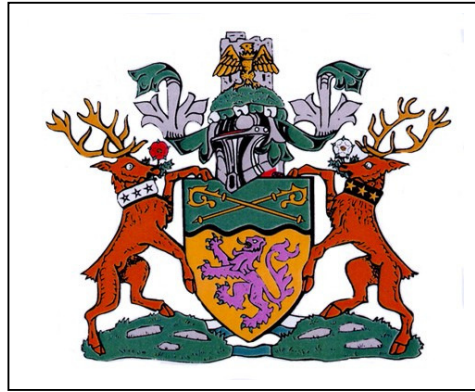


RIBBLE VALLEY  
BOROUGH COUNCIL



RIBBLE VALLEY  
SAFETY ADVISORY GROUP

**PROTOCOL**

## SAFETY ADVISORY GROUP

### Protocols

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## 1 GENERAL STATEMENT OF EVENT SAFETY

- 1.1 The Ribble Valley Safety Advisory Group is there to provide advice and guidance to event organisers to enable them to hold their event safely and legally. It is the responsibility of event organisers to ensure their event takes place safely. The Safety Advisory Group will neither sanction nor stop events taking place: that is not its role. Where, however, there are concerns, it will advise the appropriate members of Ribble Valley Safety Advisory Group of those concerns and they may take whatever action they feel necessary to fulfil their statutory obligations.

## 2 LOCAL AUTHORITY POLICY FOR THE SAFETY ADVISORY GROUP

- 2.1 It is the policy of Ribble Valley Borough Council to uphold reasonable standards of safety at all public events in the Ribble Valley, to encourage the well-being of the public at those events, and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, Ribble Valley Borough Council maintains a Safety Advisory Group for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.
- 2.2 The role of the Group is to consider large-scale public events and their requirements. The Group's remit includes outdoor events, which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other large-scale events of a similar nature.
- 2.3 In general, "large scale public event" will be treated as being an event where more than 5000 people are expected to attend, although smaller events may require the involvement of the Ribble Valley Safety Advisory Group, depending on the event.
- 2.4 The Borough Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.
- 2.5 The Borough Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities, where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events. The erection and dismantling of structures or equipment used in the event may, in certain circumstances, be the enforcement responsibility of the Health and Safety Executive.  
Erection and dismantling of temporary stages, grandstands and other temporary platform arrangements used by the entertainment industry is the enforcement responsibility of the HSE.

## 3 MEMBERSHIP AND ADMINISTRATION

- 3.1 The Ribble Valley Safety Advisory Group will consist of:-

- (a) A group of core members;
  - (b) Invited representatives
- 3.2 The core members will comprise senior officers (or their representatives) from the following agencies:-
- Ribble Valley Borough Council
- Environmental Health Officer (Health & Safety)
  - Licensing Officer
  - Head of Legal and Democratic Services
  - Head of Engineering Services
  - Principal Building Control Officer
  - Head of Environmental Health
  - Emergency Planning
- 
- Lancashire County Council – Highways
  - Lancashire Police
  - Lancashire Fire and Rescue Services
  - North West Ambulance Service
- 3.3 The Ribble Valley Safety Advisory Group shall be chaired by the Head of Engineering Services (RVBC)
- 3.4 The core members may invite (either from time to time or by a standing invitation) other representatives to Ribble Valley Safety Advisory Group meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented / reported, considered and recorded.
- 3.5 Invited representatives may be drawn from any body which the Ribble Valley Safety Advisory Group considers appropriate. These might include:-
- The licence holder and / or event organiser (as appropriate)
  - First aid representation
  - Emergency Planning Unit, Lancashire County Council
  - Primary Care Trust
- 3.6 Sub-Groups of the Ribble Valley Safety Advisory Group will be convened to deal with specific operational issues or events as required. The Chairman or any other core member may request the setting up of a sub-group, and the Chairman shall invite such representatives as are considered appropriate to meetings of such a sub-group.
- 3.7 The Ribble Valley Safety Advisory Group and any sub-groups shall be administered by Ribble Valley Borough Council.
- 3.8 Ward Councillors will be advised of any events being considered at the Ribble Valley Safety Advisory Group or sub-group and will be welcome to attend those meetings.

