Safety Stewards shall be :-

- 2.1.1 of an age, fit and capable to carry out their duties.
- 2.1.2 properly trained and instructed (see 2.4 below)
- 2.1.3 identifiable by distinctive dress and numbered for each individual duty.
- 2.1.4 on duty in the Sports Ground during every Specified Activity.

2.2 Subject to paragraph 2.3 below, Stewards shall be designated to carry out one or more of the following duties :-

- (a) controlling or directing people at the event who are entering or leaving the Sports Ground, to help achieve an even flow of people to the viewing areas;
- (b) patrolling the Sports ground to deal with any emergencies, e.g. raising alarms or tackling the early stages of fires;
- (c) staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and gates from the Sports Ground which are not continuously open whilst the Sports Ground is in use;
- (d) assisting Police, as appropriate, or as requested with crowd control; and
- (e) undertaking specific duties in an emergency or otherwise as directed by the Duty Safety Officer.
- (f) ensure people at the event do not stand in designated 'No Standing' areas.
- (g) ensuring people at the event comply with ground regulations.

2.3 No Steward shall leave his/her place of duty without the permission of the appropriate Sector Supervisor, who shall provide a replacement Steward before the position is vacated.

2.4 All stewards shall be trained and assessed to a level 2 stewarding qualification within the National Qualifications Framework, or undergoing such training

2.5 No steward shall be deployed at the ground until they have undertaken all aspects of the familiarisation and induction training covered by the induction module of the football authorities' Training Package for Stewarding at football grounds. No steward shall work unaccompanied until they have 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 have attended 4 matches as a steward. All stewards shall complete their training, assessment and qualification within 12 months thereafter.

### **SCHEDULE 3**

#### **INSPECTIONS, TESTS AND RECORDS OF INSPECTIONS AND TESTS**

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##### **1. GENERAL**

1.1 In this Schedule the following words shall have the following meanings :-

Approved Inspector :-

means, in relation to any test or inspection required, a person(s) suitably qualified and approved by the Council to carry out and record the results of any such test or inspections required by this Schedule, shall be of the following:-

1.1.1 a Structural Chartered Structural Engineer or a Chartered Civil Engineer.

1.1.2 Building/Fire Related matters; a Chartered Surveyor (Building Surveying Division) or a Chartered Architect.

All the above shall be a member of a Practice or Company with Professional Indemnity Insurance.

1.1.3 Electrical Installations; a Chartered Electrical Engineer or a Member of the Electrical Contractors' Association or an approved Contractor of the National Inspection Council for Electrical Installation Contracting.

1.1.4 Gas Installations; or a Gas Safe Registered Contractor.

The Record Book:-

Means a book in which the results of tests and inspections are recorded.

1.2 All entries in the Record Book shall show clearly the name of the Approved Inspector who carried out the test or examination, the subject of the entry and the date of such test or examination. Where any defects are found the date on which the defect was remedied shall also be recorded.

1.3 The Record Book shall be kept available for examination by an Authorised Person at any time within normal working hours.

## 2. INSPECTIONS AND TESTING

The Holder shall ensure that the following operational checks, inspections and tests are carried out :-

### 2.1 AT LEAST 24 HOURS BEFORE EACH SPECIFIED ACTIVITY

1. Normal Lighting
2. Emergency Lighting
3. Fire Alarm
4. Communications Equipment
5. Turnstile Metering System
6. C.C.T.V.
7. Exits
8. Combustibles
9. Fire Fighting Equipment
10. Roller Shutters
11. Self Closing Doors

### 2.2 AFTER EACH SPECIFIED ACTIVITY

Inspection of the Sports Ground for signs of any damage which may create a danger to the public and the results of such an inspection shall be entered on a Safety Check List or other similar form as may be approved by the Director of Technical Services. This must be kept with the Record Book and be available for examination by an Authorised Person at any time within normal working hours.

### 2.3 ROUTINE INSPECTIONS

Carry out inspection and testing in accordance with current relevant British Standards and EU Directives.

1. Emergency Lighting
2. Fire Alarm

## 3. ANNUALLY

3.1 Inspections and testing to be carried out on the following in accordance with relevant British Standards, EU Directives, Gas Safety Regulations, design criteria or manufacturers instructions and certificates of compliance/test issued by the contractor:-

1. Annual Periodic Inspection Reports for the General Electrical Installation
2. Fire Alarm System

3. Emergency Lighting System
4. Public Address System
5. Portable Appliance Testing
6. Turnstile Metering
7. Floodlight Tower Earth Tests
8. CCTV System
9. Lightning Protection
10. Emergency Telephones
11. Gas Installation
12. Gas Catering equipment
13. Emergency Generator
14. Lift LG1 Certificates
15. Lift Thorough Examination Reports
16. Hose Reels

Copies of the records of inspections/tests, etc., set out above, shall be submitted to the Council by 1st March annually.

