

LONDON BOROUGH OF RICHMOND UPON THAMES

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

SAFETY OF SPORTS GROUND ACT 1975

**GENERAL SAFETY CERTIFICATE
FOR A DESIGNATED GROUND
KNOWN AS**

Twickenham Stadium, Middlesex. TW1 1DZ

FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987**GENERAL SAFETY CERTIFICATE****ARRANGEMENT**

INFORMATION		Page 004
GENERAL SAFETY CERTIFICATE		Page 006
SCHEDULE A	DEFINITIONS	Page 0010
SCHEDULE B	STAFF AND CROWD CONTROL	Page 0013
	B.1 Safety Officers	
	B.2 Stewards and Other Staff	
	B.3 Disabled Persons	
	B.4 Crowd control	
	B.5 Spectator Information and Signposting	
SCHEDULE C	FIRST-AID AND MEDICAL FACILITIES	Page 0021
	C.1 Accommodation and Equipment	
	C.2 Personnel	
SCHEDULE D	BUILDINGS, STRUCTURES AND INSTALLATIONS	Page 0023
	D.1 Means of Ingress and Egress	
	D.2 Electrical, Mechanical and Heating	
	D.3 General	
SCHEDULE E	FIRE AND FIRE FIGHTING	Page 0027
	E.1 General	
	E.2 Fire Warning System	
	E.3 Fire Fighting Equipment	
	E.4 Fire Duties	
	E.5 Instruction Notices	
SCHEDULE F	TESTING AND INSPECTION BY THE HOLDER	Page 0030
	F.1 Introduction	
	F.2 Every Activity	
	F.3 Every Month	
	F.4 Every Three Months	
	F.5 Every Six Months	
	F.6 Every Year	
	F.7 Every Five Years	

SCHEDULE G RECORDS AND CERTIFICATES

Page 0035

G.1 Records To Be Kept By The Holder

G.2 Certificates To Be Submitted By The Holder To The Council

- APPENDIX 1 INDEX OF KEY LOCATIONS
- APPENDIX 2 FIRST-AID EQUIPMENT
- APPENDIX 3 PERMITTED NUMBERS OF SPECTATORS
- APPENDIX 4 EXIT GATES, DOOR NUMBERS AND WIDTH OF EXITS
- APPENDIX 5 LOCATION OF EMERGENCY AND CONFERENCE TELEPHONES
- APPENDIX 6 TEST LOADS AND STRUCTURAL TESTING PROCEDURES FOR BARRIERS ETC
- APPENDIX 7 STAFF INSTRUCTION NOTICES AND EMERGENCY PROCEDURES
- APPENDIX 8 PROVISION OF EQUIPMENT WITHIN MATCH CONTROL ROOM
- APPENDIX 9 SPECIFIED ACTIVITIES
- APPENDIX 10 MATCH CONTROL FACILITIES
- APPENDIX 11 GENERAL GROUND ARRANGEMENT DRAWINGS
- APPENDIX 12 SCHEDULE OF AMENDMENTS TO THE GENERAL SAFETY CERTIFICATE
- APPENDIX 13 DOCUMENTS KEPT WITH THE GENERAL SAFETY CERTIFICATE

SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED BY THE SAFETY AND SAFETY AT SPORTS ACT 1987

INFORMATION

- (i) It is important to know all the provisions of the Safety of Sports Grounds Act 1975, which are relevant to stadia within its scope. These are explained, without legal force, in the booklet 'Guide to Safety at Sports Grounds' (latest edition), obtainable from Her Majesty's Stationery Office. The following points are particularly important but reference should be made to the Act itself for authoritative information.

(ii) **Right of Entry and Inspection**

Section 11 of the Act gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

(iii) **Alterations and Extensions**

Section 8 of the Act requires notice to be given to the Council before work is begun on any proposed alteration or extension to the stadium.

(iv) **Offences and Penalties**

For the following offences, that is to say:-

- (a) Contravening any term or condition of this certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) Knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement, or
- (c) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine not exceeding level 5 on the standard scale.

(v) **Prohibition Notices**

Section 10 of the Act (as amended) provides that if the local authority are of the opinion that the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a "prohibition notice") on the holder of the general safety certificate or the person

responsible for the management of the ground, prohibiting or restricting the admission of spectators.

(vi) **Appeals**

Section 5(3) of the Act (as amended) provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a safety certificate.

(vii) **Transfer of the Certificate**

If the holder of the safety certificate ceases to be the person responsible for the management of the ground, an application must be made to the Council for the transfer of the certificate to some other qualified person.

NOTE: No variation of the terms and conditions of the certificate will be permitted other than by formal revision.

SAFETY OF SPORTS GROUNDS ACT 1975

GENERAL SAFETY CERTIFICATE

Rugby Football Union Ground, Rugby Road, Twickenham

1. In exercise of the powers conferred by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and all other enabling powers, the Council of the London Borough of Richmond Upon Thames (“the Council”) hereby issues to:-

Mr RICHARD KNIGHT

(“the Holder”), this General Safety Certificate in respect of RUGBY FOOTBALL UNION GROUND, RUGBY ROAD, TWICKENHAM, being a sports ground designated by Order of the Secretary of State as requiring a Safety Certificate.

2. This Certificate includes the Appendices, Schedules and Drawings attached hereto.
3. The words used in this Certificate and the Schedules attached hereto shall have the meaning assigned to them by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and Schedule A.
4. The Holder shall retain control over the whole and each part of the sports ground and shall take all necessary precautions for the reasonable safety of spectators admitted to the sports ground. The responsibility for the safety of spectators at the sports ground lies at all times with the Holder.
5. The holder shall produce a written statement of safety policy for spectators and employees, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations. The holder shall also ensure that the policy is kept under review and revised as necessary and a copy shall be kept with the General Safety Certificate. The holder shall forward a copy of the policy to the Council.
6. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the sports ground is in use for a specified activity.
7. The Holder shall notify the Council in writing within 14 days before any change of circumstances affecting this certificate.
8. The Holder shall produce a plan of action to deal with contingencies and shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations. The plan of action shall be produced in consultation with the Police, Fire Brigade, Ambulance Service and the Council. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the stadium and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure. A copy of the plan shall be deposited with each of the consultees above.

9. The number of temporary structures within the Sports Ground are considered sufficient to require the Holder to produce a plan of action to deal with any contingencies that might arise and shall assess in writing the risk of incidents prejudicing safety of members of the public and staff and guests; such plans should include full details of the design criteria and critical factors that might have an effect on the structures. The plan of action shall be produced in consultation with the Police, Fire Brigade, Ambulance Service and the Council. The plan shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the structure and/or area and shall identify appropriate individuals and their respective roles and responsibilities. A copy of the plan shall be deposited with each of the above consultees and a copy kept within Twickenham Control.
10. The use of the sports ground for spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 9, and is subject to the terms and conditions set out in this Certificate.
11. The Holder shall give not less than 35 days Notice to the Council, Police, Fire Brigade and Ambulance Service of all forthcoming specified events, together with details of any activity that might require a change to this certificate and not less than 3 months Notice before the sports ground is used for Group C activities specified in Appendix 9.
12. The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the sports ground and to each part thereof shall not exceed the capacities specified in Appendix 3 and shall also ensure that the measures for controlling crowds prescribed in this certificate are observed.
13. The Holder shall provide equipment, permanent staff, stewards and others, and shall monitor, direct, guide, control and assist spectators during specified activities and as set out in Schedule B.
14. The Holder shall provide first-aid and medical staff, equipment, facilities and accommodation as set out in Schedule C and Appendix 2.
15. The Holder shall ensure that all buildings and structures, including means of ingress and egress, and all installations, including electrical, mechanical and heating, referred to in this Certificate are at all relevant times maintained unobstructed in good repair and in such condition as to fulfil safely their required functions and shall comply with the requirements of Schedule D. The Holder shall also control the use of such buildings, structures and installations in such a manner that spectators are not put at risk.
16. The Holder shall take all reasonable precautions to prevent the outbreak and spread of fire, shall take whatever measures that are reasonably practicable to ensure the safety of spectators should fire break out; shall maintain equipment and train staff to deal with an outbreak of fire, and shall comply with the requirements of Schedule E.
17. The Holder shall carry out the inspections and testing detailed in Schedule F at the frequency indicated, or such shorter period as may be necessary to ensure the reasonable safety of spectators, and the results of the inspections and testing shall be recorded.
18. The Holder shall keep the records specified in Schedule G, and those records shall be available for inspection by the Council's authorised officers at all reasonable times.
19. The Holder shall obtain and submit to the Council the Certificates specified in Schedule

G.

20. The Holder shall nominate a Safety Officer and Deputy Officer one of whom shall be in charge of the sports ground during the whole time it is in use for any specified activities within Appendix 9.
- (a) The Holder has nominated as Safety Officer Mr. K Taylor
The holder has nominated as Deputy Safety Officer Mr. N Cox
21. The Holder may nominate a replacement Safety Officer who shall be a duly authorised officer of RUGBY FOOTBALL UNION or nominate a replacement Deputy Safety Officer. The nominations shall be made to the Council in writing as soon as reasonably practicable.
22. Unless the Holder, a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Council, is present, the capacity of the sports ground will be zero.
23. No alteration or addition shall be made to the sports ground or its structures or installations without the prior written consent of the Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.
- 24. The holder shall ensure that whenever the anticipated capacity may exceed 60,000 that:**
- (a) **no static commercial outlets shall be sited in the North, South, East or West outer concourse areas and**
- (b) **that no static commercial outlets are to be sited within the South or East Inner Concourses in addition that all Hawkers including programme sellers together with their stalls are withdrawn from this area at least 30 minutes prior to the published commencement time of the event.**
25. The Holder shall produce a plan of action that will ensure there is no overcrowding of supporters in the Concourses and Bars throughout the Ground and that all exit routes are maintained clear of any obstructions including standing spectators. Areas requiring particular attention are:-
- (a) Between level 1 and Level 3 in the North, East and West stand.
- (b) The yellow marked landing areas and
- (c) The stairways leading up to and up from Level 2
- (d) The Bars situated at level 5
- (e) The disabled area (wooden spoon bars) situated in the wrap around of the Southeast and Southwest stands.
26. The Holder shall ensure that suitable management arrangements are in place for the removal and disposal of litter from open bar and food retail areas at all levels. Skips and Bins provided are not permitted to be sited within or adjacent to any stand.

