

Dundee City Council

Safety Advisory Group (SAG) Policy

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

Table of Contents

Introduction	3
Scope.....	3
Legal and Other Aspects	3
Policy Statement	4
Roles and Responsibilities.....	4
SAG Group Membership	7
SAG Criteria	8
Debrief	9
SAG Process.....	9
Status of the SAG and Conflicts of interest.....	9
SAG record keeping.....	9
Further Information and References	10
Appendix	11

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

Introduction

The Safety Advisory Group (SAG) for Dundee City Council (DCC) is coordinated by DCC's Event Team, City Development and is made up of representatives from DCC, the emergency services and other relevant organisations. They meet to review event proposals and advise on public safety (this includes the safety of participants).

SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities, and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

The types of events that may benefit from the SAG process include outdoor festivals, large scale community events and sports events such as cycling, rugby and car rallies.

The guiding principle for determining which events will be invited to attend the SAG process is where there is thought to be a significant public safety risk. The criteria for identifying which events will be invited to attend the SAG process are stated under SAG Criteria. Events will also be scored by using the Event Risk Matrix (Appendix 2.0), completed initially by DCC Events Team, and all events scoring within the 'high risk' category will be asked to engage with the SAG process.

One of the important roles the SAG performs is to bring all relevant parties together to ensure that the planning for an event is conducted in methodical and co-ordinated way. This in no way detracts from the legal responsibilities of the organisers of events.

Scope

This document aims to set out how Dundee City Council SAG operates and how it can be utilised as a tool for planning the safety of events where there is a possible public safety and participant safety concern.

Legal and Other Aspects

The Dundee City Council SAG process does not have legal powers or responsibilities and is not empowered to approve or prohibit events from taking place. Organisations forming the SAG may however have powers to require event organisers to comply with their legal obligations.

Relevant legislation includes:

- Health & Safety at Work etc. Act 1974 and its associated legislation
- Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006
- Food Safety Act 1990 applies where food is provided or sold

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

- Food Hygiene (Scotland) Regulations 2006
- Environmental Protection Act 1990
- Occupiers Liability (Scotland) Act 1960
- The Civic Government (Scotland) Act 1982, part V
- The Road Traffic Regulations Act 1984 as amended by the Road Traffic (Temporary Restrictions) Act 1994 and the Road Traffic (Special Events) Act 1994
- The Civic Government (Scotland) Act 1982, for public entertainment licences and the Licensing (Scotland) Act 2005 for occasional licenses
- Fireworks (Scotland) Regulations 2004
- Equalities Act 2010
- Data Protection Act 2018
- Copyright, Designs & Patents Act 1988
- Private Security Industry Act 2001
- Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005
- All Relevant Food Legislation

Policy Statement

It is the policy of DCC and all members of the SAG to uphold a suitable and sufficient standard of public safety that ensures compliance with legislative obligations and to encourage the wellbeing of the public, operatives and participants. The aim of the SAG is to provide independent safety advice to event organisers (who retain the legal responsibility for ensuring a safe event), to discharge their public safety and wellbeing functions. The SAG will operate in accordance with this policy, and keep and make available as appropriate records of its activities in order that it effectively carries out this function and to ensure transparency of decision making.

Roles and Responsibilities

The **Event SAG Group** will:

- Review the information provided by the event organisers and advise on the event, venue and its immediate environment as required in relation to public health and safety.
- Advise on the exercise of powers by the constituent authorities of the SAG under relevant legislation including health and safety legislation and licensing as it relates to the proposed event and associated venues.
- Advise on the enforcing actions and duty of care of the local authority and other partners as defined in related legislation.
- Provide a forum within which Dundee City Council and other partners develop a co-ordinated approach to crowd and spectator safety.
- To take on any other safety and public protection functions as agreed

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

- Where appropriate agencies will inform the event organiser of any charges for resources.
- Decide if an event debrief should be conducted to identify lessons learned and consider if the event is to be considered by a future SAG.
- To be available if requested to co-operate with local authorities and emergency services to promote operational consistency and public safety.
- Identify those events which require the need for a Joint Agency Control Centre.
- Share links to safe and legal event guides with Event Organisers.

