

**LONDON BOROUGH OF RICHMOND UPON THAMES**

**FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987**

**SAFETY OF SPORTS GROUNDS ACT 1975**

**GENERAL SAFETY CERTIFICATE  
FOR A REGULATED STAND**

**The Grandstand, Richmond Athletic Ground, Kew Foot Road,  
Richmond, Surrey.**

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

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## INFORMATION

- (i) **It is important to know all the provisions of “The Fire Safety and Safety of Places of Sport Acts” which applies to this sports ground whenever this safety certificate is in force and to “The Regulatory Reform (Fire Safety) Order 2005 which applies whenever the safety certificate does not. The booklet "Guide to Safety at Sports Grounds" (latest edition), obtainable from Her Majesty's Stationery Office give guidance, without legal force, on Sports Ground Safety; Guidance on the Regulatory Reform (Fire Safety) Order 2005 can also be obtained from H.M. Stationary Office. The following points are particularly important however reference should be made to the Acts for authoritative information.**

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

Section 35 of the Act gives to authorised officers of the Council 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 for the regulated stand and records relating to the maintenance of safety at the ground.

(iii) **Alterations and Extensions**

Section 32 of the Act requires notice to be given to the Council before work is begun on any proposed alteration or extension to the regulated stand.

(iv) **Offences and Penalties**

A summary of the relevant offences is as follows: -

- (a) For contravening any term or condition of this certificate, admitting spectators into the regulated stand at a time when a safety certificate is not in force or in contravention of a Court Order, 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, singing, furnishing or otherwise making use of a document containing a false statement, or
- (c) For failing to give notice of an alteration or extension to the regulated stand 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 Safety of Sports Grounds Act 1975 (as amended) provides that if the local authority are of the opinion that the admission of spectators to a regulated stand 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 30(4) of the Act 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.

## **SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987**

### **GENERAL SAFETY CERTIFICATE**

#### **THE GRANDSTAND RICHMOND ATHLETIC GROUND, RICHMOND.**

1. In exercise of the powers conferred by 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 John Simmins

("the Holder"), this General Safety Certificate in respect of The Grandstand, Richmond Athletic Ground, Richmond, being a regulated stand requiring a Safety Certificate under Section 26 of the Act.

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 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. 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 shall 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 this General Safety Certificate. The Holder shall forward a copy of the policy to the Council.
5. The Holder shall ensure compliance with the terms and conditions of this certificate at all times while the regulated stand is in use for a specified activity.
6. The Holder shall notify the Council in writing within 14 days before any change of circumstances affecting this certificate.
7. 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, the Fire Brigade, the Ambulance Service and the Council and a copy shall be kept with this General Safety Certificate. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or total evacuation of the sports ground and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure. The Holder shall regularly review, test and keep up to date the plan of action and shall forward a copy to the Council.
8. The Holder shall also carry out training exercises at least twice a year so as to ensure the emergency procedures as set out in the 'Plan of Action' operate correctly. The Holder shall notify the Fire Brigade, Police and Chief Ambulance Officer when

evacuation training is to take place to enable them to observe the standards of staff training. Details of training exercises shall be entered in a logbook.

9. The use of the regulated stand for spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 5, and is subject to the terms and conditions set out in this Certificate.
10. The Holder shall give Notice to the Council, Police, Fire Brigade and Ambulance Service of all forthcoming specified activities. Such notice shall be given not less than 35 days before the regulated stand is to be used for the purposes of viewing any activities specified in Appendix 5.

**a. The holder shall also ensure that a full risk assessment is undertaken and recorded in writing before any activity specified in appendix 5. C.**

11. The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the regulated stand and to each part thereof shall not exceed the capacities specified in Appendix 2 and shall also ensure that the measures for controlling crowds prescribed in this certificate are observed.
12. The Holder shall provide equipment, permanent staff, stewards and others, and shall monitor, direct, guide, control and assist spectators during specified activities in accordance with the requirements of Schedule B.
13. The Holder shall provide first-aid and medical staff, equipment, facilities and accommodation as set out in Schedule C.
14. The Holder shall ensure that all buildings and structures, including means of ingress and egress, and all installations, including electrical and mechanical services, 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.
15. The Holder shall take all reasonable precautions to prevent the outbreak and spread of fire and shall maintain equipment and train staff to deal with an outbreak of fire, and shall comply with the requirements of Schedule E.
16. 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.
17. The Holder shall keep the records specified in Schedule G, and those records shall be made available for inspection by the Council's authorised officers at all reasonable times.
18. The Holder shall obtain and submit to the Council the Certificates specified in Schedule G.
19. The Holder shall appoint a Safety Officer who shall be of sufficient competence, status and authority to take responsibility for safety at the sports ground and be able to authorise and supervise safety measures. The Holder shall ensure that the nominated person is accountable to the most Senior Management or the Board of Directors to

whom he/she will have direct access on safety matters. The Holder shall set out in writing the duties of the Safety Officer and the functions of his/her post, and a copy of the job description shall be forwarded to the Council and kept with this General Safety Certificate.