27. Written notice shall be given to the Council of any proposed alteration or addition, and such notice shall be accompanied by two sets of:-
- (a) drawings at a scale of 1:100; and
 - (b) such other drawings and calculations as are necessary to give full details, or are further required by the Council.
28. The Holder shall draw up and keep up to date plans showing the layout of the sports ground, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate and shall upon request supply the Council with copies.
29. **The Galbraith Hunt Pennington report dated 16 October 2006 identifies and recommends actions that should be taken in the event of Dynamic Response occurrence on the upper tiers of the North, South, East or West Stands; the holder shall produce a plan of action, which encompasses the actions and recommendations contained with this report; the plan should be reviewed after each major event.**
30. This Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder. The specific requirements of this certificate shall not be regarded as the limit of the obligation placed on the Holder to take all necessary precautions for the reasonable safety of spectators admitted to the sports ground.
30. The previous Certificate effective from 2nd September 2006 is replaced by this Certificate with effect from 5th November 2006. The Council will review this Certificate annually.

London Borough of Richmond upon Thames
Environment Directorate
Development and Enforcement Department
2nd Floor Civic Centre
44 York Street
Twickenham TW1 3BZ

Signed:

D C Batsford
Chief Building Surveyor
(The Officer appointed for this purpose)

Date:

2nd November 2006

SCHEDULE A

DEFINITIONS

- A.1 **Definitions**
- A.1.1 'specified activity' - means any of the activities listed in Appendix 11 and shall be construed as including the whole period when spectators are in the sports ground.
- A.1.2 'the Police' means the Metropolitan Commissioner of Police for London or such other officer designated by him/her.
- A.1.3 'the Fire' - means the Chief Officer of the London Fire & Emergency Planning Authority, or such other officer designated by him/her.
- A.1.4 'the Ambulance' - means the Chief Officer of the London Ambulance Service, or such other officer designated by him/her.
- A.1.5 'the staff' - means the Holder, the Safety Officer and all persons under their control who are engaged in duties during a specified activity relating to the management of the sports ground and the safety, direction and control of spectators; and shall include those staff employed by franchise holders etc.
- A.1.6 'the plans' - means the documents attached to this Certificate marked 'plans' and any other document or documents which may be added thereto.
- A.1.7 'the sports ground' - means the sports ground known as Rugby Football Union, Twickenham and the means of access to it as shown on plans attached to this certificate.
- A.1.8 'fire-resisting' - means the construction is capable of resisting the action of fire for not less than half-an-hour, or such other period as may be specified by the Council, in accordance with the conditions of test of the appropriate part of BS.476 current at the date of this Certificate.
- A.1.9 'non-combustible' - means material capable of being classified as non-combustible if subjected to the test for non-combustibility prescribed in the appropriate part of BS.476 current at the date of this Certificate, or such other material or combination of materials as the Council accepts as being non-combustible.

- A.1.10 'surface spread of flame classification' - means the class into which a material falls when tested for surface spread of flame in accordance with the appropriate part of BS.476 current at the date of this Certificate or as defined in the Approved Document to Part B (Fire Safety) of the Building Regulations 1991 (as amended).
- A.1.11 'normal lighting' - means all lighting, other than escape lighting, permanently installed throughout the sports ground. The term may include purely decorative lighting, but not lighting installed solely for advertising purposes.
- Note: Also known as 'General Lighting.'
- A.1.12 'maintained normal lighting' - means a portion of the normal lighting which remains illuminated in the absence of natural daylight during specified activities to allow free movement within the sports ground and exits there from.
- A.1.13 'emergency lighting' - means lighting provided from a source independent of normal lighting supply.
- A.1.14 'escape lighting' - means the portion of emergency lighting, provided in absence of natural daylight, to allow free movement within the sports ground and exits therefrom.
- A.1.15 'maintained escape lighting' - means a system of escape lighting in which the lamps remain illuminated during specified activities to allow free movement within the sports ground and exits therefrom.
- A.1.16 'non-maintained lighting' - means a system of escape lighting in which the lamps escape are illuminated automatically only on failure of the normal lighting supply.
- A.1.17 'emergency telephone' - means a monitored telephone system with dedicated telephone points around the sports ground and connected to the sports ground control room.
- A.1.18 'Safety Control Point' - (also referred to as Control Twickenham) means a room containing fire alarm warning systems, turnstile monitoring equipment, public address system, emergency telephone system and general communication equipment.
- A.1.19 'child' - means a person who has not attained the age of 17 years, and the word 'children' shall be construed accordingly.

- A.1.20 'steward' means a person trained, or being trained, to the Holder's steward training syllabus or a recognised national standard, employed or contracted by management to act in accordance with the general recommendation of the Guide to Safety at Sports Grounds and the specific requirements of this General Safety Certificate.
- A.1.21 'key point' - means a position within the sports ground which must always have a steward in attendance when the area to which it relates is in use during specified activities.
- A.1.22 'medical practitioner' - (also referred to as 'crowd doctor') means a qualified medical practitioner, registered with the General Medical Council, who is suitably trained and experienced in immediate care and is able to deal with major incident management.
- A.1.23 'paramedic' - means a person who holds a current certificate of proficiency in ambulance paramedical skills, issued by the Institute of Health Care and Development (IHCD), and who has immediate access to the appropriate level of specialist equipment, including drug therapy, as stipulated and approved by the relevant Paramedical Steering Committee.
- A paramedic crew, as a minimum, consists of a paramedic plus an ambulance technician, trained to IHCD standards.

SCHEDULE B

STAFF AND CROWD CONTROL

B.1 Safety Officers

- B.1.1 The Holder shall ensure that the Safety Officer is responsible for the checks, inspections, testing, training, recording, remedial works, and all matters relating to spectator safety and that they are carried out promptly and effectively.
- B.1.2 The Holder shall ensure that the Safety Officer examines and signs all records that the Holder is required to maintain, and shall countersign all records required by Schedule G.
- B.1.3 The Holder shall ensure that the Duty Safety Officer (who shall be either the Safety Officer or the Deputy Safety Officer) takes responsibility for all safety matters, inspections, tests and training immediately prior to, during and after every specified activity, and shall sign all records which are required by Schedule G of this Certificate to be made before each specified activity.
- B.1.4 The Duty Safety Officer shall be easily identifiable and shall not be engaged in any other tasks, which will prevent him/her from exercising the sole duty of safety during a specified activity. He/she shall be on duty at the sports ground and contactable at all times during a specified activity by staff in Control Twickenham.

B.2 Stewards

- B.2.1 (a) For each specified activity the Holder shall draw up a code of conduct for Stewards and provide a Chief Steward and such number of Senior Stewards and Stewards, which the Holder considers sufficient. All Stewards shall be fit and active and shall be aged not less than 18 years and preferably not more than 55 years, and have the character and temperament to carry out the duties required of them. Honorary stewards who are over the age of 55 years may be permitted providing they obtain a letter from a medical practitioner, which indicates that they are considered fit to continue their duties. In no case shall the number of Stewards be less than 1 to every 250 spectators or part thereof attending that specified activity, in addition to the Stewards required to control each exit gate and other key points
- B.2.1 (b) In addition to the above, at each specified activity, the Holder shall provide a sufficient number of specially trained fire stewards.
- B.2.1 (c) The Holder shall produced a schedule which sets out the Key Points he considers appropriate for stewarding the sports ground, this also details the numbers of the fire stewards he considered appropriate who shall be suitably identified and provided with a radio linked to event control. At all specified events a copy of the Schedule shall be available for inspection in event control.
- B.2.2 Each Steward shall be readily recognisable with the same high visibility and distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by the Council) worn outside his/her clothing.

B.2.3 The Chief Steward and each Senior Steward shall be readily recognisable by the wearing of a high visibility surcoat or tabard, which is distinctive from that worn by the Stewards.

B.2.4 All stewards employed at the sports ground shall:-

- (a) **At least be trained and assessed in accordance with the system and procedures outline in the document ‘Training Syllabus for Stewards at Rugby Grounds’ published by the Rugby Football Union in July 2002, or shall be trained and assessed to a level 2 stewarding qualification within the National Qualification Framework, or undergoing such training.**
- (b) **No steward shall be deployed at the ground until they have undertaken all aspects of the familiarisation and induction training covered by the document ‘Training for Stewards at Rugby Grounds’**
- (c) **No steward shall work unaccompanied until they have completed all aspects of the training set out in Modules 1 (General Responsibilities) and 2 (Maintenance of a safe environment) as set out in the Training for Stewards at Rugby Grounds. All stewards shall complete their training assessment and qualification within 12 months thereafter.**

B.2.5 Stewards shall be responsible for: -

- (a) Controlling or directing spectators who are entering or leaving the ground, to help achieve an even flow of people to the viewing areas;
- (b) Appraising crowd densities, recognising signs of crowd distress and reacting to crowd **and stadium** dynamics so as to help ensure safe dispersal of spectators;
- (c) Patrolling the ground to deal with any emergencies, e.g. raising alarms or tackling the early stages of fires;
- (d) Staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and exit gates from the ground, which are not continuously open whilst the ground is in use;
- (e) Searching spectators (under ground regulations, properly drawn to their attention);
- (f) Assisting Police as appropriate or as requested with crowd control; and
- (g) Undertaking specific duties in an emergency or raise the alarm and take the necessary immediate action;
- (h) To understand their general responsibilities towards the health and safety of all categories of spectators (including those with disabilities and children), other stewards, ground staff and themselves.
- (i) Carrying out pre-event safety checks;
- (j) Assisting in the safe operation of the ground, not to view the specified activity-taking place;

- (k) Providing basic first-aid; and
- (l) Undertaking duties allocated by the Duty Safety Officer.

