

SAFETY ADVISORY GROUP FOR EVENTS (SAGE) - TERMS OF REFERENCE

The Role of SAGE

The role of SAGE is separate from the operational management of the event. It is the event organiser/management team that will be ultimately responsible for the health and safety planning. SAGE acts in an advisory capacity. It provides independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. Individual representatives of organisations forming SAGE may have powers to require event organisers to comply with their legal obligations. HSE's guidance on Local Authority SAGEs can be found at www.hse.gov.uk/event-safety/safety-advisory-groups.htm

One of the important roles SAGE can perform is to bring all relevant partners together to plan and prepare for the event in a co-ordinated way. This may include emergency services, emergency planning and other key local authority officers such as environmental health (health and safety), highways, building control, licensing and waste management.

The purpose of SAGE is to assist a local authority and other key partners in exercising safety and other public protection functions. The services can work in partnership through a SAGE to create a consistent and co-ordinated process that will oversee and enhance public safety. The responsibility for the management of the event still remains with the event organiser.

SAGE can also:

- Advise on minimising any inconvenience to local residents, businesses and the general public
- Encourage wellbeing (Local Government Act 2000 Health and welfare of community)
- Focus resources using risk assessment and facilitating proportionate advice and regulation
- Enable effective planning to facilitate less intensive monitoring and inspection
- Promote safer events as contributing to safer and stronger communities
- Support businesses and organisers through having a single point of contact for the event and consistent professional advice and support
- Increase good publicity and encourage more business and visitor engagement through safer events
- Share good practice

Scope

- 1 Bath & North East Somerset Council recognises that public events can make a positive contribution to community life; however there are potential risks to public safety and adverse environmental impacts unless proper event management is in place. In recognition of this, the multi-agency Safety Advisory Group for Events (SAGE) has been established to consider the public safety implications of major events and sports events/venues within the authority, and foster good working relationships with organisers to ensure high standards of spectator safety are maintained.
- 2 SAGE will review Major Events as defined in paragraph 5.1 of the Council's Events Policy, whether they are taking place on Council owned land or elsewhere in Bath & North East Somerset.
- 3 SAGE will also consider events which take place in designated sports ground as defined by the Safety of Sports Grounds Act 1975 and/or include the use of a regulated stand as defined in the Fire Safety and Safety of Places of Sport Act 1987.
- 4 The Chair of SAGE may decide that certain events falling within its remit are of sufficiently low risk that consultation with SAGE is unnecessary. The organiser will nonetheless be able to obtain advice from individual members of SAGE if required.
- 5 SAGE may also advise on other events that it believes, for whatever reason, carry a substantial risk.

Aims

- 6 To provide advice to Bath & North East Somerset Council on matters relating to public safety and other arrangements relating to major events taking place within Bath & North East Somerset.

Objectives

- 7 To provide a forum within which the Council and other agencies can discuss and scrutinise the safety arrangements in place for major events.

Membership

- 8 SAGE will include senior representatives from:
 - (a) Bath & North East Somerset Council
 - (b) Avon and Somerset Police
 - (c) Avon Fire and Rescue
 - (d) Great Western Ambulance Service NHS Trust

- 9 According to the event, other Council teams may be recruited to SAGE for specialist advice. These may include:
 - (a) Building Control
 - (b) Corporate Health and Safety
 - (c) Emergency Management Unit
 - (d) Environmental Protection
 - (e) Food Safety
 - (f) Health and Safety at Work
 - (g) Licensing
 - (h) Neighbourhood Services
 - (i) Parking Services
 - (j) Planning Services
 - (k) Property and Legal Services
 - (l) Traffic and Safety
 - (m) Transportation and Highways
- 10 The Chair of SAGE will be a senior officer within the Council who will have the status and authority to act quickly where necessary.
- 11 Other representatives will, likewise, be from a suitably senior position within their respective professions.
- 12 The roles of the core members are contained within paragraphs 28 to 36 below.
- 13 An invitation to attend SAGE is also extended to other organisations as required. This may include for example appropriate representatives of:
 - (a) St John Ambulance/Red Cross or other medical provider
 - (b) The Football Licensing Authority
 - (c) The owner of the property on which the event will take place

Meetings

- 14 The Chair of SAGE will be responsible for convening its meetings.
- 15 The number of SAGE meetings in any year will be flexible and responsive and take into account the demand placed on it relating to the number of events taking place during the year. SAGE will aim to meet event organisers 8 weeks prior to the event and allow up to 7 calendar days for organisers to implement its recommendations. However, a longer lead in time may be appropriate for very large events.
- 16 Each meeting of SAGE will have the minutes of the meeting recorded and circulated to all attendees.

- 17 SAGE members may be requested by the Chair to attend meetings or carry out additional duties to achieve the aims and objectives of the Group.

How does SAGE work?

