

Safety Advisory Group



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Contents

1.0 Introduction	3
2.0 Terms of Reference	3
3.0 Membership	6
3.1 Core Membership	6
3.2 Invited Representation	6
4.0 Administration	7
5.0 Notification of Events	8
6.0 Meetings	8
7.0 Action Notes	8
8.0 Roles And Responsibilities of the Core Members	9
8.1 The Chair & Vice Chair	9
8.2 Council Officers.....	9
8.3 The Emergency Services	11
8.4 Dept for Infrastructure, Roads & Translink NI.....	11
8.5 General.....	12

1.0 Introduction

Fermanagh & Omagh Safety Advisory Group (SAG) was established in 2014; it is an advisory group with no legal status but is considered good practice. The aim of the SAG is to help provide advice and guidance to organisers of events. Fermanagh & Omagh District Council has established a Safety Advisory Group (SAG) with other statutory agencies. The SAG will provide a forum within which the Council and other agencies can develop a coordinated approach to safety management for public events & festivals. (A separate Fermanagh and Omagh District Council SAG has been established for Sports Grounds)

Membership and the frequency of meetings will be dependent on the number and timings of events & festivals.

2.0 Terms of Reference

It is the purpose of the Fermanagh and Omagh District Council Safety Advisory Group (SAG) to uphold reasonable standards of public safety and review the operational aspects of events and festivals. This document has been developed to underpin best practice guidance from The Purple Guide and represent a system of governance for the Safety Advisory Group.

The SAG will ensure reasonably practical standards of public safety at all relevant public events and festivals held within the Council area by ensuring that adequate provisions are made for health, safety and wellbeing of all public attending events and festivals.

This provides a quality assurance process in terms of safety arrangements for events and festivals by bringing together officers of the Council, in partnership with selected agencies to offer specialist advice to the Council. Agencies include Police Service of NI (PSNI), Northern Ireland Fire and Rescue Service (NIFRS), Department for Infrastructure (DfI) Roads, Translink NI (TLNI) and Northern Ireland Ambulance Service (NIAS) Health & Social Care NI (HSCNI-Western Trust) as core members of the group.

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- To advise the Council in the exercise of its powers under the Health and Safety at Work (NI) Order 1978 regarding public events that do not require to be Certified/Licensed.
 - To advise the Council in the exercise of its powers under the Local Government (Miscellaneous Provisions) (NI) Order 1985.
 - To provide advice and provide assistance to event license holders and event planners on public safety related issues.
 - To provide a forum within which the Council and other agencies may develop a coordinated approach to participant and event safety.
 - Consider aspects of and possible changes to the terms and conditions in the General/Special Safety Certificate/ Licensed Conditions.
 - To receive any relevant reports in relation to matters found during inspections by Group members.
 - To discuss any significant incident with potential safety implications or “near miss” at a public event.
 - To receive notification of the issue of any prohibition notice and any prosecutions under events legislation.
 - To consider the advice published in all available guidance documents e.g. The Purple Guide to Health, Safety and Welfare at music and other events.
 - It will promote effective communications, understanding, and co-operation amongst all parties concerned with the health, safety and wellbeing of all people attending or affected

by public events and will consider the advice published in all available guidance documents.

- The Safety Advisory Group as such cannot take any decisions on behalf of the Council. The Local Authority's decision-making powers to serve formal notices are delegated under enforcement policies to the Director of Community and Wellbeing.
- Any member of the SAG must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that member/service must not contribute to any further discussion on that item.
- Any member of the SAG may call an Emergency meeting to discuss any event or festival by contacting the Chair or Vice Chair.
- The SAG will report to the Director of Community and Wellbeing on the following:
Advice in relation to duty of care requirements regarding public events. Adequacy of Event Management Plans, Traffic Management Plans, risk assessments, and method statements prepared by event and festival organisers. Matters of concern highlighted during discussions/inspections by SAG members.
- The SAG will consider all events planned in the district and decide which event organisers to invite to a SAG meeting. The SAG will collectively assess the risk of events using a scoring matrix, the output score will inform the Group which events should attend the Safety Advisory Group meetings.
- The Group will invite organisers of all events held at a venue holding a Safety Certificate and events where an occasional entertainment/liquor license is required, and where appropriate if they have received funding from Council.

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- All members of the Group are bound by confidentiality. Event management plans, action notes of Group meetings and other documents are considered confidential, intended only for use of the Group and not for public view.

3.0 Membership

3.1 Core Membership

The core members are those authorities that have appropriate experience/competency and have full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on events and festivals being held within the Council area.

- Chair – Head of Wellbeing & Cultural Services
- Vice Chair - Events Manager
- Development Manager – Wellbeing and Cultural Services
- Health & Safety Manager/Officers/ Events Safety Officers/Advisor
- Licensing Manager/Officer
- Principal Environmental Health Officers/ Environmental Health Officers
- Police Service Northern Ireland (PSNI)
- Northern Ireland Fire and Rescue Service (NIFRS)
- Northern Ireland Ambulance Service (NIAS)

3.2 Invited Representation

The following will be invited to Safety Advisory Group meetings:

- Event Organiser- this may be the License Holder/Event organiser or Safety Officer.
- Various Council department reps associated with organisation of events, festivals and community organisation.
- RNLi representatives (Royal National Lifeboat Institution)
- NWMRT representatives (North West Mountain Rescue Team)

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- Event Organisers that receive FODC Funding and/or are seeking to hold the event on Council Lands/Property.