There shall also be a **SAG Core Group** who will;

- Meet every 2 months initially
- Determine the criteria for events which will be invited to undertake the SAG process.
- Identify new events which should be covered by the SAG process.
- Declare any conflicts of interest in relation to any event put before the SAG Group e.g. if member of SAG involved with organisation of the event.
- Identify the relevant stakeholders to invite to each events SAG meeting

The Chair of the SAG will:

- Be a senior officer from Dundee City Council with relevant competencies and experience to manage a multi-agency process.
- Ensure that the SAG properly discharges its responsibilities by ensuring that all events which meet the criteria identified by the SAG Core Group are subject to the SAG process.
- Ensure that the membership of the SAG reflects the need to address relevant risks associated with public safety and wellbeing issues.
- Ensure that due account is taken of the views of all members of the SAG, including those attending by invitation.
- Keep an overview of the event programme to facilitate a consistent and co-ordinated approach.
- Act as the conduit between the SAG and the event organiser in relation to SAG matters.
- Ensure debrief of the event is undertaken when required, to ensure compliance with plans.
- Ensure that agendas are published in advance of the meeting and that minutes are recorded and circulated to all SAG members and other parties (at least 14 days before and within 14 days after meetings).
- Ensure that the event organiser is informed when the decision is made either for support of the event or that an event is deemed not to be safe.
- Where DCC is the event organiser an alternative Chair will be appointed to ensure there is no conflict of interest.

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service and NHS Tayside and any other relevant authorities will:

- Ensure that person attending has the appropriate experience and full authority of their organisation to give advice and guidance and make recommendation on safety issues.
- Advise on technical and legal aspects of legislation within their remit of their organisation as they relate to the events under discussion.
- Advise on matters relating to public safety.

DCC Officers in attendance will:

- Attend any SAG meetings as required or send an informed deputy in his/her place.
- Act in a coordinating role to the SAG process on all matters relating to Dundee City Council and provide relevant technical advice to the event to ensure public safety is maintained.
- Review documents submitted by the event organisers relating to public and participant safety and wellbeing and inform the SAG of any implications arising, requesting additional information where this is deemed necessary to allow an informed position to be taken by the SAG.
- To advise event organisers on any relevant legislation and/or council procedures and provide advice in consultation with members of the SAG group.

Note: This may include; advice and guidance on ensuring compliance with food safety, event development, health & safety requirements, and compliance with relevant legislation related to temporary stands or staging, crowd capacities, noise etc.

The event organiser will:

- Retain full responsibility for the event.
- Supply within a reasonable time any information the SAG may reasonably request in relation to the event.
- Notify the SAG about any material/significant changes to an event which has previously been considered by the SAG process.
- On being given reasonable notice, attend SAG meetings as required or in their absence ensure that an informed deputy attends in his/her place.
- Ensure all relevant and appropriate permits and licenses are applied for in advance of their event and shall not hold the event unless all have been granted by the appropriate body.
- Provide information commensurate with the nature of the event, which will include a detailed safety event plan, maps and site plans suitable and sufficient risk assessments and contingency plans to enable the SAG to make an assessment of the public safety risks and fully identify all activities taking place at the event.

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

- Ensure they have adequate and competent resources to ensure public safety and wellbeing and shall if required nominate an Event Safety Officer who is able to demonstrate the required level of experience and competence commensurate with the proposed event to act on their behalf in relation to the SAG process.
- Provide if requested by the SAG, a location for a Joint Agency Control Centre (JACC). This is to be detailed in the event plan. During the event the lead organiser or a designated person with decision making powers is available within the JACC location at all times.

