

# Terms of Reference

## London Borough of Lewisham

### Events Safety Advisory Group

#### 1. INTRODUCTION

**1.1** The London Borough of Lewisham (LBL) encourages the provision of safe and successful public events within the borough, whilst ensuring public protection.

**1.2** The role of the Council is to:

- Co-ordinate an Events Safety Advisory Group (ESAG) to review event planning applications and their supporting documentation
- To establish partnerships with selected agencies that can offer specialist advice and guidance to the Local Authority and event organisers
- To advise event organisers in the planning stages of their events so that event organisers can ensure the health, safety and protection of the public, participants and all persons involved with the event
- Ensure that (where applicable) events meet relevant laws and regulations concerning health, safety and welfare, food hygiene, event licensing and environmental protection and where issues of non-compliance arise (or are likely to arise) to ensure responsible enforcement to protect the public and council assists
- Provide feedback to event organisers post-event in a timely manner

**1.3** The aim of the ESAG is to assess event planning applications and proposals submitted by organisers for events held within the L B Lewisham area. To assess public events and their requirements. (See Appendix A for determination of small, minor, major or significant events.) To provide advice and signposting to event organisers to assist in them running a safe, successful and sustainable event.

**1.4** Objectives of the ESAG

- Uphold high standards of public safety at all public events held in the borough
- Encourage the wellbeing of the public at public events
- Seek to minimise any inconvenience to residents, businesses and the general public arising from events
- Manage and operate the review of event planning applications principally on an electronic basis

## **2. MEMBERSHIP AND ADMINISTRATION**

**2.1** The ESAG will consist of a group of core members, comprising a senior officer (or a single representative on their behalf (\*)) from the listed agencies. It is important that each of the core services/organisations are present at meetings.

### **ESAG Core members**

Chair or Vice Chair( \*)

Administrative Assistant (Minutes)

LBL Building Control

LBL Crime Enforcement and Regulation – Licencing Officer

LBL Crime Enforcement and Regulation – Nuisance Team

LBL Emergency Planning Team

LBL Environmental Health – Environmental Protection Team

LBL Environmental Health - Food and Safety Team;

LBL Green Spaces

LBL Highways

LBL Public Health

London Ambulance Service

London Fire Brigade

Metropolitan Police Service (\*) – provide additional representatives to cover specific functions and advice/intelligence

(\*) Chair and Vice Chair will be drawn from the Local Authority staff and should be either Head of Service or Director from either Building Control, Emergency Planning, Environmental Health or Licencing. Ideally they have formal training in either working in Safety Advisory Groups and/or Event Management Regulation and have no conflict of interests regarding events within the borough.

### **Co-opted ESAG members / interested parties**

Although not formally part of the group's decision making process, 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.

Invited representatives may be drawn from other bodies that the ESAG considers appropriate. These may include but are not limited to:

British Transport Police  
Event Organisers  
Environment Agency  
Health and Safety Executive  
Highways Agency  
LBL CCTV  
LBL Events Team  
LBL Corporate/Internal Health and Safety Team  
LBL Parking  
Security contractors  
SMT / EMT representative from LBL  
TFL and their representatives  
London Borough of Bromley (Licensing & Environmental Health)  
London Borough of Greenwich (Licensing & Environmental Health)  
Glendale

*The above list is not exhaustive*

Where a vote is required to recommend prohibition of an event (or part thereof) via one of the Councils Regulatory or Licensing services only the Core members will have a vote – in the result of equal votes the Chairs decision will be added (the chair would not normally vote on such matters unless a tied decision was reached).

**2.2** Event planning notifications for events in Lewisham should be submitted to the ESAG generic email address ([ESAG@lewisham.gov.uk](mailto:ESAG@lewisham.gov.uk)) the details will then be distributed across the core members.

**2.3** The following notification periods are required:

Small events for less than 500 attendees – notification only required to outline the event and confirm any licensing requirements 6 to 8 weeks prior to the event, unless the event involves a road closure in which case a minimum of 3 months' notice is required;

Minor events for 500-1000 attendees require 3 months notification minimum (even if the event does not include a road closure);

Significant events for 1000-5000 attendees require 4 months notification minimum;

Major events for more than 5,000 attendees require 8 months notification minimum.