- a. The holder has decided not to nominate a person as safety officer but to undertake this role himself.
20. The Holder may nominate a Deputy Safety Officer or nominate a replacement Safety Officer, who, in the absence of the Safety Officer, shall be in charge of the regulated stand during the whole time it is in use for any specified activities. Such nominations shall be made to the Council in writing.
21. Unless there is a nominated safety officer present, whose appointment has been notified to the council, the capacity of the regulated stand will be zero.
22. No alteration or addition shall be made to the regulated stand 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.
23. 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.
24. 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.
25. The Holder shall draw up and keep up to date plans showing the layout of the regulated stand, 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 on plastic draughting film.
26. The previous Certificate effective from 22<sup>nd</sup> August 2007 is replaced by this Certificate with effect from 8<sup>th</sup> July 2008. This Certificate will be reviewed by the Council annually

London Borough of Richmond Upon Thames  
Environmental Protection and Customer Services  
2nd Floor  
Civic Centre  
44 York Street  
Twickenham TW1 3BZ

**Signed:**



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

8<sup>th</sup> July 2008

**Date:**

## SCHEDULE A

### DEFINITIONS

#### A.1 Definitions

- A.1.1 'specified activity' - means any of the activities listed in Appendix 5 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 referred to in the Regulated Stand Safety Certificate' and any other document or documents which may be added thereto.
- A.1.7 'the sports ground' - means the sports ground known as Richmond Athletic Ground, Richmond 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 Match Control Room) 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 and assessed to a level 2 stewarding qualification within the National Qualifications Framework, or undergoing such training.
- A.1.21 'key point' - means a position within the regulated stand 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.
- A.1.24 'regulated stand' - means the grandstand at the sports ground shown on plans attached to this certificate.

## SCHEDULE B

### STAFF AND CROWD CONTROL

#### B.1 Safety Officers

- B.1.1 The Holder shall ensure that the Safety Officer or his nominated Deputy is responsible for ensuring that checks, inspections, testing, training, recording remedial works and all matters relating to spectator safety are carried out promptly and effectively.
- B.1.2 The Holder shall ensure that the Safety Officer or his nominated Deputy 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 or his nominated Deputy shall be easily identifiable and shall be in attendance at the Safety Officer's Control Point. He/she shall not be engaged in any other task.
- B.1.5 The name of the Duty Safety Officer shall be displayed on a board adjacent to the First Aid Room and shall be made known to the Police before every specified activity.

#### B.2 Stewards

- B.2.1 At each specified activity the Holder shall provide a Chief Steward and such number of Senior Stewards the Holder considers sufficient. All Stewards shall be fit and active and shall preferably be aged not less than 18 years and preferably not more than 55 years. 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. If a self-contained part of the stand is closed to spectators, stewards need not be provided for that part.
- B.2.2 Each Steward shall be readily recognisable with the same 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 Each Senior Steward shall be readily recognisable by the wearing of a surcoat or tabard distinctive from that worn by the Stewards.
- B.2.4 All stewards shall be trained and assessed to a level 2 stewarding qualification within the National Qualifications Framework, or undergoing such training. No steward shall be deployed at the ground until they have undertaken all aspects of the familiarization and induction training covered by the induction module of the football authorities' Training Package for Stewarding at football grounds.

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) of the Football Authorities' Training Package for Stewarding at football grounds and have attended 4 matches as a steward. 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 regulated stand, to help achieve an even flow of people to and from the viewing areas;
- (b) appraising crowd densities, recognising signs of crowd distress and reacting to crowd dynamics so as to help ensure safe deployment or dispersal of spectators within any part of the regulated stand;
- (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 regulated stand 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;
- (g) undertaking specific duties in an emergency or otherwise as directed by the Duty Safety Officer;
- (h) understanding their general responsibilities towards health and safety;
- (i) carrying out pre-event safety checks;
- (j) assisting in the safe operation of the specified activity;
- (K) providing basic first-aid; and
- (l) undertaking duties allocated by the safety officer.
- (m) 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.

**B.2.6** Before beginning duty at a specified activity, 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 each specified activity to ensure that incidents or problems are referred to the safety officer for follow up action.

