

Maidstone Borough Council

Guide to the Role of the **Safety Advisory Group** Terms of Reference



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Kent Fire &
Rescue Service

Maidstone and
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Introduction

The Safety Advisory Group (SAG) represents a fundamental core around which the safety planning of all public events can be considered. The SAG will bring together inter-agency expertise to advise and guide event organisers.

To enable the SAG to provide this advice and guidance it will consist of appropriate members of various agencies as listed in this document. Additional personnel can be invited being representatives of the event in question, who will form an essential part of the group and be regularly consulted, as will other organisations as and when appropriate, particularly where specialist expertise is needed.

The principal objective of the SAG is to create a consistent, tried and tested safety oversight process that can be used to enhance public safety at public events. This will involve "Scrutiny", "Review" and "Advice" in respect of Event Management Plans as submitted for each respective event on a proportionate basis.

It is accepted that the SAG's involvement in safety at public events comes through democratic public accountability in response to legislation.

This document has been prepared in consultation with the Safety Advisory Group members.

This is to be read in conjunction with "The UK Good Practice Guide to Working in Safety Advisory Groups" Revision 2019 available from the Emergency Planning College.

1 Policy for the Safety Advisory Group

It is the policy of the SAG to offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those who could be affected by such events. In this context the 'public' includes not only those attending the event, but also those in the surrounding areas who may be affected by it.

Members of the SAG must declare any material conflict of interest in relation to any matter put to the group, before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing, to be replaced by an appropriate party agreed with the group.

The SAG has arrangements to ensure that appropriate records of procedures and meetings are maintained, this role is fulfilled by the Local Authority.

2 Legislation & Guidance

A summary of primary legislation that a SAG might consider as relevant in relation to event safety proposals is available in "The UK Good Practice Guide to Working in Safety Advisory Groups" available from the EPC.

Guidance documents and useful links are available on our [website](#) to help organisers with their event planning. [The Purple Guide](#) is a trusted source of information and our partners will reference this guidance in their feedback.

3 Terms of Reference for the Safety Advisory Group

The role of the Safety Advisory Group is:

- to provide "Scrutiny", "Review" and "Advice" on event management plans and associated documentation submitted for SAG review;
- to promote a consistent, coordinated, multi-agency approach to event planning and management.
- to establish clear timelines for the provision of paperwork to the SAG and agree attendance and timelines with organisers.
- to promote clarity of roles and responsibilities relevant to the event within the SAG's remit;
- to consider emerging threats to events
- to advise the event organiser in order to ensure high standards of health and safety;
- to promote the principles of sensible risk management and good practice in safety and welfare planning;
- to advise the event organiser in respect of the formulation of appropriate contingency and emergency arrangements;
- to advise the event organiser in respect of legislation and guidance;
- to encourage arrangements to be made to minimise disruption to local communities;
- to consider the implications of significant incidents and events relevant to their venue(s) and events.
- to consider the implications of significant incidents and events relevant to the surrounding areas and facilities;
- to receive reports relevant to debriefs, visits and/or inspections of the venue or event;
- to consider events that meet the trigger level in the Kent Safety Advisory Group Risk Matrix;
- to provide a multi-agency response to incidents at events, if necessary.

4 Authority to Take Decisions

Whilst SAG has no statutory obligation of its own in respect of compliance and organisers are under no obligation to submit information, attend SAG meetings or follow SAG advice each constituent member of SAG has their own regulatory powers which can be used independently. It should however be noted that Civil Aviation Authority consent and event safety may be affected if the SAG process is not followed.

Member agencies have their own statutory powers and duties and attend the group to provide scrutiny, review and advice. However, this does not preclude them from taking any formal or enforcement action in respect of events should this be appropriate under their own legislation and delegated powers.

Events taking place on Maidstone Borough Council Land are contractually required to engage with the Safety Advisory Group process in a timely and satisfactory manner. Failure to do so may result in the land hire being withdrawn by the Maidstone Borough Council Events Team.

5 Composition of the Safety Advisory Group.

The Group will consist of persons with appropriate skills, experience and position in their organisation to be able to take operational decisions on behalf of their service / body, save where these raise new policy issues.

