

Slough Borough Council

Safety Advisory Group (SAG) Policy

1. Introduction

1.1 The Safety Advisory Group brings together competent professionals to provide best practice guidelines to event organisers and provide a cohesive response to any issues that may be raised; so that events in Slough are as safe as possible and minimise any negative impacts on the wider Slough Community.

To achieve this SAG will, as appropriate:

- advise event organisers in order to ensure high standards of health and safety
- to promote the principles of proportionate risk management and good practice in safety and welfare planning in order to balance all reasonable matters of safety
- promote good practice in safety and welfare planning
- promote a consistent and coordinated, multi-agency, approach to event planning and management
- advise the local authority and/or event organiser in respect of the formulation of appropriate contingency and emergency arrangements
- advise the local authority/event organiser in respect of relevant legislation and guidance
- encourage arrangements to minimise disruption to local communities
- consider the implications of significant incidents and events relevant to the venue(s) and events
- consider the implications of significant incidents and events relevant to the surrounding areas and facilities
- receive reports relevant to debriefs, visits and/or inspections of the venue or event
- promote clarity of roles and responsibilities relevant to the events within their remit
- consider the impact on the activity on protection of adults and children from harm
- consider and advise on the Public Health impacts of the event.

1.2 The SAG has an advisory role and cannot make decisions on behalf of the Council. However, members of the group are expected to convey best practice information to event organisers that is in line with appropriate legislation, guidance, best practice and wider Council policy objectives.

1.3 The SAG will operate in accordance with the contents of this Policy. Agendas and meetings will be documented in written form and distributed to members

of the SAG before and after the meeting. Relevant sections of the minutes will also be distributed to applicants so that they can follow up on points raised by any member and any other person or party as may be determined by the Chair of the SAG.

2. Frequency of meetings

- 2.1 The SAG is diarised to meet every month. However, this will depend on the nature and frequency of events that requires its input. Generally the Group meets in the months March to November However, other events may need to be considered in other months when it is deemed appropriate.
- 2.2 It is the policy of the Safety Advisory Group that if any two core members believe that an event should come before it, then a meeting will be arranged with the event organiser.

Broadly, events that are likely to need to be presented to SAG are:

- events with expected numbers of over 400
 - licensed events
 - events that will have an impact on the highway
 - events that use pyrotechnics or lasers
 - events that may cause noise or disturbance to surrounding areas
 - events where a risk assessment has determined that a significant security, safeguarding or public safety risk is present.
- 2.3 Sub groups of the SAG may be set up to deal with any specialist matters. These sub groups may be asked to report into the SAG to ensure a consistent response.

3. Release of Safety Advisory Group minutes and confidential information

- 3.1 The minutes collated during SAG meetings or their sub groups will be held by the Council as a public record and be subject to the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 3.2 All members are to be made aware that some information disclosed in Safety Advisory Group meetings is confidential, commercial information that may be of a sensitive nature. This information can be provided by event organisers or any other party to members when it is deemed necessary for the safe running of any event. Confidential, commercial information will still be minuted but should remain between members of the Safety Advisory Group and the event organisers and should not be disclosed to any other parties unless it is agreed by the appropriate Service Lead. Minutes containing sensitive or confidential commercial information may be released to other parties if it is deemed

within the public interest to do so. However, it is likely that such sensitive information will be redacted from any minutes that may be requested under the Freedom of Information Act 2000. It is the SAG's aim to ensure that information provided to help inform safety decisions is provided within a safe space and legal advice will be taken before information is considered for release.

4. Core members of Safety Advisory Group

Role	Organisation
Chair	Slough Borough Council
Licensing	Slough Borough Council
Environmental Health	Slough Borough Council
Corporate Health & Safety	Slough Borough Council
Emergency Planning	Slough Borough Council
Communications & Events	Slough Borough Council
Parks & Open Spaces	Slough Borough Council
Operations & Roads Policing	Thames Valley Police
Fire Safety	Royal Berkshire Fire & Rescue
Network Management	Slough Borough Council
Leisure & Recreation	Slough Borough Council
Ambulance Service	South Central Ambulance Service or duly nominated public health body

5. Other invited members of the Safety Advisory Group

5.1 In addition to the core membership as stated above, the SAG may invite other members to attend or set up sub groups. This can include services who may need to be informed of such events so as to be able to discharge their functions and provide their expertise. This list can include, but is not limited to:

- NHS
- Public Health
- Legal Services
- Building Control
- Environment Agency.