*Exemptions for the above criteria include regulated sporting events covered by a licence issued by London Borough of Lewisham under the Sports Ground Safety Act 1975, and events held in indoor licensed premises under their current licence conditions.*

**2.4** Events in the Significant or Major categories will receive full assessment and promoters will be required to attend ESAG meetings to discuss the event – event paperwork must be submitted at least 7 calendar days prior to attendance at ESAG.

Small events will only need to submit fully completed Notification form. Only where a specific risk or concern is highlighted would the event require to be presented to ESAG.

Minor events will be required to provide documentation pertinent to their event to ESAG for review by the group but may not need to attend meetings if documentation submitted includes adequate event management plans.

All event applications will be emailed to the core members of the ESAG for review and comment. Associated event documentation (i.e. risk assessments) will be emailed to relevant departments/organisations. The event organiser will be informed/advised of any concerns the members of the group may have as soon as possible through the ESAG meetings.

A calendar of all events will be maintained during each year by the ESAG support and distributed amongst the ESAG.

Moving forward the minutes of the ESAG will be shared with the event organiser as appropriate and published on the Council's website, these may be redacted for GDPR and any Public Safety issues.

It is not mandatory to follow the advice given by the ESAG. Whilst the ESAG has no statutory powers of its own in respect of compliance and organisers are under no obligation to submit information, attend the ESAG meetings or follow the ESAG advice, each constituent member of the ESAG has their own regulatory powers, which they can use independently.

### **3. MEETINGS OF THE ESAG**

**3.1** The ESAG shall meet on a monthly basis, where necessary, to address and discuss predominantly high-risk event applications. Any core member may request an additional meeting or meetings of the group.

**3.2** Where matters arise which require urgent consideration by the ESAG a meeting may be called at short notice.

**3.3** All relevant agencies should be represented at a meeting of the ESAG and representatives must be fully briefed to ensure a consistent approach.

**3.4** If it is deemed that a meeting is not required, agreement must be sought from all parties to cancel the meeting.

**3.5** An annual meeting will be established to re-affirm terms of reference, event notification and application forms and administrative issues.

**3.6** Independent, voluntary safety advisory group (SAG) meetings will be held when deemed necessary and these will be chaired by a relevant Head of Service with minutes taken. A SAG meeting will act as a forum for responsible authority representatives to express their views on high-risk events or new large events. Similarly, if there were a specific safety concern this would trigger the need for a SAG meeting.

#### **4. TERMS OF REFERENCE Purpose**

The ESAG is a multi-partner forum and these terms of reference set out to clarify the role that each partner agency will make in their advisory capacity. The role of the ESAG is separate from the operational management of the event and the event organiser/management team ultimately retain the legal responsibility for ensuring a safe event.

The ESAG can be utilised as a tool in planning the safety of community events and other similar public mass gatherings. The ESAG enables the Local Authority to develop a coordinated approach to event safety, whilst promoting the highest standards of public health and safety through the recommendation of good practice in safety, welfare and contingency planning for events.

The ESAG will examine event plans and other documentation from organisers of events both internal and external to the Council where they fall within the criteria determined by the Event Safety Advisory Group.

The ESAG will ensure as far as possible that event organisers are given adequate advice on how to minimise risks to public safety for large scale and special public events.

The ESAG will maintain an overview of significant forthcoming events within the borough.

The ESAG will offer advice to event organisers of their requirements for statutory compliance e.g. licensing, health and safety, food safety, noise etc.

The ESAG will carry out a post event review as necessary for each large scale or special event, which may include debrief meetings so that recommended improvements can be effectively communicated to the event organiser.

The ESAG will seek to produce an event toolkit, containing relevant documentation templates that aim to assist event organisers with the event planning process.

The ESAG will monitor and report on compliance with agreed standards as necessary.

The ESAG will produce online advice and documentation that is accessible to event organisers.