- 18 A minimum of one week before the meeting the event organiser will be required to submit a detailed Event Management Plan incorporating, among other things, site plans, details of temporary structures, risk assessments, and a traffic management plan. This will be considered by the Chair of SAGE and, if suitable, forwarded to SAGE for their consideration prior to the meeting.
- 19 This Event Management Plan is important to help the members of SAGE understand the event and properly consider the implications before meeting the organisers.
- 20 At a SAGE meeting the event organiser will be invited to outline the event to the members who will then provide comments and advice on their specific area of responsibility. At the end of the meeting the event organisers will be made aware of issues that they need to address which will be confirmed in writing by the Chair of SAGE.
- 21 Some events may be attended by individual SAGE members to observe how the event is run.
- 22 For larger scale events SAGE may request a debrief meeting with the event organiser in order to review arrangements and make any necessary changes.
- 23 If it is the collective view of SAGE that the event should **not go ahead** then this will be communicated to the Public Protection & Health Improvement Group Manager and Divisional Director of Environmental Services or Director of Place who will formally write to the event organiser. Each SAGE member retains the right to object to any event.
- 24 SAGE exists to consider plans presented by event organisers and offer guidance to help them discharge their responsibilities. **It is not the role of SAGE to assist in the planning of events or the writing of safety plans.** The members of SAGE will not accept nor adopt any of the responsibilities of the event organiser.

Role of Bath & North East Somerset Council - General

- 25 The Council will chair SAGE and act as spokesperson for conveying the views of SAGE to an event organiser and senior managers.
- 26 With regard to public events, the Council will advise on matters relating to use of Council land, licensing, emergency planning, food safety, health and safety at work, noise control, sanitation, water provision, temporary structures, parking provision, and the use of public highways.
- 27 The Council will liaise with Avon and Somerset Police concerning any issues regarding traffic management, emergency planning and crime and disorder which are created by an event.

Role of the Chair of the Safety Advisory Group for Events

28 The role of the Chair is to:

- (a) Ensure that SAGE properly discharges the responsibilities delegated to it by Bath & North East Somerset Council.
- (b) Ensure that decisions taken by SAGE are implemented as soon as possible.
- (c) Ensure that decisions made by SAGE reflect the policies of Bath & North East Somerset Council.
- (d) Ensure that the membership of SAGE reflect the interests of all parties.
- (e) Act as liaison for conveying the views of SAGE to event organisers.
- (f) Advise, on behalf of SAGE, the Public Protection and Health Improvement Group Manager, Divisional Director of Environmental Services and Director of Place where it is recommended that any event should not be allowed to take place.
- (g) Prepare an annual report. The report will highlight: –
 - (i) Any significant policy or legislative changes within the events sphere
 - (ii) Give a commentary on key events considered by SAGE
 - (iii) Outline event opportunities for the forthcoming year
 - (iv) Specify any risks to which the Council may be exposed and place them on the risk register
 - (v) Specify existing events which may need to come under the scrutiny of SAGE
 - (vi) Recommend ways in which to improve the efficiency, effectiveness and profile of SAGE

Role of Bath & North East Somerset Building Control

29 This Service will be represented by a Principal Surveyor and/or his/her appointed deputy who will attend meetings of SAGE where a Building Control Surveyor's presence is expected to be relevant and necessary.

30 The role of the Service is to:

- (a) Provide a lead officer within SAGE on buildings and barriers and temporary structures relating to events.
- (b) Provide technical support to SAGE in relation to all matters concerning Building Regulations and allied legislation Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of SAGE.
- (c) Identify and take appropriate action in respect of any breach of Building Regulations or any structural or safety matters which present a danger to spectators at any event.
- (d) Advise the Safety Advisory Group for Events on any structural dangers.
- (e) Make recommendations to the Safety Advisory Group for Events.

- (f) Report any breaches of the General/Special Safety Certificate in relation to Building Control's role and Building Regulation issues.

Role of Avon and Somerset Police

- 31 The Police will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for Events where a Police presence is expected to be relevant and necessary.
- 32 The role of the Police is to:
 - (a) Advise on all technical/legal aspects of legislation within the remit of Avon & Somerset Police.
 - (b) Advise on policing, public safety and crowd management matters relating to public events.

Role of Avon Fire & Rescue Service

- 33 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for Events where a Fire & Rescue Service presence is expected to be relevant and necessary.
- 34 The role of the Service is to:
 - (a) Advise on all technical/legal aspects of fire safety legislation within the remit of Avon Fire & Rescue Service relating to public safety at events, particularly the Regulatory Reform (Fire Safety) Order 2005.
 - (b) Identify and take appropriate action in respect of any breach of the Fire Safety Regulations or fire risk assessment which presents a danger to spectators.

Role of South West Ambulance Service Trust (SWAST)

- 35 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group for Events where an Ambulance Trust presence is expected to be relevant and necessary.
- 36 The role of the Service is to:
 - (a) Advise on all technical/legal aspects of legislation within the remit of South West Ambulance Service and NHS Trust in relation to public events.
 - (b) Advise on medical provision and risk assessment referred to in The Purple Guide.
 - (c) Identify and make recommendations in respect of any breach of medical safety matters which present a danger to spectators