The **Joint Agency Control Centre (JACC)** will:

- Provide a multi-agency command and control capability and are a central point for communications for all agencies involved in the event.
- Consist of Tactical / Silver Officers from each agency who have been identified as appropriate and will be present at the designated location of the JACC at all times for the duration of event.
- Ensure that each agency within the JACC has a means of logging all decision and Command actions.
- Ensure all decisions relating to event safety are relayed through the JACC.

If the JACC process above is to be implemented which requires the involvement of Dundee City Council there shall be a designated officer from DCC who will be the DCC Strategic Officer.

DCC Officer will:

- Provide strategic direction in terms of media, finance and resources for DCC
- Be the conduit with local elected members and Scottish Government
- Chair, inform or participate in Gold Group meetings
- Not be tied to any one location during an event.

Note: Where an event has a significant security and safety element Police Scotland may choose to host the JACC.

Note: During a significant event the emergency services will have identified their own Gold, Silver and Bronze Commanders.

SAG Group Membership

The SAG Core Group membership includes:

- SAG Chair – DCC Senior Officer
- Police Scotland
- Scottish Fire and Rescue Service
- Scottish Ambulance Service

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

- DCC Licensing, Corporate Services
- DCC Resilience
- DCC Events, City Development
- DCC Environmental Health

Depending upon the nature of the event the SAG Core Group will identify the appropriate membership for each Event SAG. As a minimum the Event Organiser and the nominated Silver Officer (if required) must attend the Event SAG meeting scheduled to review that event or ensure that they are represented by a person who has their full authority to implement any agreed actions.

The SAG Group will determine any additional representatives who need to be invited as appropriate to assist the SAG process. Additional representation may be invited from relevant parties including:

- NHS- Resilience Adviser
- NHS Health Protection Team
- Coastguard/RNLI
- Transport Scotland/BEAR for events which impact on the Trunk Road Network
- Local authority –Neighbourhood Services, City Centre Management, Building Control, Corporate Communications, Health & Safety, Road Network, Sustainable Transport, Resilience etc
- Voluntary Organisations
- Appointed Event Safety Officer/Advisor, where relevant

Note: A maximum of one person from each Council department should be present at the SAG, with a maximum of 2 people per agency.

SAG Criteria

Events will be rated using a risk matrix attached. Events which trigger a red- high will be considered by the SAG Core Group. Not all events may require the support and assistance from the SAG process, even though they meet one or more of the criteria detailed above. The risk matrix will be completed by DCC Events Team.

The criteria includes;

- The status of the principal attending (e.g. Royal Family)
- Events which are likely to cause significant community disruption
- The number of and type of spectators expected to attend
- The profile of the event (e.g. outdoor festivals)

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

- The likelihood of traffic disruption and the requirement for a Temporary Traffic Regulation Order (TTRO)
- At the request of one of the member agencies
- At the request of an event organiser

If an event is held on a regular basis, e.g. annually, without any changes, the SAG Group may, based upon risk assessment, agree that the SAG process does not have to take place each time the event is held and may choose to review this event less frequently. If there are any changes to a regular event it is the responsibility of the event organiser to notify the SAG Core Group.

Debrief

Debrief meetings will be arranged with event organisers where required. This can include debrief meetings with events which may not have been through the SAG process initially. Debriefs are an important stage in the process and will allow both event organisers and agencies to feedback and learn from previous event delivery.

SAG Process

Appendix 1 shows the flowchart for the SAG Process.

Status of the SAG and Conflicts of interest

It is recognised that there may be events run by DCC which will come under the SAG process. DCC will nominate an Event Organiser who will attend the SAG meetings. Any decisions regarding the event and event safety remain the responsibility of the Event Organiser who should ensure they are familiar and compliant with the requirements of the relevant DCC policies.

In addition there are events which take place upon or within DCC property and premises. As a landlord/occupier DCC recognises that it still retains its legal responsibilities under the relevant health and safety legislation to ensure the health, safety and welfare of its employees and any other person affected by an event, and as such under certain circumstances may place upon the Event Organiser certain conditions with regards to the use of DCC premises and property.