B.2.6 At all key points there shall be a Steward whose sole duty is to monitor the crowd conditions in that area for possible overcrowding or distress and report in accordance with agreed procedures. A number of Stewards, as agreed by the Council, employed for this particular duty must be provided with a personal radio providing immediate communication with the Duty Safety Officer and/or Match Control Room.

B.2.7 Before beginning duty at a specified activity and before that area of the ground for which they are responsible is open to members of the public, each Steward shall be briefed thoroughly, be handed a copy of his/her instructions and be made fully aware of his/her general responsibilities and his/her duties in the event of an emergency. Records shall be kept of such briefings as specified in Schedule G. De-briefing of Stewards shall take place after the specified activity to ensure that incidents or problems are referred to the Safety Officer for follow up action.

B.2.8 No Steward shall leave his/her place of duty during a specified activity without the permission of the appropriate Senior Steward, who shall provide a replacement Steward before the position is vacated.

B.2.9 Stewards shall be located throughout the sports ground and particularly at key points where control is most needed, such as in gangways, vomitories, tops of staircases, gateways onto the pitch or providing access from one part of the ground to another, and at each exit or entrance.

B.2.10 Each exit shall be staffed during a specified activity and shall be opened immediately in the event of an emergency and not less than 10 minutes before the end of the event. Arrangements shall be made to allow spectators who wish to leave before the above time, to be directed to appropriate exit points, controlled so as to prevent other persons gaining unauthorised entry.

B.2.11 Each Steward, attendant and member of staff shall be made aware of the provisions of Section 11 of the Safety of Sports Grounds Act, 1975 (as amended) which authorises certain Council Officers to enter and inspect sports grounds at any reasonable time, upon production of written authorisation.

B.2.12 Stewards shall give assistance in an emergency to disabled persons, particularly those in wheelchairs.

B.3 Disabled People

B.3.1 Wheelchairs used by disabled people shall be accommodated in purpose-built spectator areas. Each wheelchair shall be accompanied by an able bodied carer who shall be capable of assisting the disabled spectator from the sports ground and who shall occupy a nearby seat. Subject to the provisions in B.3.2, arrangements may be made to admit spectators in wheelchairs as follows:

LOCATION	MAXIMUM NUMBER OF SPECTATORS IN WHEELCHAIRS
North Stand Enclosure	51
East Stand Enclosure	78
West Stand Enclosure	82
South Stand Lower	58
West Stand Level 3 & Committee Area	16
Total for stadium	285

B.3.2 The provisions, which apply where spectators in wheelchairs are admitted for a specified activity at the ground, are as follows: -

- (a) The wheelchairs are to be sited in spaces that shall be clearly marked for this purpose to the satisfaction of the Council;
- (b) Seats are to be provided for persons accompanying spectators in wheelchairs adjacent or near to the wheelchair spaces; and
- (c) Spectators admitted to the stand in wheelchairs shall remain in their wheelchairs for the duration of that specified activity.
- (d) No spectators shall be admitted in wheelchairs to any upper tier level unless the alternative means of egress in the case of an emergency is available for immediate use and the refuge is fully available and clear of any storage.
- (e) The accommodation table 2 in Appendix 3 specifies the arrangements whenever disabled spectators are present within the hospitality areas identified in that table.

B.4 Crowd Control And Policing

B.4.1 Before each specified activity the Holder shall: -

- (a) Consult jointly with the Fire Brigade, Ambulance Authority and the Police regarding security and general arrangements for that activity; and
- (b) Notify the Police of every specified activity at least 35 days before such activity takes place when possible, or such shorter time as the Council may accept and

Consult with the Police to review the risk assessment conducted by the Holder, or his/her nominee, concerning the attendance of a sufficient number of Police Officers for the purpose of maintaining the lawful and orderly behaviour of persons attending the sports ground.

B.4.2 Where necessary, the Holder shall make arrangements with the Police to secure the attendance at the sports ground of sufficient numbers of police officers, as is considered appropriate for each specified activity. The level of attendance agreed between both

parties under any circumstances is to be secured at the Holder's expense.

- B.4.3 The Holder shall use its best endeavours to enter into a written statement of intent with the Police setting out their respective responsibilities for crowd safety and control. Any variation in the statement must be agreed in writing in advance of the specified activity to which it is relevant. It should be noted that the Statement of Intent is not a contract but an agreement on respective areas of responsibility.

Note: A copy of the Statement of Intent shall be kept with this General Safety Certificate and shall also be forwarded to the Council.

- B.4.3 (a) The option to delay the match day kick-off, once spectators have been admitted for the purposes of viewing a specified activity, is to be at the discretion of the Holder. Crowd safety and the preservation of good order should be the paramount consideration in deciding whether to exercise such discretion.

If Police are in attendance inside the sports ground, the Police Officer in command must be consulted. If, in his/her opinion, a serious public order or crowd control situation will arise if the specified activity is commenced whilst substantial numbers of spectators are still outside the sports ground awaiting admission, the Holder shall comply with a request by that Police Officer that the start of the match should be delayed.

If Police are not in attendance inside the ground, the Holder must immediately notify the Control Room at Twickenham Police Station whenever a decision is made to delay the start of a match.

- B.4.4 The Holder shall provide and maintain a control room of adequate size for its purpose and in a suitable (elevated) position, such that it will:-

- (a) Offer the best possible and least interrupted view of both the playing area and spectator accommodation;
- (b) Accommodate the necessary communication equipment and CCTV monitors and all the staff required for their operation and supervision (see also Appendices 8 and 10); and
- (c) Serve as a command post in the event of an emergency.

The Holder shall ensure that the control room is adequately insulated, ventilated, heated and furnished and, together with the equipment, is regularly cleaned.

- B.4.5 When considered necessary by the Council, after consultation with the Police and the Holder, the Holder shall permit entry only by ticket issued or sold before the day the sports ground is used for that particular specified activity.

- B.4.6 The number of tickets issued for each particular area shall not exceed the permitted capacity of that area. Each ticket shall include a diagram showing the layout of the sports ground, positions of entrances and designated entrance gates. Where the number of spectators expected to attend any specified activity does not exceed 10,000 then the inclusion of ground plan and entrance gate information will not be necessary.

- B.4.7 A public address system shall be provided and operated by a person nominated by the Holder. The system must provide a remote microphone point away from the control

room so that the system will operate should a fire occur in that vicinity and the announcer have to evacuate. The system shall be used for the carrying out of emergency evacuation procedures for the ground in accordance with Appendix 7, after consultation with the Senior Police Officer and/or Fire Brigade Officer, if in attendance. If Police are not in attendance inside the ground, the Holder must immediately notify the Control Room at Twickenham Police Station whenever a decision is made to evacuate the ground.

- B.4.8 The public address system shall be capable of communicating information to areas both outside and inside the ground. Important announcements shall be preceded by a loud signal and the arrangement prominently advertised in every programme.
- B.4.9 Sufficient entry points, as shown on plan 001, shall be provided and operated to allow the entry of all the spectators to each self-contained area within one hour at a notional rate of 660 persons per entry point per hour, or such lower rate as may be determined by the Council. Colour and number or letter visible to spectators approaching the sports ground shall individually and conspicuously identify each bank of entry points. Numbers visible from outside and inside the sports ground shall individually identify each entry point. The colour, number or letter on each bank of entry points shall correspond with the information given on the tickets issued for use at that entry point.
- Note:** Where the recorded rate of entry proves to be less than 660 persons per entry point per hour, that lower figure shall be used for calculating entry capacity instead.
- B.4.10 Each gate on an exit route and every gate in any pitch perimeter fence or radial fence, unless secured in the open position, shall be controlled by a Steward while spectators are in the ground.
- B.4.11 When considered necessary an electronic computerised spectator counting system shall be provided, maintained and tested as required in Schedule F to provide continuous monitoring of spectator numbers in each area described in Appendix 3 so that the Duty Safety Officer may give instructions to close immediately any gate or entry point. The number of spectators admitted shall be continuously displayed in Event Control by means of a video monitor.

- B.4.12 Closed circuit television and the associated emergency power supply, shall be maintained to enable densities outside the ground, within concourse areas and in compounds and other standing areas to be monitored during every specified activity.
- B.4.13 Drinks may only be sold or supplied in plastic bottles or in plastic or paper beakers or cups; such beakers or cups may have loose fitting plastic or paper lids but otherwise no drink may be sold or supplied in closed containers except: -
- (a) With the prior written consent of the Council; or
 - (b) Where drink is served at a table accompanying a meal; or
 - (c) In those parts of the sports ground not usually open to members of the general public.
- Attention is drawn to the provisions of the Sporting Events (Control of Alcohol) Act 1985 as amended by the Public Order Act 1986.
- B.4.14 No person shall be permitted to enter or remain in the sports ground in possession of any glass bottle, metal can firework, smoke canister, flag (exceeding 1.5m), banner, pole or other similar article, including anything that could be used as a weapon or missile. The Holder shall take all reasonable steps to ensure that this condition is complied with. See also proviso to paragraph B.4.13 above.
- B.4.15 Television cameras, commentary points, camera gantries and the location of outside broadcast vans, for the broadcast or recording of specified activities, and including cables and other portable equipment, shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- B.4.16 Means of ingress and egress and signage shall be maintained to the satisfaction of the Council to each part of the sports ground as shown on the attached plans and as referred to in Schedule D1 to this Certificate.
- B.4.17 The holder shall produce a written Transport Strategy for the sports ground and submit a copy to the Council. Once the ground is open to the public No vehicles shall be permitted to enter or remain within the South concourse area and vehicles are not permitted within the North, East or West concourse areas without the express permission of the safety officer. The parking of vehicles on the sports ground premises shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- B.4.18 Copies of the Ground Regulations shall be framed or glazed or otherwise protected against loss or defacement and shall be displayed outside the ground in prominent positions.
- B.4.19 No specific activity, which is specially presented for children, shall take place until the Council's consent has been given in writing. At least 14 days notice in writing shall be given to the Council of any intention to provide such a specified activity.
- B.4.20 The Holder shall ensure that suitable management arrangements are made for the stocking and re-stocking of bars, food retail areas and RFU shops. Any such arrangements shall ensure that the free movement of spectators is not adversely affected. The movement of vehicles and/or goods into these areas from elsewhere in the ground and the storage of materials within the stands (other than in areas previously

designated for storage purposes) shall not be permitted once spectators have been admitted to a specified activity.