### 3.2 Building/Structural Maintenance Report.

Submit to the Council by 1st March annually a Building/Structural Maintenance Report signed by an Approved Inspector(s) stating that a complete inspection of the Sports Ground has been carried out. This report should specify any repair or maintenance work which is considered to be necessary, to ensure that all structures are provided and maintained in accordance with current British Standards and/or Codes of Practice including fire protection/separation.

- 3.3 Where any report submitted pursuant to paragraphs 3.1 and 3.2 above indicates that repair or maintenance works are necessary then the report should be accompanied by a programme of works.
- 3.4 The annual structural survey should address the issue of dynamic loadings within all stands. Where the inspecting engineer considers that dynamic loading is not an issue then he should formulate a report to that effect and a copy should be forwarded to the Council.
- 3.5 In all other instances it will be necessary to identify the natural frequency of each seating deck and prepare a dynamic evaluation of all those which fall below the trigger frequencies recommended in the guide to Safety at Sports Grounds, a copy of any report on any such evaluations should be provided to the Council.
- 3.6 It will not be necessary to repeat such evaluations on an annual basis unless there have been subsequent structural changes. However, a report confirming that the original evaluations are still relevant will be required.

#### 4. TESTING OF BARRIERS

- 4.1 All barriers shall be subject to an annual risk assessment, which are to be made available for inspection on the annual mandatory inspection. Any barrier found to be showing evidence of deterioration shall be tested immediately and repaired or replaced as necessary.
- 4.2 Where necessary, barriers shall be tested by an Approved Inspector in the manner specified in Chapter 10 of The Guide and the results of such tests shall be entered forthwith in the Record Book and a copy forwarded to the Council.
- 4.3 Any specific barrier shall be tested when notice is given, in writing, by the Council.
- 4.4 The Company undertaking testing shall include within the results of mathematical basis for determining the individual loading criteria subject to each structural component.
- 4.5 The Holder shall notify the Council in writing of the date and time of such testing at least seven days prior to commencement thereof.
- 4.6 All new barriers shall be designed in accordance with The Guide by a qualified Structural Engineer who shall also supervise the carrying out of the installation works.

## **SCHEDULE 4**

### **EXIT INDICATION AND EMERGENCY LIGHTING**

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The Holder shall provide and maintain an emergency lighting system in accordance with the following conditions:-

The emergency lighting central battery equipment, installation and lighting luminaires as indicated on The Plans are to be maintained in good working order at all times in accordance with BS 5266: Part 1: 1988. Such lighting must be switched on in the absence of daylight for use in the event of failure of the normal lighting when people at the event are present.

The positions of notices to be as indicated on The Plans, lettering shall be as prescribed in Condition 15 of Part B of this Certificate.

#### **EMERGENCY LIGHTING DETAILS**

Category:-	M3 - 3 hour duration
Type:-	Central battery system
Method of Supply:-	Separate switch fuse at main electrical intake position.
Locations:-	Central cubicle in main switchroom, batteries on stand in battery room adjoining switchroom.
Battery Type:-	Open Vented cells.
Changeover Device:-	Contactors complying with BS.764. (each phase).
Maintained Lighting Control:-	Main switchroom, Southwest Strand.
Exit Signs:-	Externally illuminated notices
Slave Luminaires:-	Fully enclosed bulkhead type, tungsten flood light. Positions as indicated on The Plans.
Circuit Protection:-	D.P. output fuse boards.
Cable Systems:-	Screwed steel conduit, m.i.c.c. cables metal cable trunking, armoured cables.



## **SCHEDULE 5**

### **COMMUNICATIONS EQUIPMENT**

The Sports Ground shall have a public address system and an emergency communication system of such type and in such position as required by the Council and the Holder shall maintain such systems in an efficient working order at all times in accordance with manufacturers instructions and British Standards.

#### **PUBLIC ADDRESS SYSTEM DETAILS**

Location:-	Location of the main amplifier and control equipment is in the Control Room.
Method of supply:-	Normal supply - from local socket outlet. Emergency supply - standby battery equipment. 2 hour duration.
Control:-	Overall control of the P.A. system can be achieved from the Control room. Emergency announcements to be preceded by a distinctive chime.
Loudspeakers:-	Various types employed including horn and cabinet as indicated on The Plans.
Wiring:-	External cables p.v.c. insulated cables.