#### 4 TERMS OF REFERENCE

- 4.1 To ensure as far as possible that risk to public safety is minimised for all large-scale public events.
  - 4.2 To maintain an overview of forthcoming events within the Ribble Valley.
  - 4.3 To advise the Local Authority in the exercise of its powers under the Licensing Act 2003.
  - 4.4 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.
  - 4.5 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.**
  - 4.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
  - 4.7 To review with organisers each large event through a formal de-brief (including any significant incidents or “near misses”) and make recommendations, where appropriate, for improving safety.
  - 4.8 To advise and develop generic risk assessments / best practice where appropriate.
  - 4.9 To ensure that there are in existence agreed contingency plans for dealing with major incidents. This may require liaison with the Lancashire Resilience Forum General Purpose Committee.
  - 4.10 To monitor compliance with the standards agreed.
  - 4.11 The Safety Advisory Group as such cannot take any decisions on behalf of the Local Authority. The Local Authority’s decision-making power remains with the Licensing Committee, or with relevant officers within the Council’s approved Scheme of Delegation.
  - 4.12 The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.
- #### 5 MEETING OF THE RIBBLE VALLEY SAFETY ADVISORY GROUP
- 5.1 The Ribble Valley Safety Advisory Group shall meet a minimum of 4 times per calendar year. Any core member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
  - 5.2 Where matters arise which require consideration by the Core Ribble Valley Safety Advisory Group, a meeting may be called at short notice.
  - 5.3 All relevant agencies should be represented at a meeting of the Ribble Valley Safety Advisory Group or Sub-Group, and representatives must be fully briefed to ensure a consistent approach and senior enough to enable

decisions to be made and implemented.

- 5.4 The Safety Advisory Group may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

## 6 ROLES AND RESPONSIBILITIES OF MEMBERS OF RIBBLE VALLEY SAFETY ADVISORY GROUP

### 6.1 Ribble Valley Borough Council (Head of Engineering Services)

Chair of Group:-

- (a) To ensure that meetings of the Safety Advisory Group take place on a regular basis;
- (b) To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation;
- (c) To ensure Minutes are taken at each Meeting and reported to the Ribble Valley Borough Council's Licensing Committee.
- (d) To ensure an up-to-date list of planned events is maintained.

### 6.2 Ribble Valley Borough Council (Licensing Officer)

- (a) To determine whether an event requires licensing;
- (b) To process applications for licences in accordance with statutory requirements;
- (c) To develop conditions to be attached to a licence in accordance with the Operating Schedule and any representations from responsible authorities;
- (d) To monitor and enforce compliance with licence conditions;
- (e) To provide advice/guidance, where an event does not require a formal licence;
- (f) To provide technical support to the Ribble Valley Safety Advisory Group.

### 6.3 Ribble Valley Borough Council (Head of Legal Services)

- (a) To provide legal advice to the Ribble Valley Safety Advisory Group.

### 6.4 Ribble Valley Borough Council Environmental Health Officer (Health & Safety)

- (a) To specify appropriate noise levels at any event to minimise public nuisance;
- (b) To lead in ensuring compliance with both health and safety and food safety legislation;
- (c) To provide advice on environmental health issues relating to the event;
- (d) To provide technical support to the Ribble Valley Safety Advisory Group.

### 6.5 Ribble Valley Borough Council (Head of Environmental Health Services)

- (a) To provide Environmental Health advice to the Ribble Valley Safety Advisory Group.

- 6.6 Ribble Valley Borough Council (Building Control)
- (a) For licensed events – to ensure compliance with relevant legislation / guidance in respect of temporary stands and stages and other temporary structures;
  - (b) For unlicensed events – to examine details of temporary stands and stages;

6.7 Ribble Valley Borough Council (Cultural & Leisure Services)

- (a) The Council can, at various times, act in the capacity of either:-
  - (i) the event promoter;
  - (ii) as a joint promoter working with an outside body;
  - (iii) as site owner and acting as liaison with event promoter.

The Cultural and Leisure Services staff's role and responsibilities will alter depending upon which capacity it acts in either (i), (ii) or (iii) above.