The following may be invited to attend the Safety Advisory Group meetings as required:

- First aid service representation.
- Western Health and Social Care Trust
- Emergency Planning Officer
- Resilience Manager - Southern Area
- Traffic Management provider
- Stewarding/Security/Crowd Management Company
- Health & Social Care NI (HSCNI-Western Trust)
- Transport NI & Translink NI

The above list is not exhaustive. The Chair may invite such other specialists as the Chair feels appropriate to assist the Group fully consider any issue.

4.0 Administration

Chair: The Chair is appointed by the Local Authority. - Head of Wellbeing & Cultural Services
(The Chair will rotate across other core members when a Fermanagh and Omagh District Council event is being presented or discussed)

Vice Chair: The Vice Chair is appointed by the Local Authority. - Events Manager. *(The Vice Chair will rotate across other core members when a Fermanagh and Omagh District Council event is being presented or discussed)*

Lead Service: Wellbeing & Cultural Services Department will act as Lead Service to the Group. Events Management Team will act as main support to the lead service.

Secretariat: within Wellbeing & Cultural Services.

Consultation: The Group will consult all core members of the Group, invited representatives, other Council Services and national bodies as considered appropriate.

5.0 Notification of Events

The Event Management Team within the Council will provide a means of Event notification. The Council events email (events@fermanaghomagh.com) will be used to promote the need to notify the Group of an upcoming event. Group members will be proactive in identifying planned events in the area.

6.0 Meetings

The number of Safety Advisory Group meetings in any year will be flexible and responsive to circumstances. There will, however, be a minimum of 4 meetings scheduled and spread throughout the year.

The SAG may undertake an inspection of a public event or for a sporting event as determined by the Chair/Vice of the Group in consultation with the event management organisers. Such members as the Group considers appropriate can attend the inspection.

The Safety Advisory Group may hold an emergency meeting in order to consider and/or discuss events at short notice, notification for this meeting will be via the Event Management team by phone or email contact to SAG members.

7.0 Action Notes

Each meeting of the Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with previous meeting/action notes recorded and circulated to all Group members and to such parties as may be determined by the Chair.

8.0 Roles And Responsibilities of the Core Members

8.1 The Chair & Vice Chair

- To ensure that the Group properly discharges the responsibilities delegated to it by the Local Authority.
- To ensure that the conditions of the safety certificate/ license issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis.
- To ensure that decisions made by the Safety Advisory Group reflect the policies (where appropriate) of Fermanagh and Omagh District Council.
- To ensure that due account (Action notes) is taken of the views, discussions, recommendations of members of the Group, including those attending by invitation.
- To ensure that all meeting agendas, notes, actions for members/organisers and documentation related to presentations, events & festivals and members/organisers action notes are circulated to all members. In accordance with GDPR legislation and approved data sharing agreements)

8.2 Council Officers

- Regulatory Services will be represented by the Principal Environmental Health Officers and appointed deputies. Environmental Health Managers/Officers/ Events Safety Officers and Health & Safety Managers/officers will attend all meetings of the Safety Advisory Group.
- FODC Health and Safety Officers to review and advise on Event Management Plans and Risk Assessments provided by Event Organisers for events to be held on Fermanagh and Omagh District Council estate, venue or lands.

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- The Licensing Service will be represented by the Licensing Manager/Officers and appointed deputies.
 - To act in a coordinating role to the Group on all matters relating to spectator/public safety and liaise with Group members in the production of any items or reports to be placed on the agenda for the meetings.
 - To provide technical/licensing advice and appraisal of published documents relating to Safety of public events and inform on any implications arising.
 - To provide technical/licensing support to the Group in relation to all matters concerning licensing legislation/Road closures and allied legislation.
 - To prepare, monitor enforce, review and amend as necessary the General/Special Safety Certificates/ License Conditions on a regular basis following consultation with members of the Group.
 - To conduct or arrange such additional inspections as may be necessary during a sporting event/ public event to monitor compliance with the conditions of any General/Special Safety Certificate/ Licensing Conditions.
 - To identify and take appropriate action in respect of any breach of the General/Special Safety Certificate/ Licensing Conditions.
 - To issue, suspend or withdraw Prohibition Notices.
 - To contribute any local information that may have a bearing on public safety. (To include Government and Public Health Guidelines and legislation)

8.3 The Emergency Services

- The service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -
- All technical/legal aspects of legislation within the remit of the Service as they relate to public events.
- Emergency planning and risk review for large public events & Festivals.
- Public safety and crowd management matters referred to in The Event Safety Guide, A Guide to Health Safety and Welfare at Music or Similar Events and other relevant publications.
- Matters relating to the issue, monitoring, enforcement, review or amendment of a General/Special Safety Certificate/ License Conditions.
- Any breaches of the General/Special Safety Certificate/ License Conditions.
- To contribute any local information that may have a bearing on public safety.

8.4 Dept for Infrastructure - Roads & Translink NI

- The services will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on -
 - In consultation with PSNI and event organisers, it will arrange for the organisation of designated safe routes for emergency vehicles where appropriate.
 - Advise on Traffic Management, public transport and facilitate any measures as such diversionary routes.
 - Advise on the accommodation of traffic and pedestrians attending events and festivals.

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- Coordinate street work and highlight/advise on planned road/path developments, amendments, closures etc or event purposes.

8.5 General

- If, at any time, any member of the SAG discovers a matter requiring attention that is the responsibility of another service, then they shall inform that service member immediately.