#### **NORMAL AND EMERGENCY COMMUNICATION SYSTEM DETAILS**

##### **1. Club Personnel Radio:-**

Location:-	Safety Officer Chief Steward Deputy Chief Steward All Fire Stewards All Sector Supervisor Stewards Crowd Assessors Duty Ambulance Officer Crowd Doctor Ground Manager
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##### **2. Telewest Communications:-**

Positions in all areas as located on The Plans

3. Loud Hailers:-

Four loud hailers located in weatherproof enclosures, one on each side of the ground.

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## **SCHEDULE 6**

### **FIRE ALARM SYSTEM/FIRE FIGHTING EQUIPMENT**

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The Holder shall provide and maintain a fire alarm system and fire fighting equipment as set out below:-

#### **FIRE ALARM SYSTEM**

The fire alarm equipment and installation as indicated on The Plans are to be maintained in good working order at all times in accordance with BS 5839: Part1.

#### **FIRE FIGHTING EQUIPMENT**

The fire fighting equipment as indicated on The Plans to be maintained in good working order at all times in accordance with British Standards.

Portable fire extinguishers should conform to the current British Standard and should be mounted on brackets or stands.

The standard recommends that the carrying handle of larger, heavier extinguishers should be about 1 metre from the floor and small extinguishers should be mounted so as to position the handle about 1.5 metres from the floor.

However, taking into account the employers responsibilities under the Manual Handling Regulations, alternative mounting heights may be used.

#### **FIRE ALARM SYSTEM DETAILS**

Control Equipment:-	Zone panel located in Control Room.
Method of Supply:-	Dedicated 240v supply from main switchroom.
Battery/charger supply:-	Backup generator.
Control Panel:-	Positioned in the Control Room & Reception.
Automatic Detection:-	Fully addressable system.
Manual Call Points:-	Frangible cover type.
Visual Warning:-	Control Room.
Wiring:-	Mineral insulated - copper sheathed cables and armoured cables.

## **SCHEDULE 7**

### **EAST STAND**

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The Holder shall ensure that the following will apply in respect of the use of the East Stand:-

- (i) The structure shall comply in all respects with the current British Standards and Codes of Practice on Scaffold Structures. These shall include BS1139, BS5974, BS2482.
- (ii) Every three months, all stand fixings/couplings, etc., shall be checked for soundness, tightness and corrosion, by a qualified structural engineer or other specialist as agreed with the certifying authority. Both the visit and any work resulting shall be entered into the Club's log.
- (iii) Before every match a competent person will need to inspect the decking boards for defects and repair or replacement. This inspection needs to be recorded and given to the Ground Safety Officer before people at the event are admitted to the stand.
- (iv) No storage of materials shall be permitted underneath the stand at any time.
- (v) 4 Number 2.2 litre dry powder fire extinguisher shall be kept in the stand, and on the terrace, at all times the stand is in use.
- (vi) It must be ensured that the Ground Safety Officer is fully conversant with the maintenance policy for the stand use. A statement relating to the safe usage and maintenance of the stand shall be included in the Policy of Safety document produced by the Holder.

## **SCHEDULE 8**

### **MOBILE CATERING UNITS**

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Whenever mobile catering units are provided within the Sports Ground the following shall apply:-

- (i) Each unit shall be properly and adequately anchored down with padlocks and chains to prevent lifting or overturning.
- (ii) Each unit shall not have on board within the cylinder compartment more than two liquefied petroleum (LPG) cylinders. The whole installation to be inspected and tested at least once a year and a report on its condition obtained from an approved installer.
- (iii) The electrical installation to each mobile catering unit to be inspected and tested on an annual basis for compliance with BS 7671 Requirements for Electrical Installations (IEE Wiring Regulations) by an approved Electrical Contractor, a copy of the electrical test certificate to be forwarded to the Council.
- (iv) The fleet number(s) of the unit(3) to be used at the Sports Ground are to be supplied to the Holder and the Council for record purposes.
- (v) Each unit to be provided with one, three kilogramme dry powder fire extinguisher and a one metre square fire blanket, which shall be tested annually. In addition staff procedure notices for emergency actions in case of fire together with details of the method of changeover of gas cylinders must be prominently displayed within the unit.
- (vi) Staff are to be familiar, having received training from the catering management as to their actions in the event of fire, before being employed at any Specified Activity.