**IMPORTANT NOTES** The ESAG cannot take any decisions on behalf of the Local Authority. Each of the constituent members has their own regulatory role and may exercise their powers independently. The Local Authority's decision making power remains with the relevant Members, the Mayor or Officers within the Council's approved Scheme of Delegation. Members of the ESAG 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. ROLES AND RESPONSIBILITIES**

**5.1 Chair** (a) To ensure that the Events Safety Advisory Group properly discharges the responsibilities delegated to it by the Local Authority. (b) To ensure that meetings of the Events Safety Advisory Group take place on a regular basis. (c) To ensure that due account is taken of the views of all members of the Events Safety Advisory Group, including those attending by invitation. (d) To ensure accurate minutes including actions are taken at each meeting and that they are distributed within 10 working days of the meeting. (e) To co-ordinate an event debrief for all members and the event organiser.

**5.2 Lewisham Council (Licensing)** to provide advice and guidance to event organisers and the ESAG in relation to the licensing requirements under the relevant legislation and the promotion of the four licensing objectives where applicable.

**5.3 Lewisham Council (Public Health)** to provide advice around Covid 19 public health issues and wider public health issues.

**5.4 Lewisham Council (Food & Safety Team)** (a) to offer advice and seek legislative compliance in relation to food safety and health, safety and welfare. (b) To consider waste issues and seek to ensure these are addressed and catered for by the event organiser (e.g. litter, refuse and human waste disposal). (c) to liaise, as appropriate, with UKHSA regarding communicable disease controls. (d) to ensure Health and Safety Compliance for events other than those run by the Council (see 5.6)

**5.5 Lewisham Council (Building Control)** To ensure compliance with relevant legislation/guidance in respect of temporary stands, seating and stages and other temporary structures.

**5.6 Lewisham Council (Internal Health & Safety department)** to ensure compliance with relevant legislation, regulations, guidance and codes of practice with regards to the Health & Safety at Work Etc. Act 1974 for council run events.

**5.7 Lewisham Council (Crime, Enforcement and Regulation Service)** (a) to ensure compliance with relevant legislation in respect of community safety and antisocial behaviour in and around events. (b) To liaise with the event organisers and provide advice/seek legislative compliance in relation to preventing unreasonable disturbance from noise, odour and light associated with the event. (c)

**5.8 Lewisham Council (Emergency Planning)** To offer advice and guidance to the event organiser on preparing a strategic emergency plan. To advise on any 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).

**5.9 Lewisham Council (Highways)** It is the responsibility of the authority under the Traffic Management Act 2004 to effectively manage Lewisham's road network. LBL highways may not support an event application if it appears that the road network might be adversely disrupted or affected. It is the responsibility of the event organisers to prepare and present traffic plans and signage schedules for their event, this would include the mitigation measures such as, event signage or implementing road diversions including effective stewarding which will need to be acceptable to LBL Highways. LBL Highways will offer advice and guidance on the following: (i) The maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians; (ii) The event organiser to arrange road closures or other temporary traffic management measures. Usually a road closure will be processed by Lewisham. Temporary Traffic Orders on public roads are processed by LBL Highways and require at least 12 weeks' notice. (iii) Liaise with the statutory undertakers to avoid conflict with or minimise the effect of road works on an event. Event applications should be made at the earliest opportunity to avoid conflict with planned works. 12 weeks should be regarded as the minimum notice period to secure road space. (iv) Lewisham Highways will give directions where any activity is deemed to be working on the highway (placing traffic management measures etc.) or in any circumstances where it is considered there are any perceived or actual safety issues on the highway.

**5.10 London Fire Brigade (LFB)** London Fire Brigade will provide representatives to attend Event Safety Advisory Groups as a requirement of the Category 1 Emergency Responder statutory duties and as a regulator for Fire and Public Safety. The scope and extent of their role is provided through the following legislation:

Fire and Rescue Services Act 2004

Regulatory Reform (Fire Safety) Order 2005

Civil Contingencies Act 2004 LFB Responsibilities Site Issues

Location and layout, Crowd density factors, Emergency evacuation requirements, Emergency response access Planning Issues, Emergency water supplies for firefighting, Fire service emergency response Validation of Site emergency plan, Development of CBRNE emergency plan – where necessary, Emergency evacuation procedures, Validation of Fire Risk Assessments Fire Safety Regulatory Enforcement, General Fire Precautions, Fire prevention, Means of escape, First aid firefighting, Fire detection and alarms, Arrangements for instruction and training, Mitigating the effects of fire. Permanent structures, Tents or moveable structures.