B.4.21 Arrangements shall be made to prevent the movement of persons occupying the designated "press" seats in the front of the middle tier of the East Stand from their seats to the Media Centre at the rear of the East Stand (Level 4A) in the period commencing 10 minutes before the end of the specified activity and ending either (1) 10 minutes after the end of the specified activity; or (2) once spectator egress from the Middle Tier has been completed, whichever first occurs. Priority shall be given all times to spectators moving between their seats and the vomitory exits from Level 4, along the gangways provided for this purpose, and stewards operating in this area are to be suitably briefed to ensure that the movement of "press" seat ticket holders does not adversely affect normal spectator egress or evacuation in the event of an emergency. It should be noted that no restrictions should be placed on "press" seat ticket holders using the Level 4 vomitory exits for egress or evacuation purposes.

B.5 Spectator Information and Signposting

B.5.1 All signposting for spectators both outside and inside the ground should, in relation to the arrangements for each match, be eye-catching, simple and clear, and should be designed to ensure the rapid movement of spectators to their appropriate viewing area.

- B.5.2 (a) Information on tickets should be unambiguous, simple and clear and should correlate absolutely with the information provided in respect of each match both outside and inside the ground. Retained ticket stubs should contain information necessary to guide spectators once inside the ground. Each ticket shall contain information relating to ground entry as specified in paragraph B.4.6 above.
- (b) Information on tickets requesting spectators to be in position by a particular time should be periodically reviewed by the Rugby Football Union in conjunction with the Police to ensure that it corresponds with the planned arrangements for admitting spectators to the ground.
- (c) Information relating to ground admission shall be forwarded to spectators in receipt of car parking passes. Such information to specify point of entry into the ground for spectators attending specified activities at the ground. Correlation between car parking labels, entrance gates and spectator seats shall be arranged in the issue of tickets and parking passes to ensure controlled spectator entry into the ground. These arrangements should be periodically reviewed by the Rugby Football Union in conjunction with the Police to ensure that it corresponds with the planned arrangements for admitting spectators to the ground.

SCHEDULE C

FIRST-AID AND MEDICAL FACILITIES

C.1 Accommodation And Equipment

- C.1.1 The Holder shall provide a First Aid Room (in addition to the sports ground's own medical room) designated as a no smoking area and, adjacent to it, a W.C. suitable for use by disabled people, together with a washbasin and hot and cold water supply.
- C.1.2 The Holder shall provide in the First Aid accommodation, the equipment and facilities specified in Appendix 2. In addition, the Holder shall arrange for a defibrillator to be present at all specified activities where the number of spectators is expected to exceed 5,000.
- C.1.3 The First Aid Room shall be accessible to First Aid personnel and the public from every part of the ground and to ambulances, and there shall be suitable sign-posting throughout the ground.
- C.1.4 The Holder shall designate an Emergency Casualty Clearing Station, preferably at a covered location, to be used for triage and accommodation for the injured in the event of a large-scale emergency. The location shall be adjoining, or as near as possible to, the First Aid Room and shall be exclusively available for the above uses in the event of any such emergency.
- C.1.5 The Holder shall provide sufficient signs to indicate to incoming emergency vehicles the location of the Emergency Casualty Centre. Such signs shall be kept in the R.F.U. Workshops during the course of each specified activity.
- C.1.6 The Holder shall clean, heat, light, ventilate and maintain the First Aid accommodation, which shall be used solely for First Aid purposes. The Holder shall ensure that all appropriate standards of hygiene are maintained.
- C.1.7 The First Aid accommodation shall be available for First Aid during each specified activity.
- C.1.8 Instruction notices for contacting the Emergency Services shall be displayed in the First Aid Room.

C.2 Personnel

- C.2.1 The Holder shall ensure that suitable and properly trained First Aid personnel are present at each specified activity in the ratio of at least 1 to every 1,000 anticipated spectators up to 20,000, or part thereof, and thereafter not less than 1 per 2,000 spectators, with a minimum of 2 and for a capacity attendance there shall be not less than 50 First Aid personnel. Sufficient personnel shall be available before spectators are admitted to a specified activity.
- C.2.2 The Holder shall ensure that, at every specified activity where the number of spectators is expected to exceed 2,000, a medical practitioner able to manage accident and emergency situations is present. The medical practitioner shall have specific training in cardio-pulmonary resuscitation and in the use of automatic/advisory or manual

defibrillators. The medical practitioner shall: -

- (a) be at the ground before the start of the specified activity (see definition in Clause A.1.1);
- (b) be provided with an identifying surcoat or tabard;
- (c) remain until at least half an hour after the end of the event; and
- (d) be made aware of the location and staffing arrangements of the First Aid room(s) and details of the ambulance cover, the local accident and emergency department's major incident plan and the local authority's emergency plan.

The whereabouts of the medical practitioner shall be known to the Duty Safety Officer, First Aid and ambulance staff and to those in Control Twickenham who shall be able to make immediate contact with him or her.

C.2.3 At every specified activity where the number of spectators is not expected to exceed 2,000 the medical practitioner need not be present at the ground, but the Holder shall ensure that arrangements are made to enable the medical practitioner to be summoned immediately to deal with any medical exigency at the ground. Those arrangements shall be made known to the officers in charge of Control Twickenham and the First Aid Room.

C.2.4 The Holder shall make arrangements for the provision of at least one fully equipped ambulance (either from the NHS or, if from elsewhere, from a source approved by the Local Health Authority's Chief Ambulance Officer), to be in attendance at all events with an anticipated crowd of 5,000 or more. Any additional ambulance cover should be determined after consultation with the Local Health Authority's Chief Ambulance Officer, but in no case shall the ambulance provision be less than the following:

Anticipated attendance	Dedicated ambulance provision
Over 5,000 to 25,000	1 Accident and emergency ambulance (with paramedic crew), plus 1 Ambulance Officer
25,000 to 45,000	At least 1 accident and emergency ambulance (with a paramedic crew), plus 1 Ambulance Officer, 1 major incident equipment vehicle and paramedic crew and 1 Las radio operator sited in the event control room.
45,000 or more	At least 2 accident and emergency ambulances (with paramedic crews), plus 1 Ambulance Officer, 1 major incident equipment vehicle and paramedic crew and 1 LAS radio operator sited in the event control room.

The ambulance provision required above shall remain available until stood down by the Safety Officer or Police Match Commander as appropriate. Ambulances shall be stationed in positions agreed between the Holder and the Ambulance service

SCHEDULE D

BUILDINGS, STRUCTURES AND INSTALLATIONS

D.1 Means of Ingress And Egress

- D.1.1 The means of ingress and egress shall be maintained in good condition and unobstructed to each part of the sports ground as shown on the attached plans and as specified in Appendix 4; gates and gangways shall be of width specified. The location of all exit gates shall be as shown on plan 001.
- D.1.2 Each gate referred to in Appendix 5 shall be available for egress during any specified activity.
- D.1.3 No door or gate forming part of an escape route shall be locked by a key or fastened in such a way that those using that route in an emergency cannot easily and immediately open it.
- D.1.4 All exit gates, unless fitted with a 'Panic Bar' or secured in an open position, shall be staffed at all times while the ground is used by the public.
- D.1.5 'WAY OUT' or 'EXIT' notices shall be provided and maintained over each exit, and exit routes shall be indicated as required by the Council.
- D.1.6 All openings in pitch perimeter walls shall be kept free from obstruction at all times. Advertising boards shall not impede exit on to the pitch in an emergency.
- D.1.7 Each gate shall be permanently marked with its number as shown on plan 001 (and as described in Appendix 4). The numbers shall be not less than 300mm in height and visible when the gates are either open or closed.
- D.1.8 All doors and gates on exit routes shall be secured in the fully open position not less than 10 minutes before the end of the specified activity.
- D.1.9 Each gangway, exit route, stairway, lift enclosure, disabled persons refuge, ramp, stepping and means of access for emergency vehicles shall be kept free of stored goods, litter, ice and snow whilst the sports ground is in use for any specified activity. The treads of steps and stairways shall be maintained with non-slip and even surfaces, and shall be adequately drained.
- D.1.10 Fire resisting doors sited within the stands and other buildings within the designated sports ground shall be maintained so as to form an effective barrier to the passage of smoke and fire. All self-closing devices shall be maintained effect at all times the ground is open to members of the public. Under no circumstances shall door wedges or any other device be permitted to hold open ant fire resisting self-closing door.
- D.1.11 Conspicuous nosing shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of spectators.
- D.1.12 Landing areas at the foot of each stairway and escalator at all levels above ground level (level 1), adjacent to bars and food retail areas, are to be suitably defined with yellow-hatched markings.

D.2 Electrical, Mechanical and Heating Installation

D.2.1 The electrical installation for the premises shall be maintained in accordance with the Regulations for electrical installations published by the Institution of Electrical Engineers.