## SCHEDULE 9

### FIRE RISK ASSESSMENT

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#### Fire Risk Assessment

- i It is a legal requirement under the Regulatory Reform (Fire safety) Order 2005 for the 'responsible person' to carry out a suitable and sufficient risk assessment of fire safety within the curtilage of a sports ground. The assessment must be carried out by a 'competent person'. It is preferable that this task is delegated to someone within the Club, but if there is no one who is 'competent', then an outside consultant, who is deemed to be 'competent', should be employed to undertake the fire risk assessment. A consultant may not take ownership of the findings and resultant remedial work identified by the assessment, as this is still the responsibility of the 'responsible person' within the Club.
- ii When undertaking the fire risk assessment, the Club must comply with the statutory requirements imposed upon it from the Regulatory Reform (Fire Safety) Order 2005.
- iii The assessment must be undertaken in accordance with all relevant guidance including the Fire Safety Risk Assessment guides, the Guide to Safety at Sports Grounds, British and European Standards, Approved document B of the Building Regulations and the Event Safety Guide where relevant to special events.
- iv The risk assessment document should be used as a guide to assist you in the process of fire risk management, appertaining to fire safety within your ground curtilage and must remain dynamic, not static. It should be 'periodically' reviewed, when significant alterations occur within the ground area, or there is reason to suspect that it is no longer valid. Once completed, the fire risk assessment documents should be kept readily available for inspection by the 'relevant enforcing authority', all relevant persons and any person deemed to be especially at risk.
- v The fire risk assessment must be conducted in a practical and systematic way to identify the significant fire hazards and fire precautionary deficiencies within the ground. **It is not a desktop exercise**, and you may find it useful to include a plan of the ground identifying the hazards.
- vi When carrying out the fire risk assessment, you should identify the hazards and fire precautionary deficiencies, persons at risks, existing control measures, remedial actions and any timetable for work to be completed. This should also be signed off by the 'responsible person' once the remedial work has been completed satisfactorily.

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When completed, the fire risk assessment findings should be accompanied by the following additional documentation to ensure that all matters relating to fire safety within the premise(s) are kept in one complete fire risk document, making it easier for reference finding by the 'responsible person' and any inspection carried out by the relevant enforcing authority officer:

- a) Management's fire safety policy, to include chain of command and demonstrate how policy is communicated to staff and other persons;
- b) Management's fire safety strategy prioritised to achieve the objectives of the fire safety policy, including any smoke control or fire suppression systems fitted. To incorporate the following five disciplines:-
  - (i) fire prevention;
  - (ii) means of escape;
  - (iii) communications;
  - (iv) fire confinement;
  - (v) fire suppression
- c) Any other relevant management standards applicable to managing fire safety within the premises e.g. BS 5588 Part 12: 2004 - Managing Fire Safety;
- d) Any building works Design/Installation Certificates or preliminary risk assessment(s), including PAS 79: 2005;
- e) Details of all fire safety measures already installed in the premises – means of escape and fire compartmentation, fire alarms, emergency lighting, fire fighting equipment provided, emergency signage, and to what British or equivalent EEC (BSEN) standards of conformity that the fire safety measures are installed to e.g.
  - (i) means of escape and fire compartmentation = Approved Document B, BS 5588 Part 11, BS 476, or other relevant British or BS EN standard;
  - (ii) fire alarms = BS 5839 Part 1:2002 – category M, L1, L2,L3, L4, L5, X/Y, P1 or P2 system, or BS 5446 Part 1: 1990;
  - (iii) emergency lighting = BS 5266: Part 1 2005, BS EN 1838: 1999, or BSEN 50172: 2004;
  - (iv) fire fighting equipment = BS 5306 Part 8: 2000 or BSEN 3: 1996;
  - (v) signage = BS 5499 Part 1: 1990 or Health & Safety (Safety Signs and Signal) Regulations 1996;
  - (vi) any other standards or guidance documents relevant to fire safety measures provided in the premise(s) not covered above, but specific to the premises e.g. smoke pressurisation, hose reels, voice alarm, etc.

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Verification, commissioning, maintenance and testing certificates of the above fire safety measures installed, carried out and signed by a 'competent person'.

- ix Records of required in-house testing of any fire safety measures installed as specified in Schedules H and I.
- x Records of training of staff in fire safety through instruction and drills as specified in Schedule G.4.
- xi Fire Precautions Act 1971 certificate, where one has been issued (although no longer valid, it will still contain useful fire safety information relevant to the fire risk assessment).
- xii The above documents **must** be available for inspection by the 'relevant enforcing authority' at all times.