**5.11 Metropolitan Police Service (MPS)** the role of the MPS within the local authority Events Advisory Group is to:

Provide advice and where appropriate, take action relating to the prevention and detection of crime.

Provide advice and where appropriate, take action relating to the prevention of/ or stopping of breaches of the peace.

Provide advice and offer guidance regarding the development and implementation of on and off site Traffic Management plans.

Provide advice regarding the development, activation and implementation of contingency plans for foreseeable incidents. Where appropriate, coordinate emergency service activities. Police resources will not deploy to tasks which, the event organisers risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers to do so. The police role at any event is to carry out their duties and policing objectives contained within their Operational Order under the direction of the Police Commander and will include:

To prioritise requests for police attendance to incidents that may occur at the event.

To respond to incidents that come under their core responsibilities as detailed above. To liaise with event organisers and other agencies as and when required, and co-ordinate the activation of a contingency plan. In any circumstance where the Police decide that they are duty bound to take overall control of all safety or public order aspects at the event by virtue of their duty to preserve life and protect property, they shall notify the event organiser of that decision. During this period of Police primacy, the employees and agents of the event will work in conjunction with and under the direction of the Police Commander. Should officers be deployed to a pre-planned event, the MPS reserves the right to recover all or part of the police costs for the use of resources in accordance with policy. A written estimate of policing costs will be supplied to the event organiser at an early stage of the planning process and an invoice prepared to facilitate the payment. Once resources have been agreed charges and costs will be negotiated in accordance with force policy and legal guidelines. Further information can be found by visiting the Metropolitan Police website at [www.met.police.uk](http://www.met.police.uk)

**5.12** London Ambulance Service will provide a representatives and attend Event Safety and Advisory Groups as a Category 1 responder and (a) review medical plans and guidance in line with event safety guide, event providers medical risk assessment and event management risk profile to ensure appropriate and adequate medical cover is provided by event organisers at events, highlighting any current ambulance service and NHS pressures. (b) While on site to coordinate all NHS ambulance service resources that may attend or be present at an event and provide a link with the event medical provider regarding patient distribution to the wider NHS. (c) While on site review and ensure onsite medical provision of ambulances, Paramedics, Doctors, First Aiders medical equipment and facilities match those stipulated in the event medical plan and escalate to the event safety officer and medical provider if an deficiencies are present. (d) To ensure that the event medical cover and capabilities are in line with the event safety guidelines and event major incident site evacuation plan. (d) Ensure emergency access/egress routes for



emergency ambulance vehicles are included on site plans and event management plans. (e) To review the zone-x medical cover is included as part of the medical risk assessment, event management plan and risk assessments. (f) When on site to supply a communications link with the NHS ambulance service emergency operations centre, event medical provider and Emergency or Event Liaison Teams.

#### Appendix A

The matrix below using a 'cumulative risk number' to categorise an event and determine a risk group for the ESAG to use in directing resources and dealing with risks. All relevant areas should be highlighter

<b>Risk</b>	<b>Descriptor/parameter</b>	<b>Score</b>
Level of attendance	Less than 100 attendees	1
	101 to 499 attendees	2
	500 to 999 attendees	3
	1,000 to 4,999 attendees	8
	Over 5,000 attendees	15
Road Closures or traffic management required		5
Licensable activity	Alcohol, MST, Martial Arts etc.	4
Amplified music		4
Fireworks / Pyrotechnics		4
Animals		1
Time of Day	Part or whole of event takes place after 6pm	2
Duration	Event lasts over 12 hours (either singularly or cumulatively )	
Event has food provision	Inc. charitable provision	2
New event/ new organiser within Lewisham		2
Sporting event i.e. Boxing, wrestling etc.		2
Premises has Late Night Refreshment Licence		2
Use of Leisure Waters	(Rivers, ponds, lakes etc.)	5
<b>THE FOLOWING TO BE ADDED BY ESAG MEMBERS</b>		
Previous Poor History of Event / Organiser	Score applied by ESAG core members	5
Intelligence around Crime, Disorder and/or Terrorism	From intel supplied by relevant regulators	5

Applying the cumulative risk score:-

Score equal or less than 4 – 'Small event'

Score between 5 and 9 – ‘Minor Event’

Score between 10 and 19 – ‘Significant Event’

Score equal to or above 20 – ‘Major Event’

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