**B.2.7** No steward shall leave his/her place of duty during a specified activity without the permission of the Chief Steward, who shall provide a replacement Steward before the position is vacated.

**B.2.8** Stewards shall be located throughout the regulated stand and particularly at key points

where control is most needed, such as in gangways, steps onto the pitch and at each exit or entrance.

- B.2.9 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.2.10 Each steward, attendant and member of staff shall be made aware of the provision of Section 35 of the Act, which empowers certain Council Officers to enter and inspect sports grounds at any reasonable time, on production of written authorisation.
- B.2.11 Stewards shall give assistance at all times to disabled people, particularly those in wheelchairs.
- B.2.12 All staff and stewards shall be told before each specified activity the location of the Safety Officer's Control Point and the name of the Duty Safety Officer on the day in question.
- B.2.13 A minimum of one loudhailer shall be provided for use in accordance with the Holder's Contingency Plans.
- B.2.14 All staff and stewards shall be told before each specified activity the location of the Safety Officer's Control Point and the name of the Duty Safety Officer on the day in question.
- B.2.15 No Steward, whether directly employed or supplied by an agency, shall be deployed without proper training unless accompanied by a Steward who has been so trained.

### **B.3 Crowd Control and Policing**

- B.3.1 Before each specified activity the Holder shall:-
- (a) consult jointly with the Fire Brigade and the Police regarding the 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 Police may accept and consult with the Police to review the risk assessment carried out by the Holder, or his/her nominee, to determine the level of policing required at each specified activity;
- B.3.2 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.3.3 (a) The Holder shall use his 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.

- (b) 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. If Police are in attendance at the ground, the Police Officer in command must be consulted. Crowd safety should be the paramount consideration in deciding whether to exercise such discretion.
- B.3.4 When considered necessary by the Council, after consultation with the Police, the Holder shall permit ground entry only by ticket issued or sold before the day the regulated stand is used for that particular specified activity.
- B.3.5 A public address system be provided and operated by a person nominated by the Holder. The system shall be used for the carrying out of emergency evacuation procedures for the regulated stand in accordance with Appendix 4, after consultation with the Senior Police Officer and/or Fire Brigade Officer, if in attendance. The system must provide a remote microphone point away from the control point so that the system will operate should a fire occur in that vicinity and the announcer have to evacuate.
- B.3.6 The public address system shall be capable of communicating information to all areas within the regulated stand. Important announcements shall be preceded by a loud signal and the arrangement prominently advertised in every programme and by way of a test transmission prior to the start of any event.
- B.3.7 The number of tickets issued for each particular area shall not exceed the permitted capacity of that area. Each ticket shall specify the gate/turnstile by which the ticket holder shall enter the sports ground and shall include a simplified, understandable diagram showing the layout of the sports ground and position of entrances. Tickets for seats, which offer restricted views or are uncovered, shall be marked accordingly and the buyer forewarned. Where the numbers of spectators expected to attend a specified activity does not exceed 10,000 then the inclusion of ground plan and entrance information is not considered to be necessary.
- B.3.8 Where considered necessary, the Holder shall agree with the Council and the Police the methods to be used for the segregation spectators.
- B.3.9 Drinks may only be sold or supplied in containers made of paper or plastics materials except: -
- (a) with the prior written consent of the Council;
- (b) in those parts of the 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.3.10 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, banner, pole or other similar article, including anything that could or might 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.4.8 above.
- B.3.11 Television cameras, commentary points, camera gantries and the location of outside broadcast vans, for the broadcast or recording of specified activities, 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.3.12 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.

B.3.13 Copies of the Ground Regulations shall be framed or glazed or otherwise protected against loss or defacement and shall be displayed in prominent positions.

#### **B.4 Spectator Information and Signposting**

B.4.1 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.4.2 (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.3.7 above.

(b) Information on tickets requesting spectators to be in position by a particular time should be periodically reviewed by the club in conjunction with the Police to ensure that it corresponds with the planned arrangements for admitting spectators to the ground.

#### **B.5 Disabled Persons**

B.5.1 Wheelchairs used by disabled persons shall be accommodated in the purpose-built disabled spectator area. Each wheelchair shall be accompanied by an able bodied adult who shall be capable of assisting the disabled person from the sports ground and who shall occupy an adjacent or nearby seat. All spectators admitted to the sports ground in their wheelchair shall remain in their wheelchair for the duration of the specified activity.

B.5.2 The Holder shall ensure that accommodation provided for people with disabilities is safe, properly designed and managed

## SCHEDULE C

### FIRST-AID AND MEDICAL FACILITIES

#### C.1 Accommodation and Equipment

C.1.1 The Holder shall provide a properly equipped First Aid room for use during the course of each specified activity.