D.2.2 A diagram of the main electrical circuit shall be fixed in a position easily accessible to the technical staff. All switch and control gear shall be clearly labelled to indicate the circuits, which they control.

D.2.3 All cables and conductors of wiring systems shall be sited so that they are, as far as practicable, inaccessible to the public and shall be enclosed throughout in a protective covering of material which has sufficient strength to resist mechanical damage - for example screwed metal conduit, metal trunking, mineral insulated metal sheathed cables or armoured cables.

Note: Where wiring is to be installed within confined areas (such as in escape routes), cables from the above list with a PVC sheath shall not be used. Low Smoke and Fume Emission (LSF) sheathed cables may be acceptable subject to the Council's approval in writing.

D.2.4 (a) The maintained normal lighting shall be kept illuminated within the sports ground where there is inadequate natural daylight and at any time when the floodlights are in use during specified activities, to allow free movement within the sports ground and exits there from.

(b) Any approved non-maintained escape lighting shall automatically provide illumination in the event of a failure of the maintained normal lighting supply.

(c) Any approved maintained escape lighting shall be kept illuminated during specified activities.

(d) Escape lighting shall provide a level of illumination, which is adequate to allow free movement within the sports ground and exits there from.

D.2.5 The maintained normal lighting and the emergency lighting shall separately provide a level of illumination, which is sufficient to allow the CCTV system to function satisfactorily. The escape lighting shall provide a level of illumination, which is adequate to allow the CCTV cameras to operate satisfactorily.

D.2.6 An alternative electricity supply which functions for a minimum of three hours in the event of failure of the normal supply shall be provided to the following installations:-

- Emergency lighting;
- Escape lighting;
- Fire alarm;
- Control Room(s);
- First Aid Rooms; and
- Other apparatus/areas where required

Note: Where a generator is used to provide the alternative supply, the "on load" time for the generator should not exceed fifteen seconds.

- D.2.7 The electricity power supply to the public address system shall be such as to ensure continuous operation in the event of failure of the mains electricity supply. No spectator shall be admitted to the ground for the purposes of viewing a specified activity unless the public address system is in full working order.
- D.2.8 In those areas where mechanical ventilation is provided, it shall be kept running during the whole time that the areas are occupied.
- D.2.9 A similar approved type of filter shall only replace Approved disposable air filters. Unapproved filters of a different specification shall not be installed without the written consent of the Council.
- D.2.10 The heating and ventilation installations (including all boilers, calorifiers, fan plants, other heaters and safety devices) for the premises, shall be maintained by the Holder in a safe and satisfactory condition and shall be examined as required by Section F.6.1. The testing of safety devices shall include all plant, fan, fire and smoke damper and shut down controls, sensors and detectors connected to or added as extensions from the main security systems. Any gas installations shall be provided, maintained and tested at the required intervals in accordance with the Gas (Safety) Regulations, 1972 and the Gas Safety (Installation and Use) Regulations 1994 (as amended).
- D.2.11 All portable and transportable electrical appliances used on the premises by staff and members of the public shall be maintained by the Holder in a safe and satisfactory condition. Appliances shall be inspected and tested at regular intervals to comply with the Electricity at Work Regulations 1989 and in accordance with Health and Safety Executive guidelines laid down in HS (G) 107 - Maintaining Portable and Transportable Electrical Equipment.
- D.3 General**
- D.3.1 No temporary sales kiosk or stall or other temporary structure (including any mobile stall) shall be installed without the prior consent of the Council in writing. Liquefied Petroleum Gas shall not be used unless consent is obtained from the Council in writing.
- D.3.2 Any tubing that connects a Liquefied Petroleum Gas supply to a cooking or heating installation shall be constructed of braided metal.
- D.3.3 Prior to each event all temporary sales kiosks or stalls or other temporary structure (including any mobile stall) that uses Liquefied Petroleum Gas shall not be used unless it has been certified safety by an independent Corgi registered engineer appointed by the holder. The holder shall maintain a record of each and every inspection.
- D.3.4 Hazardous materials (including fuels, fertilisers, weed killers and paints) and combustible materials shall only be stored in a suitable room or storage area approved by the Council. The Fire Brigade should be informed of the quantities involved and their location.
- D.3.5 All glass in doors, windows, partitions, etc. in each part of the sports ground accessible to spectators shall be maintained in a sound condition.
- D.3.6 (a) No marquees, tents, soft furnishings, artificial foliage or decoration, shall be installed unless suitable test evidence of material samples have been submitted to the Council and the Council's written consent has been obtained.

- (b) Marquees, tents and other temporary structures erected on the front lawn hospitality area or in the North and West car parks shall be located as shown on Certificate drawings 020 and 022 or as otherwise may be agreed in writing by the Council
 - (c) Whilst members of the public are present the holder shall not permit any motor vehicle to be parked or remain within 15 m of the Riverside Suites.
- D.3.7 Except as provided in paragraph D.3.7 or with consent of the Council in writing, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the sports ground.
- D.3.8 Cylinders for the storage of CO 2 may be used for the supply of beer pumps provided that cylinders in use are chained in an upright position. Any other CO 2 cylinder shall be kept in a store approved by the Council.
- D.3.9 No special effects, displays or other arrangements (including pyrotechnics, lasers etc) shall be undertaken without the prior consent of the Council in writing.
- D.3.10 The Holder shall ensure that all seating is maintained securely fixed in position, suitably numbered and that damaged seats are promptly repaired or replaced.
- D.3.11 No television cameras, cables or other portable equipment shall be installed within the ground without the prior consent of the Council in writing.

SCHEDULE E

FIRE AND FIRE FIGHTING

E.1 General

- E.1.1 All emergencies are to be directed in the first instance to EVENT CONTROL.
- E.1.2 The Fire Brigade shall be called to any outbreak of fire or suspicion of fire, in accordance with the procedure detailed in Appendix 7.
- E.1.3 Both the Council and the Fire Brigade (see paragraph D.3.2) shall be informed of any proposal to keep compressed gas cylinders, petroleum and/or other flammable items on the premises.

E.2 Fire Warning System

- E.2.1 The fire warning system shall consist of emergency telephones positioned throughout the sports ground as specified in Appendix 5 together with manually operated electric fire-alarms, automatic fire detectors and the public address system.
 - (a) The emergency telephones shall be directed to EVENT CONTROL during specified activities.
 - (b) The public address system shall be controlled from EVENT CONTROL or such other remote position as may be agreed in writing by the Council. Where the public address system is controlled from a remote location, it shall be provided with emergency override facilities controlled from EVENT CONTROL.
 - (c) The fire alarms and automatic detectors shall be provided to BS. 5839 Pt 1 1988 and they shall terminate at the control panel in EVENT CONTROL.
- E.2.2 The telephone switchboard and fire alarm control panel shall be permanently staffed during a specified activity.
- E.2.3 The public address system shall be staffed during a specified activity by a person nominated by the Rugby Football Union who shall be responsible, in conjunction with the Holder, for carrying out emergency evacuation procedures for the ground.
- E.2.4 Any defects noted during testing of the fire warning system shall be entered in the logbook and remedied without delay prior to the next specified activity. If this is not possible, the matter shall be reported immediately to the Council and the local fire station prior to the match. Notification shall also be made to the senior local police officer.

E.3 Fire Fighting Equipment

- E.3.1 Portable fire appliances and fire fighting equipment with adequate water supplies shall be provided in the positions specified in the Schedule of Portable Fire Fighting Equipment kept in Event Control; all such equipment shall be inspected and tested as specified in Schedule F, and records kept as specified in Schedule G.

- E.3.2 Extinguishers purchases before 1st January 1997 shall comply with BS 5423 and are to have British Approvals for Fire Equipment (BAFE) Certification under the British Standards Institute's 'Kite mark' Scheme. Extinguishers shall be installed and maintained in accordance with BS.5306: Part 3 and to the editions current at the date of this certificate. New extinguishers purchases since January 1997 should conform to BS EN 3.
- E.3.3 Extinguishers shall be located in conspicuous positions on brackets or stands where persons following an escape route readily see them.
- E.3.4 Extinguishers shall be sited so as not to cause obstruction and shall not be placed over or close to heating appliances. They shall be protected against heat or cold and, where necessary, shall contain an anti-freeze agent recommended by the manufacturer.

E.4 **Fire Duties**

- E.4.1 The Holder shall ensure that all match day staff including fire stewards shall be fully trained in the procedure to be adopted in the event of fire or other emergencies. Such training shall include:
- (a) the action to be taken on discovery of a fire or other emergency;
 - (b) the method of calling the Fire Brigade;
 - (c) the method of operating the fire alarms;
 - (d) proper use of the emergency communications systems;
 - (e) familiarisation with positions of the nearest emergency telephones and/or fire alarm call point;
 - (f) familiarisation with escape routes within their area of responsibility and the necessity for maintaining such escape routes free of obstruction and easily available at all times;
 - (g) the purpose of fire-resisting doors and appropriate procedures with regard to them;
 - (h) the importance of fire evacuation training;
 - (i) evacuation duties, the location of assembly points and specific action required by individual members of staff with particular reference to the disabled and any specific duties as specified;

The Holder shall ensure that all Stewards additionally have full training in:

- (j) the correct method of using fire fighting equipment and familiarisation with the location of such equipment within their area of responsibility (for the fire stewards mentioned in B.2.2.)
- (k) the initial assessment of automatic fire alarm actuation and radio procedures.