6. Role of the Chairperson

6.1 The Chairperson will generally be the Corporate Health & Safety Manager or the Emergency Planning & Business Continuity Manager. The role of the chairperson will be to ensure that:

- meetings are duly minuted
- all members are informed of the dates and events coming before SAG

- all views of all invited members are taken into account when scrutinising the event
- event organisers are given sufficient time to outline their plans before, during and after the event
- event Management Plans are submitted to members in a timely manner when received from the event organiser
- members are advised when information may be of a confidential or sensitive nature where discretion is to be exercised about its disclosure.

7. Role of core members

7.1 Core members of the Safety Advisory Group or their duly nominated representative shall ensure that:

- all meetings are attended by a duly authorised officer of their team
- they are able to provide best practice advice to all event organisers about their areas of expertise
- details of events are co-ordinated between themselves and other members of their service who may have input knowledge or future involvement of that event
- event Management Plans are scrutinised before meetings so that appropriate time is spent on resolution of issues during said meetings
- any follow up action from the meetings, which may be documented in the written minutes, is followed up with the applicant and the chairperson advised accordingly of any resolution
- having scrutinised details of the event and any follow up documentation, that any concerns are raised over the safety of holding any event to the chairperson of the Safety Advisory Group.

8. Role of other invited members

8.1 Other members that may be invited to attend SAG meetings shall ensure that they contribute to the best practice advice given to event organisers. All members will be given an opportunity by the Chairperson to read relevant submitted Event Management Plans and ask questions of event organisers as to their intentions. Invited members should also adhere to the expectations set out for core members above.

9. Expectations of event organisers

9.1 Event Organisers must have due regard to the contents, processes and standards within the Councils Event Policy.

9.2 The expectation is that event organisers should attend the Safety Advisory Group when requested to do so. It is expected that sufficient time is provided

by the event organiser before the event so as to ensure that an appropriate and sufficiently robust Event Management Plan is submitted to members for their consideration.

It is expected that an event management plan be submitted to the Chairperson of SAG for circulation to members of the Group at least a week before attendance at any meeting. The first meeting of which will be at least 3 months prior to the event for small scale/lower risk events. However, these are the minimum requirements.

It is the expectation that event organisers of large scale events or those with complex risks that require multi-agency planning will produce an initial Event Management Plan at least nine months before the event.

The expectation is that the Event Plan and supporting documentation will be continuously updated after the initial consultation with Safety Advisory Group members and others.

- 9.3 Organisers are also expected to take into account the concerns of any member of the Safety Advisory Group. **Organisers must liaise directly with the relevant members before and after their attendance at the Safety Advisory Group.** This can either be done via the Chairperson or directly with members of the appropriate service.

10. Summary

- 10.1 The primary function of the Safety Advisory Group is to ensure individual members of the Group are satisfied that event organisers are able to run a safe event for members of the public to attend. If event organisers do not demonstrate this, then individual members of the Group should raise their concerns directly with the organiser and other members as appropriate. Each individual member of SAG (and statutory consultees for licensed events) will assess the safety of the event using the guidance, standards and legislation appropriate to their service area. **Accordingly the individual members of SAG will either be satisfied that event organisers are able to run a safe event and that risks will be controlled or where this is not the case individual services may make recommendations for improvements or take enforcement action prior to or on the day of the event.**

The overall responsibility for the safety of persons at an event lies with the Event Organiser and/or Licence holder as appropriate.

- 10.2 Following an event the members of Safety Advisory Group will prepare feedback reports for:
- large scale events

- events where the controls within Event Plan were found to be insufficient or were not adhered to on the day of the event or
- events where a significant security or public safety incident occurred during the event.

A meeting will be arranged for a feedback report to be presented and discussed with the Event Organisers. There is an expectation that Event Organisers will present their own lessons learnt with a commitment to improve any shortfalls for future events.

11. Additional Information

A flowchart of the process is available below.

Please email Safety Advisory Group at safetyadvisorygroup@slough.gov.uk for further information.