C.1.2 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.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 1 to 1,000 spectators, or part thereof, with a minimum of 2.

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) and remain until at least half an hour after the end of the event; and
- (b) be made aware of the location and staffing arrangements of the First Aid room 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, 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. These arrangements shall be made known to the Police.

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.

## 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 and from each part of the sports ground as shown on the attached plans.
- D.1.2 No door or gate forming part of an escape route shall be locked or fastened in such a way that those using that route in an emergency cannot easily and immediately open it.
- D.1.3 All exit gates, unless fitted with “Panic Bars” or secured in an open position, shall be staffed at all times while the regulated stand is used by the public.
- D.1.4 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.1.5 Fire resisting doors sited within the regulated stand shall be maintained so as to form an effective barrier to the passage of smoke and fire. In particular self-closing devices shall be effective in operation at all times. The use of door wedges or any other unauthorised means of preventing the proper operation of these doors is prohibited.
- D.1.6 Each gangway, exit route, stairway, 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.1.7 Conspicuous nosing shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of spectators.
- D.1.8 '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.1.7 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.1.8 Each gate shall be permanently marked with its number as shown on **plan 001** (and as described in Appendix 5). Numbers and letters shall be not less than 300mm in height and visible; i.e. when the gates are either open or closed.
- D.1.9 Conspicuous nosing shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of spectators.
- D.1.10 The means of access for emergency Service vehicles shall be maintained unobstructed and in good condition.

## 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 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) Maintained normal lighting shall be kept illuminated within the regulated stand 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 therefrom.

(b) Any approved maintained escape lighting shall be kept illuminated during specified activities where there is inadequate natural daylight and at any time where the floodlights are in use.

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

(d) Escape lighting shall provide a level of illumination which is adequate to allow free movement within the regulated stand.

D.2.5 Suitable management arrangements shall be made to ensure that the Duty Safety Officer and stewards are able to address spectators in the regulated stand, which may include the giving of directions to evacuate in an emergency, in the event of mains power failure affecting the operation of the public address system. Sufficient loud hailers shall be provided for this purpose. No spectator shall be admitted to the regulated stand for the purposes of viewing a specified activity unless the public address system is in full working order.

D.2.6 The Holder shall maintain all portable and transportable electrical appliances used on the premises by staff and members of the public 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 Hazardous materials (including fuels, fertilisers, weedkillers and paints) and combustible materials shall only be stored in a suitable room or storage area approved by the Council. The Fire Brigade shall also be informed of the quantities involved and their locations.
- D.3.3 All glass in doors, windows, partitions, etc. in each part of the regulated stand accessible to spectators shall be maintained in a sound condition and any replacement glass shall conform with Part N (Glazing materials and protection) of the first schedule to the Building Regulations 1991.
- D.3.4 No cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the regulated stand without the prior consent of the Council in writing.
- D.3.5 No special effects, displays or other arrangements (including pyrotechnics, lasers etc) shall be undertaken without the prior consent of the Council in writing.
- D.3.6 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.3.7 No television cameras, cables or other portable equipment shall be installed within the regulated stand 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 the Safety Officer's Control Point.
- 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 4.
- E.1.3 Both the Council and Fire Brigade (see paragraph D.3.2) shall be informed of any proposal to keep compressed gas cylinders, petroleum and other flammable items at the premises.

#### E.2 Fire Warning System

- E.2.1 The fire warning system shall consist of the public address system and shall be controlled from the Safety Officer's Control Point 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 the Safety Officer's Control Point.
- E.2.2 The telephone switchboard 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 Holder who shall be responsible, in conjunction with the Holder, for carrying out emergency evacuation procedures for the ground.

#### E.3 Fire Fighting Equipment

- E.3.1 Portable fire appliances shall be provided in the positions specified in Appendix 1, inspected and tested as specified in Schedule F, and records kept as specified in Schedule G.
- E.3.2 Extinguishers purchased before 1<sup>st</sup> January 1997 shall comply with BS 5423 and are to have British Approvals for Fire Equipment (BAFE) Certification under the British Standards Institute's 'Kitemark' 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 purchased 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. 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 and each Steward shall be fully trained by the Holder 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) familiarisation with the method of raising the alarm of an emergency;
  - (d) the correct method of using fire fighting equipment and familiarisation with their locations within their areas of responsibility;
  - (e) 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 specified;
  - (f) familiarisation with escape routes, within their area of responsibility, the methods of maintaining such escape routes free of obstruction and available at all times;
  - (g) the purpose of fire-resisting doors and appropriate procedures with regard to them; and
  - (h) the importance of fire evacuation training.
- E.4.2 The Holder shall carry out emergency procedure exercises at least twice 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 evacuation 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 4, 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.
- E.6 Fire Risk Assessment**
- E.6.1 It is a legal requirement under the Regulatory Reform (Fire safety) Order 2005 for the responsible person' to carry out a suitable and sufficient risk assessment of fire safety within the curtilage of a sports ground. A 'competent person' must carry out the assessment. It is preferable that this task is delegated to someone within the Club, but if there is no one who is 'competent', then an outside consultant, who is deemed to be 'competent', should be employed to undertake the fire risk assessment. A consultant may not take ownership of the findings and resultant remedial work identified by the assessment, as this is still the responsibility of the 'responsible person' within the Club.**