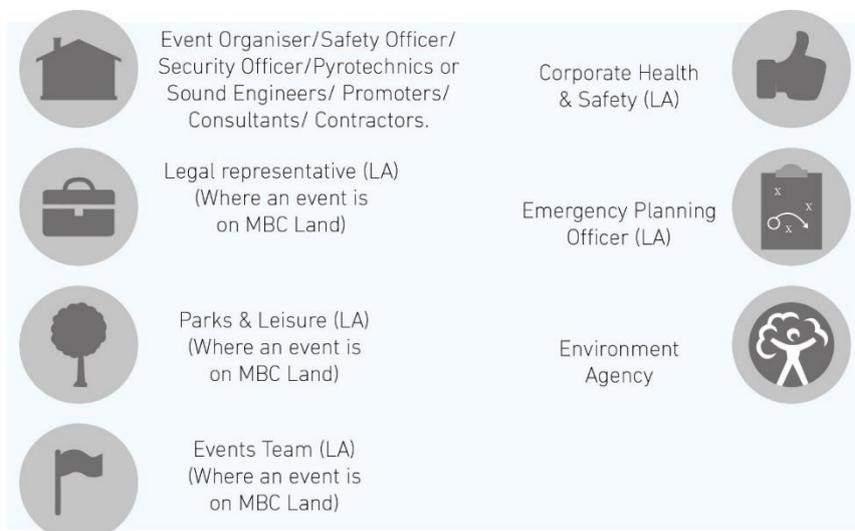
The Group will be constituted in the following manner;

- **Core members**
- **Invited representation**

5.1 Core members



5.2 Invited Members



The above list is not exhaustive and the Chair may invite other specialists as is appropriate. Invited members may be present at all meetings or just those considered necessary. Although not formally part of the SAG's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

6.0 Roles and Responsibilities of Core members

6.1 Chair of the SAG

- To ensure that the Safety Advisory Group properly discharges its responsibilities fairly, effectively, efficiently, and proportionately. An external Chair will be appointed where events that take place on Maidstone Borough Council Land are notified to the SAG.
- To ensure, where practicable, appropriate representation on the group.
- To ensure all members of the Safety Advisory Group have the opportunity to participate.
- To facilitate the "Scrutiny", "Review" and "Advice" on event management plans and associated documentation submitted for SAG review.
- To ensure that an audit trail of group processes is maintained.

6.2 Local Authority

- To contribute any local information that may be relevant
- Licensing Officer – to inform event organisers about the correct Licenses they will need and to ensure that these are applied for where necessary & to properly review and enforce the conditions of any licenses issued by the Local Authority.
- Food & Safety – to advise event organisers on health and safety and food safety.
- Community Protection – to implement road closures under Section 21 of the Town Police Clauses Act 1847, advise event organisers on noise control to prevent nuisance, determine if street trading enforcement is required, ensure compliance with relevant legislation in respect of community safety, antisocial behavior and substance misuse in and around events.
- Building Control – to advise event organisers on the requirements for temporary structures.
- Legal Services – To provide legal advice to the SAG in relation to events taking place on MBC land.
- Corporate Health & Safety – To ensure that the Council and/or the relevant sponsored or supported body provides suitable and sufficient event plans and risk assessments for Council associated events, to ensure that Council and/or relevant sponsored and supported events are compliant in respect of Health, Safety and Welfare.

6.3 Kent Resilience Team

- To provide strategic emergency planning advice in responding to a major incident, and to assist in the preparation of the Event Major Incident Plan.
- To advise on any cross boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority and the ability to provide mutual aid determined).

6.4 Kent County Council Transportation and Highways

- To implement road closures under a Temporary Traffic Regulation Order or other temporary traffic management measures as appropriate.
- Liaise with the statutory agencies to avoid conflict with or minimise the effect of roadworks on an event.
- To advise event organisers on the impacts of their event on the highway.

6.5 Emergency Services

6.5.1 Kent Fire and Rescue Service

- To advise event organisers on fire safety regulatory enforcement, emergency access and egress, fire risk assessments, capacities, pyrotechnics, barrier configuration, LPG/ fuel use & storage.

6.5.2 Kent Police

- To advise event organisers on aspects of the event relating to crime, public order, traffic regulations, Licensing and Counter Terrorism measures.

6.5.3 SECAMB and NHS

- To advise event organisers on medical and first aid provision, Emergency Department coordination and emergency vehicle access and egress. Where the NHS or SECAMB cannot both represent individually, one may give advice on behalf of the other.