- E.4.2 The Holder shall carry out emergency procedure exercises at least once a year, at least one of which shall be a physical evacuation. The Holder shall notify the Fire Brigade, Police and Chief Ambulance Officer when evacuation training will take place to enable them to observe the standard of staff training. Details of all exercises shall be recorded in a logbook.
- E.4.3 Details of all training and briefing for match day staff and Stewards shall be entered in a logbook.
- E.5 Instruction Notices**
- E.5.1 Copies of Emergency Instructions, as specified in Appendix 8, shall each be displayed in clearly legible characters in the positions shown in the notices.
- E.5.2 Each such notice shall be framed and glazed or otherwise protected against loss or defacement, and shall be positioned so that it is not readily visible to the general public.

SCHEDULE F

BRIEFING, TESTING AND INSPECTION BY THE HOLDER

F.1 Introduction

F.1.1 The Holder shall insure that the following training sessions, tests and inspections are carried out and records kept as specified. Any defect found as a result of those tests and inspections or otherwise shall be recorded in the Defects Log Book, which shall also record when the defect is discovered and when remedied.

F.1.2 All defects and deficiencies shall be reported to the Safety Officer as soon as is reasonably possible.

F.1.3 In this schedule, a 'competent person' in relation to the testing and certification of electrical systems and installations shall be suitably experienced and shall be one of the following:

- a Chartered Electrical Engineer;
- a Member of the Electrical Contractors' Association (or a Member of the Electrical Contractors' Association of Scotland); or
- an approved Contractor of the National Inspection Council for Electrical Installation Contracting.

F.2 Every Activity

F.2.1 Before a specified activity, the Holder shall insure that the following are undertaken:

- (i) inspect the general condition and state of maintenance of the sports ground, paying particular attention to the condition of each stairway, exit route, access route and sign;
- (ii) inspect all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity;
- (iii) examine each crowd barrier and balustrade for corrosion, deformation or any other visible weakness; test exit doors and gates to ensure that they are easily and fully openable;
- (iv) remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void, lift lobby and means of access for emergency vehicles; of goods, litter, combustible or flammable material and other obstruction;
- (v) examine all exit doors and gates (including those in the perimeter fence);
- (vi) inspect all voids beneath stands, all kitchens and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards;

- (vii) ensure that the required fire fighting equipment is in position and available ready for use;
- (viii) inspect first aid rooms and the equipment and supplies held there.

The results of these inspections shall be recorded in a logbook.

- F.2.2 The fire fighting and evacuation lifts, each generator and associated engine shall be tested in accordance with the manufacturer's instructions by a competent person (including an electrician on the ground staff) not more than 48 hours prior to a specified activity. It should include a simulated mains failure test with the generator taking up its prescribed load within 15 seconds. The results of such tests shall be recorded in a logbook.
- F.2.3 The emergency telephones, emergency lighting, fire alarms, and public address system, including the panel in Event Control, shall be tested in accordance with the current British Standards not more than 48 hours prior to a specified activity (including a test from the secondary source of power supply) and the results recorded in a log book.
- F.2.4 Stewards shall be briefed on their general and emergency duties in accordance with Sections B.2.5, B.2.6, B.2.7, B.2.12 and E.4.1 and a record of the briefing kept in a logbook.
- F.2.5 The Holder shall liaise with the Police and the Fire Brigade in accordance with Section B.4.1.
- F.2.6 The Holder shall liaise with the Chief Ambulance Officer regarding appropriate ambulance provision under Section C.2.4.
- F.2.7 The Holder shall ensure that First Aid equipment and materials are maintained at the required level, as set out in Section C.1.2 and Appendix 2.
- F.2.8 After each specified activity, the Holder shall:
- (i) carry out a general visual inspection of the sports ground for signs of damage and
 - (ii) liaise with the Police Service to gain full benefit from any de-briefing about crowd control.

F.2.9 Every Week

Fire alarm systems: The Holder shall undertake attention in accordance with BS 5839 Part 1 1988, the results shall be recorded in a log book.

F.3 Every Month

- F.3.1 Monthly inspections of emergency lighting shall be undertaken in accordance with BS 5266 Part 1 1988. The results of the inspections shall be entered in a logbook.
- F.3.2 Each generator and associated engine used to provide alternative supplies shall be tested by a competent person. The generator shall be started under simulated mains failure and tested on FULL LOAD for not less than one hour. The results of the tests shall be recorded in a logbook.

F.4 Every Three Months

- F.4.1 Any passenger lift, service lift, escalator and fire fighting lift installation shall be maintained and inspected at least once every three months by a competent lift engineer, and a certificate from the lift insurance company to the effect that the whole installation is in safe and efficient working order, shall be submitted to the Council at least once every 12 months. The maintenance inspections and certificates shall include the safety interlocks of close-coupled pairs of escalators acting as a single escalator. Both sections of each escalator unit are to stop together under emergency or other shut-down.
- F.4.2 The fire alarm shall be inspected and tested in accordance with BS 5839 Part 1 1988. A certificate with test results shall be submitted to the Council. The tests and certificates shall include the sensors and interlocks associated with the boiler and mechanical plants, including mechanical ventilation and automatic fire and smoke dampers and shut-down arrangements. Fireman's controls for fan overrides where provided for emergency smoke clearance shall also be tested and referred to within the certificate

F.5 Every Six Months

- F.5.1 The emergency lighting systems shall be inspected in accordance with BS 5266 Part 1 1988. A certificate with the test results shall be submitted to the Council.
- F.5.2 Electro-magnetic door holders shall be inspected by a competent engineer. The results of these inspections shall be entered in a log book.

F.6 Every Year

- F.6.1 An examination of the boilers, calorifiers, heaters, ventilation systems and all their associated safety devices shall be carried out by a boiler insurance company and a certificate confirming that they are in a safe condition shall be submitted to the Council at least once every 12 months. The mechanical installations shall be serviced and tested by competent specialists (Corgi registered for gas work) and a Certificate shall be submitted to the Council at least once every 12 months. The examination shall include the mechanical condition of safety devices such as fire dampers and their fusible link or other release arrangements.
- F.6.2 The escape lighting engine, generator and control gear shall be tested by a competent person, and a certificate to the effect that they are in efficient working order shall be submitted to the Council at least once in every 12 months. This shall include the electrical interconnections to the standby electrical supply circuits.
- F.6.3 The emergency telephone system, CCTV and public address system shall be tested by a competent person and a certificate confirming that they are in a satisfactory condition shall be submitted to the Council at least once in every 12 months.
- F.6.4 All fire fighting equipment shall be maintained and overhauled in accordance with BS 5284, BS 5306:Parts 1, 3 and 4, BS 5423 and BS 6575 as appropriate by a competent person or company of fire engineers and a record kept. An inspection and maintenance certificate in respect of all fire fighting equipment at the sports ground shall be submitted to the Council once in every 12 months.

Note: The British Approvals for Fire Equipment operates a scheme of registration of companies to carry out maintenance of fire extinguishers under contract. The scheme is run by the British Standards Institution (BSI Quality Assurance) through its 'Registered Firms' Scheme.

F.6.5 An evacuation training exercise shall be carried out once in every period of 12 months in accordance with Section E.4.2 and the details recorded in a logbook.

F.6.6 Inspections shall be made of the sports ground, including crowd barriers, boundary walls, fences, gates and including all buildings, structures, components and installations, by a competent person as set out in Section F.6.7, or other similarly qualified professional, to ascertain their strength, stability and state of maintenance. This shall include an assessment of the integrity of intumescent coatings to structural steelwork sited in areas, which may make them susceptible to mechanical damage. This shall also include an assessment of the large Video Screen southeast corner level 4 (screen, platform and support structure). A certificate of inspection shall be submitted to the Council at intervals not exceeding 12 months.

F.6.7 All barriers, handrails and other structural crowd control elements shall be subject to a written risk assessment every 12 months, a copy of which shall be forwarded to the Council. Every barrier identified by the risk assessment as a potential risk shall be tested immediately as set out in Appendix 6. A certificate of testing shall be submitted to the Council. The certificate shall list and identify the items to which it refers and confirm that they are in such condition as to perform safely their required functions from the date of the certificate. The risk assessment and testing shall be carried out, and the certificate signed, by one of the following with appropriate skills and experience:

- a Chartered Structural Engineer;
- a Chartered Surveyor (Building Surveying Division); or
- a Chartered Civil Engineer.

F.6.8 A competent person shall inspect all lightning conductors and a certificate of inspection shall be submitted to the council at intervals not exceeding 12 months.

F.7 **Every three years**

F.7.1 The emergency lighting system shall be inspected in accordance with BS 5266 Part 1 1988. A certificate with the test result shall be submitted to the Council. (note; for self-contained luminaries with sealed batteries, after the first three-year test the three-year test should be carried out annually).

F.8 **Every Five Years**

F.8.1 The electrical installations shall be inspected and tested and a certificate, in the form prescribed in the current edition of the Regulations for Electrical Installations issued by the Institution for Electrical Engineers, shall be submitted to the Council at least once in every five years and not later than three months before the expiry date of the current certificate, or at such other time as is specified on the current certificate. The certificate shall confirm that the installation is in a safe working condition and shall be signed by a competent person.

SCHEDULE G

RECORDS AND CERTIFICATES

G.1 Records to be Kept by the Holder

G.1.1 The Holder shall keep, separately, for a minimum period of six years, the following records which shall be made available for inspection by the Council's authorised officers at all reasonable times. (The Holder shall be responsible for the collation of the information required for the records from the relevant organisation.) Each record shall specify the name, status and qualifications of any person carrying out a test, inspection or remedial work: -

- (i) a record of the number of spectators admitted to the sports ground for a specified activity.
- (ii) a record of any accident or incident which causes injury, other than a playing injury, which is brought to the notice of the Holder and which occurs whilst the sports ground is in use for a specified activity;
- (iii) a record of the names of each steward on duty at each event and the positions allocated to them within the sports ground.
- (iv) a record of details, including attendance, of each training session and pre-match briefing given to staff and Stewards as specified in Sections B.2.7, E.4 and F.2.4;
- (v) a record of the numbers and posts of all First-Aiders present on each occasion as specified in Section C.2.1 and the attendance of the doctor as specified in Section C.2.2 and C.2.3;
- (vi) a record of each evacuation exercise as specified in Sections E.4.2 and F.6.5;
- (vii) a record of tests of emergency telephones, fire alarms, automatic fire detectors and public address system as specified in Sections F.2.3, F.4.2, F.6.3 and Section E.2.4;
- (viii) a record of tests of fire fighting equipment as specified in Sections E.3.1, F.2.1 and F.6.4;
- (ix) a record of tests of, the escape lighting, fire fighting and evacuation lift, each generator and associated engine, each prime mover as specified in Sections F.2.2, F.3.2 and F.6.2;
- (x) a record of each inspection carried out at the sports ground to ensure compliance with Section F.2.1;
- (xi) a record in a Defects Log Book of any safety defect found within the sports ground including a record of the action taken.
- (xii) a record of all actuations of the fire alarms, whether or not initiated by a fire detector system.