**E.6.2 When undertaking the fire risk assessment, the Club must comply with the statutory requirements imposed upon it from: -**

- a) The Health and Safety at Work Act 1974;**
- b) The Management of Health and Safety at Work Regulations 1999;**
- c) The Regulatory Reform (Fire Safety) Order 2005;**

The fire risk assessment should be carried out in accordance with the relevant Fire Safety Risk Assessment guides.

**E.6.3 The risk assessment document should be used as a guide to assist in the process of fire risk management, appertaining to fire safety within the sports ground curtilage, it must remain dynamic, not static. It should be ‘periodically’ reviewed, when significant alterations occur within the ground area, or there is reason to suspect that it is no longer valid. Once completed, the fire risk assessment documents should be kept readily available for inspection by the ‘relevant enforcing authority’.**

**E.6.4 The fire risk assessment must be conducted in a practical and systematic way to identify the significant fire hazards and fire precautionary deficiencies within the ground. It is not a desktop exercise, and you may find it useful to include a plan of the ground identifying the hazards.**

**E.6.5 When carrying out the fire risk assessment, you should identify the hazards and fire precautionary deficiencies, persons at risks, existing control measures, remedial actions and any timetable for work to be completed. This should also be signed off by the ‘responsible person’ once the remedial work has been completed satisfactorily.**

**E.6.6 When completed, the fire risk assessment findings should be accompanied by the following additional documentation to ensure that all matters relating to fire safety within the premise(s) are kept in one complete fire risk document, making it easier for reference finding by the ‘responsible person’ and any inspection carried out by the relevant enforcing authority officer:**

- a. Management’s fire safety policy, to include chain of command and demonstrate how policy is communicated to staff and other persons;**
- b. Management’s fire safety strategy prioritised to achieve the objectives of the fire safety policy, including any smokes control or fire suppression systems**
- c. Management’s fire safety strategy prioritised to achieve the objectives of the fire safety policy, including any smokes control or fire suppression systems fitted. To incorporate the following five disciplines: -**

- 1. Fire prevention;**
- 2. Means of escape;**
- 3. Communications;**
- 4. Fire confinement;**
- 5. Fire suppression**

- d. Any other relevant management standards applicable to managing fire safety within the premises e.g. BS 5588 Part 12: 2004 - Managing Fire Safety;**

- e. Any building works Design/Installation Certificates or preliminary risk assessment(s), including PAS 79: 2005;
  - f. Details of all fire safety measures already installed in the premises – means of escape and fire compartmentation, fire alarms, emergency lighting, fire fighting equipment provided, emergency signage, and to what British or equivalent EEC (BSEN) standards of conformity that the fire safety measures are installed to.
- E.6.7 Verification, commissioning, maintenance and testing certificates of the above fire safety measures installed, carried out and signed by a ‘competent person’;**
- E.6.8 The following documents shall be maintained and kept readily available for inspection by the ‘relevant enforcing authority’ at all times**
- Records of required in-house testing of any fire safety measures installed as specified.**
- Records of training of staff in fire safety through instruction and drills as specified.**
- Fire Precautions Act 1971 certificate (if applicable).**

## SCHEDULE F

### BRIEFING, TESTING AND INSPECTION BY THE HOLDER

#### F.1 Introduction

F.1.1 The Holder shall ensure that following training sessions, tests and inspections are carried out and records kept as required. 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 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 ensure that the following duties have been carried out and that these have been properly recorded in a logbook.

- (i) Inspection of the general condition and state of maintenance of the regulated stand, paying particular attention to the condition of each stairway, exit route, access route and sign;
- (ii) Inspection of all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity;
- (iii) removal and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, void and means of access for emergency vehicles; of goods, litter, combustible or flammable material and other obstruction;
- (iv) examination of all exits doors and gates (including those in the perimeter fences).
- (v) inspection to confirm that the required fire fighting equipment is in position and ready for use; and
- (vi) inspect the first aid room and the equipment and supplies held there.