7 Group Administration

7.1 Meetings

- The SAG shall endeavour to conduct its business electronically and will only meet as and when necessary.
- Where matters arise which require consideration by the Core SAG a meeting may be called at short notice.
- All relevant agencies should be represented at meetings of the SAG.
- The Safer Communities Officer within the Community Protection Team of the Local Authority will provide the Secretariat support to the Safety Advisory Group.
- The Safety Advisory Group shall meet on an ad-hoc basis if significant concerns about a particular event are raised by a member of SAG. Any SAG member may request a meeting but the SAG Chair will decide if the grounds of the request are substantial enough to require a meeting to be organised.
- Each meeting of the Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with minutes recorded in accordance with the council's set procedures.
- The minutes of the meetings will be circulated to all Group members and to such other parties as may be determined appropriate by the Chair;
- The minutes of the Safety Advisory Group will be held by the council as a public record and be subject to the Freedom of Information Act 2000 (FOIA), Data Protection Act 2018 and General Data Protection Regulation 2016.
- The Safety Advisory Group may request a site visit or inspection(s) of the site for an event as determined by the Chair of the Group in consultation with the event management, or undertake a visit to observe a specific issue or attend a tabletop exercise.

- An event calendar covering key events taking place within the Borough will be kept up to date so that the SAG will be aware of all events taking place that may be the focus of "Scrutiny", "Review" and "Advice" by SAG Members.
- An annual meeting will be held to re affirm terms of reference, protocols and administrative issues.

7.2 Communication

- All communication between SAG members and event organisers should take place within EventApp to ensure that a record of all communications is kept.
- A series of guidance documentation and information for event organisers is available on the EventApp portal.
- All SAG members are required to acknowledge receipt of documents and having read communications, whether they have feedback to provide or not.

7.3 FOI Requests

When FOI Requests are made to the Safety Advisory Group about events, the Coordinator or Chair will notify all core members of the Safety Advisory Group and the MBC Events Team if the event was held on Maidstone Borough Council Land.

The Safety Advisory Group and MBC Events Team (if applicable) will make a decision about whether the information can be disclosed or not based on the nature of the request.

The Safety Advisory Group reserves the right to decline FOI requests where the release of information could be prejudicial to an active investigation, commercially sensitive or an exception under the FOI Act 2000.

8. Notification of Events

- Event organisers will be advised to complete the Eventapp Notification Form which will be accessed via the Maidstone Borough Council website. Key event plans and documents such as the Event Management Plan, Medical Plan/ NHS checklist, Traffic Management plan etc. should be uploaded on EventApp for the SAG process to begin. Without event documents, the SAG cannot provide feedback. For events where there are less than 1000 attendees, the SAG will accept a completed NHS checklist rather than a full medical plan.
- Receipt of the notification will be acknowledged initially by the SAG Coordinator within EventApp and the details circulated to the SAG members.
- Where an event involves regulated entertainment or the sale of alcohol or late night refreshment, the Maidstone Borough Council Licensing Team must be contacted immediately to allow a decision to be made regarding licensing requirements. **Without a licence the event will not be able to go ahead in the intended capacity.** An event may still go ahead if the licensable activities do not take place however the scale of that event may be significantly reduced or no longer viable as a result.

9. Time frame Guidance

The SAG will require adequate notice to be able to provide advice effectively. The SAG will do its utmost to assist and promote safe events to take place in the borough, but the earlier we are notified that your event is taking place the better.

Please consider the following as a guide:

- Events for up to 5000 attendees require a minimum of 3-6 months notification.
- Events for 5000-9999 attendees require between 6-9 months notification.
- Events for more than 10,000 attendees require between 9-12 months notification.

The number of staff at your event should be included in your attendee calculations, not just expected visitors or tickets on sale.

Whilst these timescales are guidelines it should be noted that late submission of documentation may mean that the SAG may not have time to consider the event plans fully. Events may be noted only, and agencies may consider their own powers as necessary if they feel that the event plans are insufficient to deliver a safe event.

An event timeline is available on our [website](#) which will assist event organisers in making sure they are considering different aspects of their event at the right time. By following this guidance, it will allow an appropriate amount of time for various permissions to be sought and notifications to be made.

The timescales below denote the minimum timeframe required to get various aspects of events activities approved.

Activity	Notification/ application time
Parking suspensions and permissions	14 working days
Temporary events notice (TEN)	10 working days before the event
Planning permissions for banners or advertising	Minimum of 12 weeks to seek advice and allow for a planning application if necessary
Road closures or traffic management permissions (TPC & TTRO)	Minimum of 12 weeks before the event
Premises Licence applications	Minimum of 3 months before the event
Street Trading Licence	Minimum of 4 weeks before the event including a list of traders
Charitable Street Collections Permit	Minimum of 14 days before the event
SAG Notifications & Submissions of Documents	
SAG notification for major events requiring multiple road closures, structures and complex management	12-18 months
Up to 5000 attendees	3-6 months before the event
Between to 5000-9999 attendees	Minimum of 6-9 months before the event
More than 10,000 attendees	9-12 months before the event
Deadline for submitting amended documents for review by SAG following feedback from partner agencies.	14 days before the event

