Derry City & Strabane District Council

Safety Advisory Group (Public Events)

(S.A.G.)
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Introduction
As civic leader, Derry City & Strabane District Council is responsible for ensuring that there are adequate provisions and facilities available for the health, safety and well-being of the public and participants at most public events. To help provide guidance to the organisers of such events Derry City & Strabane District Council has established a Safety Advisory Group Public Events (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. This document provides details of its constitution together with a summary of the roles of the group members. Parades controlled by the Parades Commission are not covered by the SAG.

Examples of relevant public events that come within the scope of this guidance are:

- Sporting events.
- Firework displays.
- Community carnivals.
- Trade shows.
- Public Events including Council events such as Halloween, Christmas Lights Switch On, St Patricks Day.
- Open air concerts and musical festivals.
- Historic re-enactments.
- Street parties.
- Horse/dog/pet and agricultural shows.
- Processions.
- Fairs/fetes.
- Large scale religious events.
- Large scale company parties.

Purpose
Derry City & Strabane District Council will strive with our partners to promote reasonably practical standards of public safety at all relevant public events held within the Council district by ensuring that adequate provisions are made for the health, safety and wellbeing of all those attending those public events. This will be achieved proportionately by:

- Promoting high levels of health, safety and wellbeing at events.
- Promoting good practice in health, safety and wellbeing planning for events through auditing of Event Plans.
- Ensuring events cause minimal adverse impact to the environment, economy and human well-being.

Terms of Reference
The SAG is responsible to Derry City & Strabane District Council. 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
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.

The SAG will report to the Director of Health and Communities on the following:

- Advice in relation to duty of care requirements regarding public events.
- Adequacy of risk assessments and method statements prepared by event organisers.
- Matters of concern discovered during inspections by SAG members.
- Any significant incident or “near miss”.

Membership of the Safety Advisory Group

- Chair-DCSDC
- Environmental Health Department- DCSDC
- Building Control Department- DCSDC
- Police Service of Northern Ireland
- Northern Ireland Fire & Rescue Service
- Northern Ireland Ambulance Service
- Transport Northern Ireland (Road Section)

Invited Representation

The following may be invited to a Safety Advisory Group meeting.

- Event organizer including License Holder or Safety Officer
- City Secretary and Solicitors Department- DCC
- City Centre-Business Representatives
- Western Health and Social Care Trust
- First aid provider
- Security provider
- Any such person or group that the Chair feels appropriate

Administration of the Group

Chair: The Chair is appointed by the Town Clerk & Chief Executive.

Lead Officer: The Lead Officer will be the Council’s Events Coordinator responsible for Safety at Public Events.

Secretariat: The Environmental Health Administration.

Frequency of meetings

The SAG shall meet a minimum of once a month. The SAG may undertake an inspection of any relevant public event and any member of the SAG can attend such inspection. Records of any inspection will be circulated to all
Form of minutes
Each SAG meeting will have a prearranged agenda circulated in advance of
the meeting with minutes recorded and kept as a public record.
The agenda and minutes will be circulated to SAG members and invited
representatives.

Role and Responsibilities of Chair
• The Chair will ensure that the SAG properly discharges its functions in
an efficient and timely manner.

Role and Responsibilities of Environmental Health Representative
• The Service will be represented by the Head of Service or his/her
appointed deputy who will attend all meetings of the SAG.
• It will act in a coordinating role on all matters relating to crowd safety.
• Where the Council is the enforcement authority for health and safety it
will provide advice to the SAG and will promote compliance with the
relevant statutory provisions to ensure the health safety and welfare of
employees, members of the public, and others affected by the work
activity.
• It will provide advice to minimise risk of nuisance especially noise
nuisance from an event.
• It will ensure compliance with Food Safety legislation.

Role and Responsibilities of Building Control Representative
• The Service will be represented by the Head of Service or his/her
appointed deputy who will attend all meetings of the SAG.
• It will ensure that all technical/legal aspects of legislation within the
remit of the Service are complied with. In particular it will examine
details of any proposed temporary stands, stages and other structures
to ensure compliance they are safe.

Role and Responsibilities of Police Service of Northern Ireland
• The Service will be represented by the District Commander or his/her
appointed deputy who will attend all meetings of the SAG.
• It will provide advice relating to the prevention and detection of crime.
• It will provide advice in relation to crowd control and the prevention of
breaches of the peace.
• It will provide advice on traffic needs and regulations.

Role and Responsibilities of Northern Ireland Ambulance Service
• The Service will be represented by a person of sufficient seniority or
his/her appointed deputy who will attend all meetings of the SAG.
• It will provide advice on Medical, First Aid and Ambulance related
issues pertaining to safety at events.
• It will provide advice in relation to the Ambulance/Medical planning for
and response to a major incident related to an event.
Role and Responsibilities of Northern Ireland Fire and Rescue Service

- The Service will be represented by a person of sufficient seniority or his/her appointed deputy who will attend all meetings of the SAG.
- It will advise on site issues relating to location, design and access. It will advise on fire risk assessments, fire safety precautions and emergency evacuation procedures.

Role and Responsibilities of Transport NI (Road Service)

- The Service will be represented by the Traffic Engineer, or his/her appointed deputy, and will attend all meetings of the Safety Advisory Group.
- In consultation with PSNI and event organisers, it will arrange for the organisation of designated safe routes for emergency vehicles where appropriate. It will advise on temporary traffic management and facilitate any measures such as diversionary routes. It will advise on measures to be taken to accommodate traffic and pedestrians attending the event. It will coordinate street work activity where possible.

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.