F.2.2 The public address system and emergency lighting shall be tested in accordance with current British Standards not more than 48 hours prior to a specified activity (including

- the tests of any secondary source of power supply) and the results recorded in a logbook.
- F.2.3 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.2.4 If appropriate the Holder shall liaise with the Police and the Fire Brigade in accordance with Section B.3.1.
- F.2.5 If appropriate the Holder shall liaise with the Chief Ambulance Officer regarding appropriate ambulance provision under Section C.2.4.
- F.2.6 The Holder shall ensure that First Aid equipment and materials are maintained at the required level, as set out in Sections C.1.1 and C.1.2.
- F.2.7 After each specified activity, the Holder shall ensure that:
- (i) a general visual inspection of the sports ground for signs of damage and
  - (ii) if the police have been in attendance, liaise with the Police Service to gain full benefit from any de-briefing about crowd control.
- F.3 Every Month
- F.3.1 The emergency lighting shall be inspected in accordance with BS 5266 Part 1 1988 and the results recorded in a logbook.
- F.4 Every Six Months
- F.4.1 The emergency lighting shall be inspected in accordance with BS 5266 Part 1 1988 and a certificate with the test results shall be submitted to the Council.

## SCHEDULE F

### BRIEFING, TESTING AND INSPECTION BY THE HOLDER

#### F.1 Introduction

F.1.1 The Holder shall ensure that following training sessions, tests and inspections are carried out and records kept as required. 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 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 ensure that the following duties have been carried out and that these have been properly recorded in a logbook.

- (i) Inspection of the general condition and state of maintenance of the regulated stand, paying particular attention to the condition of each stairway, exit route, access route and sign;
- (ii) Inspection of all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity;
- (iii) examination of each handrail and 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) removal and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, void and means of access for emergency vehicles; of goods, litter, combustible or flammable material and other obstruction;
- (v) examination of all exits doors and gates (including those in the perimeter fences);
- (vi) inspection to confirm that the required fire fighting equipment is in position and ready for use; and

- (vii) inspect the first aid room and the equipment and supplies held there.
- F.2.2 The public address system, emergency lighting and fire alarm any shall be tested in accordance with current British Standards not more than 48 hours prior to a specified activity (including the tests of any secondary source of power supply) and the results recorded in a logbook.
- F.2.3 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.2.4 The Holder shall liaise with the Police and the Fire Brigade in accordance with Section B.3.1.
- F.2.5 The Holder shall liaise with the Chief Ambulance Officer regarding appropriate ambulance provision under Section C.2.4.
- F.2.6 The Holder shall ensure that First Aid equipment and materials are maintained at the required level, as set out in Sections C.1.1 and C.1.2.
- F.2.7 After each specified activity, the Holder shall ensure that:
- (i) a general visual inspection of the sports ground for signs of damage and
  - (ii) if the police have been in attendance, liaise with the Police Service to gain full benefit from any de-briefing about crowd control.
- F.3 Every Week**
- F.3.1 The fire alarm shall receive attention in accordance with BS 5839 Part 1 1988.
- F.4 Every Month**
- F.4.1 The emergency lighting shall be inspected in accordance with BS 5266 Part 1 1988 and the results recorded in a log book.
- F.5 Every Three Months**
- F.5.1 The fire alarm shall be tested in accordance with BS 5839 Part 1 1988. A certificate with the test results shall be submitted to the Council.
- F.6 Every Six Months**
- F.6.1 The emergency lighting shall be inspected in accordance with BS 5266 Part 1 1988 and a certificate with the test results shall be submitted to the Council.
- F.7 Every Twelve Months**
- F.7.1 A competent person shall test the turnstile monitoring equipment and public address system and a certificate shall be submitted to the Council at least once in every 12 months.
- F.7.2 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 regulated stand 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.7.3 Two-*evacuation* training sessions shall be carried out every 12 months in accordance with Section E.4.2 and the details recorded in a logbook.

F.7.4 Inspections shall be made of the regulated stand, 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.7.5, or other similarly qualified professional, to ascertain their strength, stability and state of maintenance. A certificate of inspection shall be submitted to the Council at intervals not exceeding 12 months.

F.7.5 All barriers, handrails and other structural crowd control elements within the regulated stand, shall be subject to a load test or 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 3. A certificate of testing shall be submitted to the Council. The certificate shall list and identify the item 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.7.6 The fire alarm system shall be tested in accordance with BS 5839 Part 1 1988 and a certificate with the test result submitted to the Council.