- (xiii) a record of the certificates required to be submitted to the Council under Section G.2.1
- (xiv) a record of each liquefied petroleum gas inspection in compliance with D.3.3.

G.1.2 The Holder shall ensure that all records are kept fully up to date in a tamper-proof form.

G.2 Certificates to be submitted by the Holder to the Council

G.2.1 Once in every period of 12 months the Holder shall submit the following certificates to the Council: -

- (i) the 6 monthly emergency lighting battery test report as specified in Section F.5.1,
- (ii) a certificate of examination of boilers calorifiers etc, as specified in Section F.6.1, once in every 12 months;
- (iii) a certificate of inspection of escape lighting generator and engine as specified in Section F.6.2, once in every 12 months;
- (iv) a certificate of structural safety as specified in Sections F.6.6, once in every 12 months;
- (v) a certificate of satisfactory load testing as specified in Section F.6.7, once in every 12 months;
- (vi) the 3 monthly certificates of inspection of the manual electric fire alarms and automatic fire detection equipment as specified in Section F.4.2, (the certificate shall include the mechanical plant shut down and damper controls as described);
- (vii) a certificate of inspection of lifts and escalators as specified in Section F.4.1 once in every 12 months;
- (viii) a certificate of inspection for the public address installation as specified in Section F.6.3 once in every 12 months;
- (ix) a certificate of inspection of the emergency telephone and CCTV systems as specified in Section F. 6.3.once in every 12 months;
- (x) a certificate of inspection of all fire fighting equipment as specified in Section F.6.4 at least once in every 12 months;
- (xi) the two certificates of the inspection of the emergency lighting systems as specified in Section F.5.1. Every 3rd year the certificate as specified in Section F.7.1. is also required.
- (xii) a certificate of inspection of the electrical installation as specified in Section F.8.1 at least once in every five years.
- (xiv) a certificate of inspection of the Lightning conductor as specified in Section F.6.8 at least once in every 12 months.

APPENDIX 1

INDEX OF KEY LOCATIONS

Key Locations as Specified on Plan Nos 001 and 006

REF:	DESCRIPTION	LOCATION
A	<u>CONTROL TWICKENHAM</u>	Northwest Corner of Ground (Level 6)
B	<u>FIRST AID POSTS:</u> Primary First-Aid Room Secondary First Aid Room	(a) East Stand - North East corner of ground (Ground Level) (b) West Stand - South West corner of ground (Ground Level)
C	Police Room	East Stand - North East corner of ground (Ground Level) Adjacent to Primary First Aid Room - (a) above

APPENDIX 2

FIRST-AID EQUIPMENT

Items of equipment should include:

Primary First-Aid Room (a) East Stand- NE corner of ground (ground level):	Secondary First-Aid Room (b) West Stand- SW corner (ground level):
<p>At least 12 Furley type stretchers; 1 scoop stretcher; 2 carrying chairs; Trolley stretchers - 2 in situ with screens, plus 2 for general use; 24 wool blankets; 12 cellular blankets; 6 pillows with plastic covers; Disposable paper sheets; Disposable gloves; 6 snatch bags; Buckets; Plastic bowls; No smoking signs; Cupboards for stretchers; Cupboards for blankets; Cupboards with Formica top for dressing etc; 4/6 electric points; Paper cups and dispenser; Paper towels and dispenser; Supply of black plastic bags for normal rubbish; Yellow plastic bags for medical waste; <i>(These last two items must be disposed of in the correct manner by the Holder)</i> An internal telephone; Direct communications with the Safety Officer and the Control room; A telephone with an external line;</p>	<p>12 stretchers; 24 blankets; 3 snatch bags; and telephone services, hot and cold water and drinking water as left, plus other items, which are considered necessary, having regard to local conditions.</p>

<p>Public address speaker;</p> <p>A stainless steel sink with adequate drainage;</p> <p>A hot and cold water supply and basin with adequate drainage;</p> <p>A drinking water supply;</p> <p>Usable medical items, as advised by the medical practitioner and first aiders, but in no case should there be less items than the contents of the first aid pack recommended in the report of the Football League's Medical Working Party</p> <p>Hypo chlorite disinfectant effective against HIV; Hepatitis B etc.; and</p> <p>A list of local receiving hospitals.</p>	
---	--

APPENDIX 3

PERMITTED NUMBERS OF SPECTATORS

Table 1

The maximum total number of spectators that may be admitted to each part of the sports ground at any one time shall be restricted to **79,879**:

The numbers of seats that are provided in each part of the ground are:

North Stand

North upper including L6 box holders	2517
North middle	5128
North lower including L3 box holders	6765
North lower enclosure wheelchair spaces	51

Total: 14,461

East Stand

East upper	4766
East middle including press box	8459
East lower including L3 box holders	10428
East lower enclosure wheelchair spaces	78

Total: 23,731

West Stand

West upper including L6 box holders	4905
West middle including press gantry	8543
West lower including L3 box holders and committee area	9031
West lower enclosure wheelchair spaces	82
Level 3 & committee wheelchair spaces	16

Total: 22,577

South Stand

South Lower	8454
South Lower Wheelchair spaces	58
South Middle	7110
South Upper	3487

Total: 19110

Note:- Whenever the anticipated capacity of the ground may exceed 60,000, No static commercial outlets to be positioned in the North, South, East or West outer concourse areas and all mobile commercial operations (Hawkers) within the South and East concourse areas shall cease 30 minutes before the commencement of the event and any stalls or other equipment removed.

Table 2

Location	1	2	3
England Rugby Int Club (ERIC)	320	100	320
Invincibles	620	460	600
North Try Line	1000	750	800
Stewards Bar	300	200	300
Spirit of Rugby	1200	600	800
Members Lounge	600	120	250
Debentures	960	N/A	N/A
Obolensky's	570	260	500
Wakefield's	570	260	500
Riverside			
Suite 1	N/A	690	N/A
Suite 2	N/A	122	N/A
Suite 3	N/A	100	N/A
Suite 4	N/A	50	N/A
Suite 5	N/A	50	N/A
Suite 6	N/A	50	N/A
Suite 7	N/A	310	N/A
Suite 8	N/A	100	N/A
Suite 9	N/A	100	N/A
Suite 10	N/A	153	N/A
Suite 11			
Suite 12	N/A	150	N/A
Suite 13	N/A	250	N/A
Suite 14	N/A	205	N/A
Suite 15	N/A	500	N/A
Suite 16	N/A	200	N/A
Suite 17	N/A	126	N/A
Suite 18	N/A	170	N/A
Suite 19	N/A	200	N/A
Capacity	N/A	200	N/A
		3740	
Independent	N/A	200	N/A
Business Debenture	N/A	300	N/A
Lloyds TSB	N/A	250	N/A

In Table 2 1 and 3 refer to the maximum numbers permitted when these areas are used for a standing situation without any furniture within the rooms. No 1 is for standing bar occupancy only and No 3 for a standing buffet, whilst No 2 is for a seated meal. Whenever persons occupying wheel chairs are in attendance at standing bar or standing buffet function the maximum permitted numbers shall be reduced by 4 for each wheel chair occupant present.

APPENDIX 4

FINAL EXIT GATES WIDTHS OF EXITS AND TICKET ENTRY GATES

All entry/exit gates detailed on plans kept with this certificate

<u>LOCATION</u>	GATE Nos	Clear Opening Width (mm)
Rear of West Stand (South end) [either side of entrance GATE A]	A	2No. x 3.500m, 2 x 2.400m & 1 x 5.00m Exit Gates 25 ticket gates
Rear of West Stand (North end) [either side of entrance GATE C]	C	2 x 4.500m & 2 x 5.000m Exit gates 15 ticket gates
Lion Gates	B	16 x Bag search entrance/exit gates
Rear of North west Stand (North of Lion Gate)	Not Detailed	1 x 5.000m Exit Gate
Rear of North Stand Gate D	D	3 x 5.000m Exits Gates 22 ticket gates
Northeast Corner	Not Detailed	2 x 5.000m Exit Gates
Center of East Stand Gate E	E	4 x 5.000m Exit Gates 20 ticket gates
South end of East Stand Gate F	F	2 x 4.200m & 1 x 5.000m Exit Gates 25 ticket gates
Totals - Entrance gates = 123 each of which is available for egress and emergency evacuation		Exit gate widths = 102.4m

APPENDIX 5

LOCATION OF EMERGENCY AND CONFERENCE TELEPHONES

SCHEDULE OF TELEPHONES

LOCATION (STAND)	LEVEL	ADJACENT TO ENTRANCE/VOMITORY	NUMBER
EAST STAND	Level 1	E4	1
		E8	1
		E12	1
	Level 4	E25-26	1
		E41-45	1
	Level 5	E24-28	1
WEST STAND	Level 1	W8	1
		W11-12	1
	Level 4	W20-21	1
		W39-40	1
	Level 5	W43-44	1
	NORTH STAND	Level 4	N10
Level 5		N12-13	1
		N26-27	1

NOTES:

- (1) Emergency telephone lines shall comply with BS 5839: Part 1 Section 17.2
- (2) Direct lines shall be on a system independent of the general and emergency telephone system with an independent power supply and wired to comply with BS 5839: Part 1 Section 17.2.