Civil Aviation Authority Notifications- Not an exhaustive list. Refer to CAA website for more information.	
Request for Air Space Coordination & Notification for Civil or Military Events which include Military Aircraft displays (1920D)	Minimum of 42 days before the event
Restricted Area (Temporary) (RA(T))	Minimum of 90 days before the event. Any requests outside of this time limit will not be considered.
Notification of Outdoor Laser, Searchlight, Firework, Helium-Filled Toy Balloon or Sky Lantern event. CAA Guidance ref: CAP 736	Minimum of 28 days before the event
Captive Unmanned Gas Balloons - Application for Permission to Fly (DAP1919)	Minimum of 28 days before the event

10. COVID-19

Due to the severity and impact of COVID-19, it is now necessary for the Safety Advisory Group to require the event organisers to provide additional documents to accompany their plans. Event organisers should provide the following:

- COVID-19 risk assessments
- COVID secure plans for operation during the pandemic. These should details measures such as social distancing measures, how the visitor numbers will be managed, sanitising stations/ hand washing, etc.

These plans should be provided at the same time as the other plans for review and event organisers are responsible for making sure they are adhering to the most up-to-date government guidance for events during the pandemic.

You may view the latest guidance at <https://www.gov.uk/coronavirus>.

The Safety Advisory Group may experience delays in reviewing the documents provided due to a greater pressure placed upon local authorities and blue light services at this time. It is therefore important to ensure event plans are submitted at the earliest opportunity.

The Safety Advisory Group will notify the Multi-Agency Information Cell (MAIC) of all events they are notified about which are taking place during the pandemic.

APPENDIX 2

Procedure for dealing with Event Notifications

1. Event notification received by SAG Coordinator via EventApp.
2. Event details & plans are circulated by SAG Coordinator to core members and selected relevant invited members for feedback. A deadline for initial feedback will be set so the Event Organiser has sufficient time to amend their plans based on advice received from members.
3. All SAG members (core and invited) must provide feedback on any notifications they receive and where involvement/feedback from a member is not applicable or there is no comment to be made at this time, the member should reply to stipulate this.
4. Feedback will be provided directly to the Event Organiser from SAG members within the discussion board set up by the SAG Coordinator.
5. The SAG Coordinator will diary date month after circulation of notification to monitor feedback/ correspondence and send reminders to the event organiser & SAG members where required. This process will continue monthly as the event date approaches and the time between reminders will reduce.
6. Feedback should be supplied to the event organiser as soon as practicable by the appropriate subject matter expert SAG member. This will allow the event organiser is given sufficient time to amend their plans as recommended and re-submit them.
7. The SAG process will not conclude until the Event Organiser has provided an event debrief report. The contents of the report will be reviewed by the SAG members and if there is sufficient cause for concern then a debrief meeting may be called or a SAG meeting may be requested by default if the event is scheduled to take place within the Borough in future.
8. Where the need for a SAG meeting is identified and justified, the SAG member should notify the SAG Chair immediately. The SAG Coordinator will then be instructed to organise a meeting at the earliest opportunity.
9. The SAG Chair will be responsible for ensuring that meetings are recorded in writing for each meeting held. Any voice recordings will be held on file until the event has concluded and if there are no concerns raised the first week after the event, the recording will be deleted. Action points and minutes will remain on file in line with the Councils data retention policy.
10. The SAG Coordinator will be responsible for disseminating information and action points from meetings unless otherwise recorded in the minutes/ actions.
11. The responsibility for completion of actions and recommendations identified lies with the event organiser/ promoter or appropriate agency.

12. Any issues of policy, procedures and information will be resolved collectively by the SAG.
13. Documents received within one month of the event will be circulated to SAG members for information only. At this late stage it is unlikely that the partners will have sufficient time to provide feedback prior to the event taking place.
14. It is the responsibility of the event organiser to ensure their notification and plans are submitted to the SAG for review in a timely manner and in accordance with the submission timelines. The SAG will not be held accountable for late submissions of information resulting in insufficient time for its members to review that information.
15. The SAG will not be held accountable for an event organiser choosing to ignore advice and recommendations made by the SAG.
16. The SAG will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the SAG, individual members of the SAG or the respective organisations/ agencies.
17. All members of the SAG will operate within the areas identified as their roles and responsibilities in section 6 of the Terms of Reference.
18. Where a member of the SAG objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned above.
19. All communication between SAG members and event organisers should take place within EventApp to ensure that a record of all communications is kept.