## 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 F

### BRIEFING, TESTING AND INSPECTION BY THE HOLDER

#### F.1 Introduction

- F.1.1 The Holder shall ensure that following training sessions, tests and inspections are carried out and records kept as required. 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 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 ensure that the following duties have been carried out and that these have been properly recorded in a logbook.
- (i) Inspection of the general condition and state of maintenance of the regulated stand, paying particular attention to the condition of each stairway, exit route, access route and sign;
  - (ii) Inspection of all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity;
  - (iii) removal and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, void and means of access for emergency vehicles; of goods, litter, combustible or flammable material and other obstruction;
  - (iv) examination of all exits doors and gates (including those in the perimeter fences).
  - (v) inspection to confirm that the required fire fighting equipment is in position and ready for use; and
  - (vi) inspect the first aid room and the equipment and supplies held there.
- F.2.2 The public address system and emergency lighting shall be tested in accordance with current British Standards not more than 48 hours prior to a specified activity (including

the tests of any secondary source of power supply) and the results recorded in a logbook.

- F.2.3 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.2.4 If appropriate the Holder shall liaise with the Police and the Fire Brigade in accordance with Section B.3.1.
- F.2.5 If appropriate the Holder shall liaise with the Chief Ambulance Officer regarding appropriate ambulance provision under Section C.2.4.
- F.2.6 The Holder shall ensure that First Aid equipment and materials are maintained at the required level, as set out in Sections C.1.1 and C.1.2.
- F.2.7 After each specified activity, the Holder shall ensure that:
- (i) a general visual inspection of the sports ground for signs of damage and
  - (ii) if the police have been in attendance, liaise with the Police Service to gain full benefit from any de-briefing about crowd control.
- F.3 Every Month
- F.3.1 The emergency lighting shall be inspected in accordance with BS 5266 Part 1 1988 and the results recorded in a logbook.
- F.4 Every Six Months
- F.4.1 The emergency lighting shall be inspected in accordance with BS 5266 Part 1 1988 and a certificate with the test results shall be submitted to the Council.

## 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 regulated stand for a specified activity, save that the number of spectators admitted on any occasion need not be recorded where the total number of spectators in attendance does not exceed 250. On these occasions it will be sufficient for the Holder to make an entry in the record stating spectator attendance not exceeded two hundred and fifty. This entry should be signed and dated by the Holder;
- (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 regulated stand is in use for a specified activity;
- (iii) a record of the name of the each steward on duty at each event;
- (iv) a record of details, including attendance, of each training session and pre-match briefing given to staff and Stewards as specified in Section B.2.6 and Section E.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 Section E.4.2;
- (vii) a record of tests of the Fire alarm systems, public address system and emergency lighting as specified in Sections F.2.2; F.3.1; F.4.1; F.5.1; F.6.1; F.7.1 F.7.6 and F.8.1.
- (viii) a record of tests of fire fighting equipment as specified in Sections E.3.1, F.2.1 and F.3.2;
- (ix) a record of each inspection carried out at the sports ground to ensure compliance with Section F.2.1 and F.2.7;
- (xi) a record of the certificates required to be submitted to the Council under Section G.2.1.

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 emergency** lighting battery test certificates as specified in Section F.6.1;
- (ii) a certificate of structural safety as specified in Section F.7.4, once in every 12 months;
- (iii) a certificate of satisfactory load testing as specified in Section F 7.5, once in every 12 months;
- (iv) a certificate of inspection for the public address installation once in every 12 months;
- (v) a certificate of inspection of all fire fighting equipment as specified in Section F.7.2 at least once in every 12 months;
- (vi) the fire alarm test certificates as specified in Section 5.1 and**
- (vii) a certificate of inspection of the electrical installation as specified in Section F.8.1 at least once in every five years.

## APPENDIX 1

### SCHEDULE OF FIRE APPLIANCES

LOCATION:	Water 9 litre	CO 2 5 Kg	CO 2 2 Kg	Powder 4 Kg	Fire Blanket	Hose Reel
Grandstand: Sited externally and available for use by stewards while the stand is in use for a specified activity	1 No.					
<b>Total Allocation</b>	1 No.					

**NOTES:** Any changes in the number and/or siting of fire appliances or any other amendments to the Schedule shall only be made with the prior written agreement of the Council.