- (b) As Promoter

The Cultural and Leisure Services staff will be responsible for complying with all requirements as laid down for the licence and will be responsible for all event organisation.

- (c) As Joint Promoter

The Cultural and Leisure Services staff will clarify roles and responsibilities with the promoter so that Ribble Valley Safety Advisory Group is aware of situation and department will work with the joint promoter to ensure compliance with requirements of any licence.

- (d) Where Ribble Valley Borough Council is the Site Owner

The Head of Culture and Leisure will ensure the promoter is given clear guidance on roles and responsibilities and will strive to ensure that contractually the promoter is responsible for stated provision and compliance. The Leisure Services Team will also act in a liaison role, where deemed applicable and appropriate, with other bodies and will strive to ensure the promoter complies with all requirements of the licence. However, the Team cannot accept responsibility for any non-compliance.

6.8 Ribble Valley Borough Council (Licensing Committee)

- (a) To determine applications for a premises licence having regard to the Licensing Objectives and relevant representations.

6.9 Emergency Planning Unit – (Ribble Valley in liaison with Lancashire County Council Emergency Planning Service)

Following a major incident activate the appropriate emergency plan(s) to support the emergency services and assist with the wider consequences of the incident. Following the emergency response phase the recovery phase will, as necessary, be co-ordinated by either Ribble Valley Borough Council or Lancashire County Council.

- (a) To respond to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- (b) To initiate alerting procedures (local authority and voluntary agencies);
- (c) To take responsibility for identification of and equipping (with Health Authority / Primary Care Trust and Police) of a temporary mortuary;
- (d) To act as a member of the event management team and assist in preparation of the Event Major Incident Plan;
- (e) To undertake cross-boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority, and the ability to provide mutual aid determined);
- (f) To take responsibility for ensuring that arrangements are co-ordinated with the local authority Major Incident Plan.

#### 6.10 Lancashire County Council (Highways)

- (a) Their role is to monitor all authorised events where the highway is affected. This will likely include liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:-
  - (i) the maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
  - (ii) any road closure or other temporary traffic management measures which may be necessary;
  - (iii) liaison with the statutory undertakers;

#### 6.11 Lancashire Fire and Rescue Service

- (a) To provide advice relating to:-
  - Site Location
  - Site Design
  - Density Factors (capabilities)
  - Barrier Configuration
  - Amusements / Attractions
  - Concessionaires
- (b) To provide advice on access relating to:-
  - Means of Entry (flow rates)
  - Means of Exit (flow rates)
  - Siting of Entry / Exit
  - Migration On Site / Off Site
  - Emergency Evacuation Routes
  - Holding Areas
  - Emergency Vehicle Access
- (c) To provide advice on planning relating to:-
  - Major Incident Plan
  - Emergency Evacuation Procedures



## Fire Risk Assessment

- (d) To provide advice on fire safety relating to:-

- Lighting (normal / emergency)
- Fire Warning Systems
- Signs (directional / information, etc.)
- Fire Fighting Equipment
- Fire Stewards
- Water Supplies
- Flammability of Fabrics / Textiles
- Pyrotechnics (storage / use / siting)
- Camp Sites (location / design)
- Marquees / Tentage
- Portable Structures
- Field Kitchens
- L.P.G. (Ribble Valley Safety Advisory Group / storage)
- Generators (fuel storage, etc.)

- (e) To provide advice on legislation relating to:-

- Regulatory Reform (Fire Safety) Order 2005
- Safety at Sports Ground Act (1975)

### 6.12 Lancashire Police

- (a) To provide advice on the prevention and detection of crime;
- (b) To provide advice on the prevention of / or stopping of breaches of the peace;
- (c) To provide advice on traffic regulations within the legal powers provided by statute, ie. a road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984);
- (d) To implement the activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;
- (e) Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

### 6.13 North West Ambulance Service

- (a) To provide advice on medical and first aid provision;
- (b) To provide input where required relating to the Emergency Plan / Major Incident contingencies (which is where NWAS would be deployed to the site and take command of medical powers / facilities);
- (c) To ensure that the event has minimal / no impact on NWAS normal operations;
- (d) To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

## 7 NOTIFICATION OF EVENTS

- 7.1 Where an event is notified to a member of the Ribble Valley Safety Advisory Group, it is the responsibility of that member to notify, in writing (including email), the other members of the Group.

