



**LONDON BOROUGH
HAMMERSMITH AND FULHAM**

**CHELSEA FOOTBALL CLUB
SAFETY ADVISORY GROUP**

TERMS OF REFERENCE



SAFETY ADVISORY GROUP TERMS OF REFERENCE

CHELSEA FOOTBALL CLUB, STAMFORD BRIDGE, FULHAM ROAD, SW6 1HS

1. PURPOSE OF THE SAFETY ADVISORY GROUP

- 1.1 The Council may serve a prohibition notice in respect of all or part of the Stadium, if it considers that the admission of spectators involves or will involve a risk to them so serious that the admission of spectators ought to be restricted or prohibited.
- 1.2 The Council has delegated all functions in relation to Safety at Sports Grounds to the Executive Director for Environmental Health and Bi-Borough Head of Environmental Health Commercial.
- 1.3 To assist the Council in carrying out its statutory function a Safety Advisory Group (SAG) has been established to provide specialist advice to the Council, not the Stadium management. The Group will consider all matters within its remit and make recommendations. The SAG will operate within a defined recorded role, in order that it effectively carries out this function.

2. SPECIFIC TERMS OF REFERENCE

- 2.1 Advise the Council on policies and procedures to be adopted in the implementation of the Safety of Sports Grounds Act 1975 ("the Act") and associated legislation/guidance in respect of the General Safety Certificate to the Stadium.
- 2.2 Monitor the implementation of the General Safety Certificate and give relevant advice.
- 2.3 Consider aspects of and possible changes to the terms and conditions in the General Safety Certificate.
- 2.4 Receive and review relevant reports or details of matters found during inspections/visits to the Stadium by SAG members.
- 2.5 Receive and review any significant incident with actual or potential safety implications to Stadium spectator safety.
- 2.6 Receive and advise on any proposals for alterations to the Stadium or safety management operations.
- 2.7 Advise the Council on activities or occurrences outside the Stadium which may affect the safety of spectators whilst they are in the Stadium.

3. AUTHORITY TO TAKE DECISIONS

- 3.1 The SAG cannot take any decisions on behalf of the Council. The Chairman of the SAG will be a senior LBHF Environmental Health Manager, with appropriate delegated authority to take decisions on behalf of the Council. The Chairman will ensure due account is taken of the views of all SAG members and invitees and endeavour to seek a consensus view from the Group and ensure a reasonable final decision in formulating recommendations of the Group.

4. MEMBERSHIP OF THE SAFETY ADVISORY GROUP

- 4.1 The SAG comprises authorised representatives from the following:-

- a) LBHF senior Environmental Health Manager (Chairman)
- b) LBHF Environmental Health Officers, Commercial Services
- c) Metropolitan Police Service
- d) London Fire and Emergency Planning Authority
- e) London Ambulance Service
- f) Chelsea Football Club, and
- g) Sports Ground Safety Authority

- 4.2 Invited representatives are those invited to SAG meetings to make a presentation or offer advice to the Group but cannot be party to the decision making process of the Group. However, they will be permitted to freely contribute to any meeting to which they are invited and have their views considered and recorded. Such representatives to include but not limited to:-

- a) The crowd doctor
- b) Stadium medical services providers
- c) British Transport Police
- d) Transport for London
- e) LBHF Highways
- f) LBHF Licensing
- g) LBHF Building Control

- 4.3 Individual supporters and supporter group representatives are not members of the SAG however they are able to engage with the Club at any engagement meetings that may be arranged and with other SAG

members at any time. Supporter feedback is a standing item on the SAG agenda.

5 ROLES AND RESPONSIBILITIES OF MEMBERS

5.1 LBHF Environmental Health Commercial Services

- 5.1.1 Fulfil the statutory duties of the Council under the Safety of Sports Grounds Act 1975 (As amended).
- 5.1.2 To provide a named Environmental Health Officer as a lead officer to co-ordinate correspondence between the Club and the Council. To provide technical advice and appraisal of published documents relating to safety of sports grounds and public events and to inform on any implications arising.
- 5.1.3 Act in a co-ordinating role for all members of the SAG and arrange meetings as appropriate.
- 5.1.4 Ensure that SAG meetings are properly constituted and documented and information is published on the Council's website.
- 5.1.5 Ensure that SAG meetings are chaired by a person of suitable experience and status from the Council's Environmental Health Department. In the event of clear divisions on matters of policy emerging amongst members of the SAG, this person will endeavour to seek a consensus view and ensure a reasonable final decision.
- 5.1.6 Ensure that recommendations made by the SAG are considered and progressed as appropriate.
- 5.1.7 To conduct or arrange inspections and monitoring at the Stadium as appropriate and report back as necessary.
- 5.1.8 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.1.9 Arrange for reports to be made to inform relevant Council Cabinet Members of developments at the Stadium and action taken on the recommendation of the SAG.