## APPENDIX 2

### PERMITTED NUMBERS OF SPECTATORS

The maximum number of spectators that may be admitted to the regulated stand at any one time shall be restricted to:

LOCATION		NUMBER OF SPECTATORS (all-seated)
Grandstand	Concrete covered stand South West side of sports ground as shown on Certificate plans Nos. 1 and 2	846
<b>TOTAL</b>		<b>846</b>

**Note – The responsibility for the safety of all persons within the sports ground lies with the Certificate Holder. It is recommended that in accordance with the 4<sup>th</sup> Edition of the Guide to Safety at Sports Grounds, an assessment of the maximum Sports Ground Capacity should be undertaken and the total number of persons admitted to any event should not exceed that total.**

## APPENDIX 3

### TEST LOADS AND STRUCTURAL TESTING PROCEDURES FOR BARRIERS ETC.

#### TEST LOAD AND TESTING

BARRIER REF:	TEST LOAD (kN)
Handrails to stairways at right angles to direction of flow	4.1 kN/m run
Handrails to stairways parallel to direction of flow	2.7 kN/m run

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

(2) **Notes**

**Test Method**

- The test shall be in two parts: Bedding In Cycle and Proof Cycle. In each part, an evenly distributed force shall be applied horizontally on the top rail of the barrier or handrail 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.
- The deflection measuring equipment shall be properly set up on a firm part of the stand, stairway etc., unaffected by any movement of the barriers or handrail. 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).

**Bedding Cycle**

- 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 force shall be applied in at least 5 equal increments. Deflections shall be monitored at each increment of the load cycle. The maximum force shall be maintained for 5 minutes.
- The barrier or handrail may be considered to have completed this part of the test satisfactorily if, on removal of the force, 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 force, the intervals between each application shall be as short as practicable, i.e. to enable complete unloading.
6. For handrails, the proof force is either 4.1 kN/metre width or 2.7 kN/metre width of handrail as mentioned in item A of this Appendix.
7. Each of the two applications of proof force shall consist of 5 equal increments, the full proof force being maintained for 5 minutes for each application. A record shall be kept of any deflection during loading, maintained loading, or unloading.
8. If, on removal of the force after the second application, the recovery is at least 95% of the maximum deflection or the permanent deflection is less than 2mm (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 handrails of a similar type and with the same handrail previously 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 than the minimum.
10. If, at any time during the procedure and notwithstanding that the barrier or handrail has satisfied the test requirements, doubt arises for any reason (including such matters as corrosion, cracking of the terracing stairway etc. or distortion of connections) 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, the barrier or the handrail, as the case may be, shall be deemed to have failed.

## APPENDIX 4

### STAFF INSTRUCTION NOTICES AND EMERGENCY PROCEDURES

- (1) Staff Instruction Notices and Emergency Procedures shall be drawn up by the Holder and displayed in appropriate staff areas. The exact text of such notices, the form of notice, the manner in which they are to be framed and fixed and the locations in which they are to be displayed shall be agreed in writing with the Council.
  - (2) Notwithstanding the generality of (1) above, Staff Instruction Notices and Emergency Procedures shall be drawn up for and displayed in the following locations:-
    - Adjacent to each internal telephone and within staff rooms;
    - At public address control points adjacent to a telephone; and
    - Adjacent to the telephone switchboard in the main reception area.
  - (3) 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 alert message.
    - (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 DISCOVERY OF FIRE or BEING INFORMED OF A FIRE OR SUSPECTED BOMB.
    - (d) Procedures to be followed by ALL STAFF in the event of the announcement of the alert message.
    - (e) Procedures to be followed by ALL STAFF in the event of an evacuation order being given.
    - (f) Procedures to be followed by the SWITCHBOARD OPERATOR in the event of NOTIFICATION OF FIRE OR SUSPECT PACKAGE.
    - (g) Location of assembly points for use in the event of evacuation.
- Note: Additional Instruction Notices may be required, particular for stewards and other staff with specialist match day responsibilities. The text of any such notices should follow the prescribed form of Instruction Notice set out in (1) above and shall be approved in writing by the Council.

## APPENDIX 5

### SPECIFIED ACTIVITIES

#### ACTIVITIES COVERED BY THE CERTIFICATE

The activities covered by this certificate are as follows:-

- RUGBY UNION FOOTBALL
- RUGBY LEAGUE FOOTBALL
- ATHLETICS
- ASSOCIATION 5 A SIDE FOOTBALL

#### Category 3. Activities

**PYROTECHNIC DISPLAY**  
**See condition 10 on page 7.**

NOTES: Attention is drawn to the requirement of 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 are covered by the terms and conditions of the certificate.

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## APPENDIX 6

### GENERAL GROUND ARRANGEMENT DRAWINGS

#### LIST OF DRAWINGS

CERTIFICATE DRAWING NO.	ARCHITECTS DRAWING NO.	DESCRIPTION
001	O S Sheet	Location Plan showing stand and fire vehicle access
002	(Extract)	Plan of under stand facilities

## **APPENDIX 7**

### **AMENDMENTS TO GENERAL SAFETY CERTIFICATE**

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