- 7.2 On receipt of formal event notices, the event will be acknowledged by the Ribble Valley Safety Advisory Group Chairman, using the proforma included as Appendix A.
- 7.3 Where an event involves regulated entertainment or the sale of alcohol or late night refreshment, the Licensing Section must be informed immediately to allow a decision to be made regarding licensing requirements.

NB

When planning an event involving 10,000 people a minimum of 6 months should be sought. For an event involving between 5,000-10,000 people, a minimum of 3 months should be sought.

## 8 PROCEDURES FOR DEALING WITH EVENTS

- 8.1 The following procedure has been approved for use by the Safety Advisory Group:-
- (a) Proforma or intelligence received by agency.
  - (b) Other agencies notified by proforma by receiving agency.
  - (c) Proposals acknowledged with standard letter (Appendix A).
  - (d) At each meeting of the Ribble Valley Safety Advisory Group a diary of events for the forthcoming year is presented by the chairman. The events diary to include all major events whether licensed or unlicensed.
  - (e) Events considered in principle by the Ribble Valley Safety Advisory Group.  
Ribble Valley Safety Advisory Group decides to either receive presentation or instruct Ribble Valley Safety Advisory Group Sub-Group to investigate further.
  - (f) The first consideration is whether the event requires a licence.
  - (g) If the event requires a licence, the Licensing Section will organise the appropriate meetings with organisers, emergency agencies and other agencies as deemed necessary to process the licensing application.
  - (h) If the event does not require a licence or the Ribble Valley Safety Advisory Group Sub-Group needs to consider the event then such a sub-group will be convened by the Chair. The organisers, emergency services and other relevant agencies will be invited to attend.
  - (i) The purpose of the Ribble Valley Safety Advisory Sub-Group will be to receive details of the event from the organisers and for the emergency services and other agencies to identify further information or action necessary to enable the event to proceed safely.
  - (j) The Chairman will be responsible for producing minutes of the meetings and communicating those decisions to all necessary parties (including non-attenders).
  - (k) The responsibility for completion of any actions identified at (i) lies with the promoter / appropriate agency.
  - (l) Any issues of policy or matters which cannot be resolved by the Ribble Valley Safety Advisory Group Sub-Group can be referred to the main Ribble Valley Safety Advisory Group.

## 9 EXISTING MAJOR EVENTS

- 9.1 A complete list of all existing major public events is to be produced.

- 9.2 Where possible, venues used regularly for events will be the subject of standard risk assessments and a guide incorporating standard conditions will be produced for each type of event (including variations for different crowd profiles).
- 10 GENERAL
- 10.1 All members of the Ribble Valley Safety Advisory Group and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 5 above.
- 10.2 Where a member of the Ribble Valley Safety Advisory Group objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 5 above.
- 10.3 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

11 RIBBLE VALLEY SAFETY ADVISORY GROUP CONTACT LIST


AUTO ACKNOWLEDGEMENT OF EVENT NOTIFICATION FORM  
(SUBMITTED ONLINE)

Thank you for submitting your Notification of Event Form, receipt of which is duly acknowledged. This will be circulated to members of the Ribble Valley Safety Advisory Group, comprises of representatives of the various emergency services and officers from Ribble Valley Borough Council.

Individual Agencies will contact you as necessary to discuss any aspects or concerns that relate to their particular service. If the event is considered to be of sufficient size, the Ribble Valley Safety Advisory Group may invite you to attend a specially convened meeting to enable any issues to be addressed. This process I trust will provide you with all assistance that you need to ensure a safe and successful event.

The Agency representatives are there to assist you and their contact details are available from the following link on the Ribble Valley Safety Advisory Group website:

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Please note that Ribble Valley Safety Advisory Group is not an executive body and has no legal powers to collectively approve an event. Individual agencies will contact event organisers as necessary to discuss any matters of concern and agree changes that are deemed necessary to protect the health & safety of the public.

Should you require any further general advice or assistance please do not hesitate to contact ..... title ..... email ..... or telephone .....