APPENDIX 6

TEST LOADS AND STRUCTURAL TESTING PROCEDURES FOR BARRIERS ETC.

TEST LOAD AND TESTING

BARRIER TYPE	BEDDING-IN TEST LOAD	PROOF TEST LOAD
Barriers/handrails to gangways, stairways, landings and ramps, aligned at right angles to the direction of spectator movement	3.0 kN/m run	3.6 kN/m run
Barriers/handrails to gangways, stairways, landings and ramps, aligned parallel to the direction of spectator movement	2.0 kN/m run	2.4 kN/m run
Barriers positioned within 530mm in front of fixed seats	1.5 kN/m run	1.8 kN/m run
Barriers for seating decks adjacent to the end row of seats and protecting spectators from falling sideways	1.0 kN/m run	1.2 kN/m run
Barriers for seating decks behind a row of seats and protecting spectators from falling backwards	1.0 kN/m run	1.2 kN/m run
Elements not otherwise referred to shall be tested to loads to be determined by the Council		

(1) The test load figure given above for handrails, railings and fences is the load per unit length.

(2) **Notes**

Test Method

1. The test shall be in two parts:
 - (a) The Bedding In Cycle; and
 - (b) The Proof Cycle.

In each part, an evenly distributed load or equivalent simulation shall be applied horizontally to the top rail of the barrier or hand rail at right angles to the longitudinal axis and applied in increments. Barriers and handrails must comply with the requirements of both parts of the test in order to be considered satisfactory for further continued use.

2. The deflection measuring equipment shall be properly set up on a firm part of the Stand, stairway etc., to be unaffected by any movement of the barriers, handrails, their supports, or the movement of personnel performing the tests. The deflection in the horizontal plane shall be measured at the anticipated location of maximum deflection, e.g. at the centre of a barrier or handrail span (when testing the rail) or the top of the upright (if testing the upright).

3. The loading procedure adopted shall result in each component part of the barrier or handrail being subject to levels of stress at least equal to the stresses that would occur were the structure subjected to the relevant uniformly distributed load at a design level of 1.1m.

Bedding-In Cycle

3. In order to allow for the bedding in of the test equipment and any frictional restraints, the barrier or handrail shall be loaded up to its design service load. The bedding in load shall be applied in at least 5 equal increments. Deflections shall be monitored at each increment of the load cycle and upon removal of load.
4. The barrier or handrail may be considered to have completed this part of the test satisfactorily if, on removal of the load, the recovery is at least 75% of the maximum deflection as measured from the original position prior to loading or if the permanent deflection is less than 2mm. If the barrier or handrail fails to achieve this level of recovery, it shall be considered to have failed the test unless there is a satisfactory explanation for the results.

Proof Cycle

5. The proof cycle is to consist of two consecutive applications of the proof load. The interval between each application shall be such as to enable complete unloading.
6. The proof load is equal to 1.2 x the horizontal imposed design service load as referred to in item A of this Appendix.
7. Each of the two applications of proof load shall consist of 5 equal increments, the full proof load being maintained for 5 minutes for each application and then removed. A record shall be kept:
 - (a) Of any deflection at each load increment;
 - (b) After the 5 minute application of the full proof load; and
 - (c) Residual deflection after removal of the load
8. If, on removal of the load after the second application, the recovery is at least 95% of any measured deflection (as measured from the barrier position at the start of the proof test cycle - i.e. after the bedding in cycle), the barrier or handrail shall be considered to have satisfied the proof cycle loading requirement.

Other Considerations

9. Wherever possible, comparison shall be made with the performance of other barriers/handrails of a similar type subjected to the same or similar tests in order to establish whether there are indications of a reduction in overall performance, which might indicate a developing weakness requiring special attention, or more frequent testing and/or inspection.
10. If the barrier or handrail has satisfied the requirements of the testing procedure, doubt arises for any reason (including such matters as corrosion, cracking in the vicinity of the supports or distortion of connections and fittings) as to the safety of the barrier or handrail, a detailed investigation shall be carried out. Unless the results of this investigation remove the doubt as to the safety of the barrier or

handrail shall be deemed to have failed.

12. Any barrier or handrail failing the test procedure shall be removed and replaced, or strengthened and then restored.

APPENDIX 7

STAFF INSTRUCTION NOTICES AND EMERGENCY PROCEDURES

- (1) Staff Instruction Notices and Emergency Procedures shall be drawn up by the Holder and brought to the attention of all staff prior to each specified event.
- (2) Advice given to staff shall include the following: -
 - (a) Procedures to be followed by the PUBLIC ADDRESS ANNOUNCER ON BEING INFORMED OF A FIRE OR SUSPECTED BOMB including the procedures for using the GREEN, AMBER and RED alert codes.
 - (b) Procedures to be followed by the PUBLIC ADDRESS ANNOUNCER IF INSTRUCTED TO ORDER AN EVACUATION.
 - (c) Procedures to be followed by ALL STAFF in the event of a GAS OR CHEMICAL LEAK (code 1), CONFIRMED FIRE (code 2), or CONFIRMED OR SUSPECT PACKAGE (code 3).
 - (d) Procedures to be followed by ALL STAFF in the event of the announcement of the Stadium Alert System, alert messages.
 - (e) Procedures to be followed by ALL STAFF in the event of an evacuation order being given.
 - (f) Procedures to be followed by the CONTROL TWICKENHAM TELEPHONE OPERATOR and the SWITCHBOARD OPERATOR (RFU OFFICES) in the event of NOTIFICATION OF FIRE OR SUSPECT PACKAGE.
 - (g) Location of assembly points for use in the event of evacuation.
 - (h) Internal telephone number for EVENT CONTROL (Ext. 6555 or 6665).
 - (i) “ GREEN, AMBER and RED “ ALERT CODES can only be given by the Event Safety Officer.

Note: Instruction Notices shall be provided for all senior staff with specialist match day responsibilities prior to each specified event.

APPENDIX 8

PROVISION OF EQUIPMENT WITHIN CONTROL CENTRES

A telephone with an extra line

An internal telephone

A repeater panel for the fire alarm system

A public address system

Emergency lighting

Radios

CCTV equipment

Means of switching off any sound systems that might be operating within the stadium

Wallboards and markers

Map of the ground

Sufficient tables, chairs and worktops

And

A list of Key Personnel together with details of their location and responsibilities.

APPENDIX 9

SPECIFIED ACTIVITIES

ACTIVITIES COVERED BY THE CERTIFICATE

The activities covered by this certificate are as follows: -

Group A

- RUGBY UNION FOOTBALL
- RUGBY LEAGUE
- SCHOOL SPORTS ATHLETICS

Group B

- RELIGIOUS CONVENTIONS
- CEREMONIAL PARADES
- DEDICATION SERVICES

At least 28 days notice shall be given to the Council of any Group B event where the Upper Levels might be brought into use

Group C

- CONCERTS (SUBJECT TO A SUCCESSFUL DYNAMIC LOADING ASSESSMENT OF THE STADIUM)

NOTE: Attention is drawn to the requirement of Clause 10 on page 6, B.4.1 and B.4.2 of Schedule B relating to Police attendance.

Any pre-match entertainment, including live music and dancing, shall not be commenced until the gates to the sports ground have been opened for the admittance of the public to the activities listed above and covered by the terms and conditions of the certificate.

APPENDIX 10

MATCH CONTROL FACILITIES

FACILITIES TO INCLUDE:

- (a) A stadium Event Control Room, which shall be:
 - (i) Well placed, so as to provide for the Police Commander, and other officers who need to monitor spectator movements, a good view of the whole pitch and of the spectator area surrounding it;
 - (ii) Of sufficient size for the police commander, and officers to operate the radios, telephones and CCTV screens in liaison with the RFU. There shall also be space to accommodate the Event Safety Officer and other RFU staff with responsibilities to assist the police in the event of an emergency, together with facilities for representatives from other emergency services representatives who may need to be present. There should also be sufficient space for others who may need from time to time to visit the room, e.g. other senior officers, RFU management or a member of the emergency services;
 - (iii) Well equipped with CCTV, radio and telephone facilities and, where necessary, sound proofed against excessive noise;
 - (iv) Able to serve as a "forward" command post in the event of an emergency.
- (b) A room that can be used for police 'briefing' and administration.

APPENDIX 11

GENERAL GROUND ARRANGEMENT DRAWINGS

LIST OF DRAWINGS

CERTIFICATE DRAWING NO.	ARCHITECTS DRAWING NO.	DESCRIPTION
SK-149		Spectator ingress
SK-148		Spectator egress
005		Typical Section - North, East and West Stands
006		Level 1 Plan]
007		Level 2 Plan]
008		Level 3 Plan] North,
009		Level 4 Plan] East and
010		Level 4A Plan] West Stands
011		Level 5 Plan]
012		Level 6 Plan]
013		Plan of Riverside suites - Rear of North Stand
SK-210		Level 1 South Stand Designated areas for use
SK-211		Level 4 South Stand Designated areas for use
SK-212		Level 5 South Stand Designated areas for use
SK-213		Level 1A Designated areas for use
SK-214		Level 3 and Lower Tier South Stand Designated areas for use
SK-215		Middle Tier – South Stand Designated areas for use
SK-216		Upper Tier – South Stand Designated areas for use

APPENDIX 12

AMENDMENTS TO GENERAL SAFETY CERTIFICATE

DATE OF ISSUE

Amended

APPENDIX 13

DOCUMENTS TO BE KEPT WITH THE GENERAL SAFETY CERTIFICATE

1. Statement of Intent