5.2 LBHF Building Control

- 5.2.1 Provide technical advice within the remit of the service regarding constructional and drainage matters, provision for disabled persons, means of escape in case of fire and general health and safety matters, together with compliance with the provisions of the Building Act 1984 and the Building Regulations 2010 as they relate to sports grounds.

- 5.2.2 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.2.3 Arrange provision for Building Control Officer attendance at SAG meetings and other inspections or meetings as required providing support to the SAG.

5.3 Metropolitan Police Service

- 5.3.1 Advise the SAG on issues of compatibility and compliance of the Club's spectator safety and security plan and contingency plan with the Department for Culture Media and Sport - Guide to Safety at Sports Grounds ("The Green Guide"), and the Emergency Services Liaison Panel (LESP) Major incident procedure manual.
- 5.3.2 Advise of the Police classification (in line with National guidelines), for forthcoming football fixtures based on current intelligence and agree with Chelsea FC PLC, the Police resourcing levels for each individual match.
- 5.3.3 Advise in relation to possible public disorder issues inside or in the immediate vicinity of the Stadium on football match days and other Stadium uses, in so far as they may impact upon the reasonable safety of spectators at the Stadium.
- 5.3.4 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.3.5 Arrange for local representative(s) to attend SAG meetings and to ensure appropriate contact between the Police Football Liaison Officer and Police Commanders of football events, with the football club and with the Safety Officer for the Stadium.
- 5.3.6 Participate in inspection of the Stadium relating to Policing provisions and facilities and report the findings to SAG.

5.4 London Fire & Emergency Planning Authority

- 5.4.1 Assist the Council with regard to all matters related to fire safety at the Stadium and in particular to provide professional advice in respect of building design and construction in consultation with LBHF Building Control.
- 5.4.2 Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the Emergency Services Major Emergencies plan to the Stadium and surrounding areas.

- 5.4.3 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.4.4 Arrange for a Fire Officer to attend SAG meetings and to ensure appropriate contact between the Fire Brigade with the Club and with the Safety Officer for the Stadium.
- 5.4.5 Participate and co-operate in an annual visual inspection of the Stadium relating to Fire Safety provisions and report the findings to the SAG.

5.5 London Ambulance Service

- 5.5.1 Advise on all matters relating to the provision of first aid and medical services at the Stadium to ensure compliance with relevant current guidelines and requirements.
- 5.5.2 Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the Emergency Services Major Emergencies Plan to the Stadium and surrounding areas.
- 5.5.3 To act as a liaison point for the Stadium first aid and medical service providers, the Certificate Holder and local hospitals as required.
- 5.5.4 Arrange for an appropriate London Ambulance Service representative to attend SAG meetings.
- 5.5.5 Participate and co-operate in an annual visual inspection of the Stadium relating to first aid and medical services provision and report the findings to the SAG.

5.6 Chelsea Football Club

- 5.6.1 Participate in the discussions of the SAG and provide information on the Club's arrangements regarding safety management and general operations of the Stadium and surrounding areas.
- 5.6.2 Advise the SAG of any proposed alterations to the Stadium.
- 5.6.3 Report to the SAG on the performance of safety management arrangements and of any occurrences which did or could have affected the safety of the spectators at the Stadium or surrounding areas.
- 5.6.4 Take primary responsibility for the reasonable safety and security of spectators at the Stadium and own the operational and contingency plans. These plans should be developed, reviewed and tested with effective consultation involving members of the SAG and others as appropriate.

- 5.6.5 Report to the SAG on the application of the standards and recommendations of the Department for Culture Media and Sport - Guide to Safety at Sports Grounds ("The Green Guide"), Football Licensing Authority Safety Management ("Pink book") and any other relevant legislation, guidance and best practice in order to achieve safe conditions.
- 5.6.6 Participate in discussions and respond to consultation on any decision to be taken affecting the provisions of the General Safety Certificate.
- 5.6.7 Keep the SAG apprised of any matter or information known to the Club relating to football matches and other events to be held at the Stadium that may impact on spectator safety arrangements at the Stadium.
- 5.6.8 Arrange for representative(s) including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for matchday operations to attend SAG meetings and ensure appropriate contact between the Club and other SAG members.
- 5.6.9 To ensure appropriate contact between representatives including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for matchday operations with the Police Football Liaison Officer and Police Commanders of football events, and with the LBHF Lead Officer.

5.7 Sports Ground Safety Authority

- 5.7.1 Arrange for the Regional Inspector to attend SAG meetings and inspections of the Stadium in an advisory capacity.

6 FREQUENCY OF MEETINGS

- 6.1 The SAG shall meet a minimum of two times at scheduled meetings in January and July each year. However the number of SAG meetings in any year can be flexible and responsive to particular circumstances. Any member of the SAG may request the Chairman to call an additional special meeting or a series of meetings.
- 6.2 It will be within the remit of the SAG to constitute smaller working parties to address specific issues relating to the stadium operations, development or alteration. The outcome of any such groups will be reported to the next full SAG meeting.

Agreed at Chelsea FC Safety Advisory Group meeting 29 January 2016