DCC, Police and the Fire service are separate entities as relevant enforcing authorities. Their respective involvement in the SAG process in no way replicates or replaces their responsibility for enforcing the relevant statutory provisions for ensuring public safety and wellbeing in relation to events.

SAG record keeping

Agreed documentation for agendas, minutes and letters will be used for each Event reviewed and will be used by the SAG process to ensure consistency of communication and record

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

keeping. Accounts for Resilience Direct software should be created by the SAG Core Group and used to upload and share all event documentation. This process will be reviewed and rolled out by summer 2019.

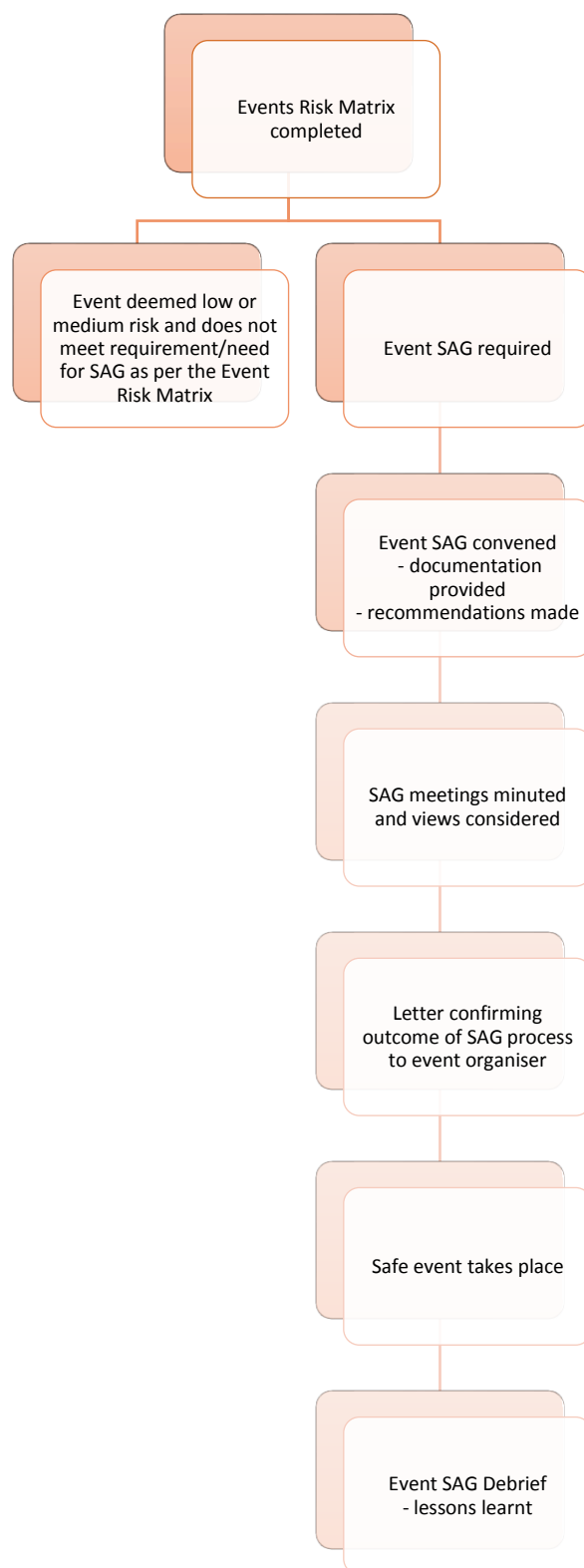
Further Information and References

<http://www.hse.gov.uk/event-safety/>

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

Appendix

1.0 Flowchart for the SAG Process



Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy

2.0 Risk Matrix used to determine event SAG requirement

Event Name:

Factor	Details	Value	Score
Event Nature	Agricultural Show	1	
	Horticultural Show	1	
	Celebrations and Parties	1	
	Classical / Folk / Theatrical Performance	1	
	Athletics and Sport	1	
	Fetes / Fund Raisers	1	
	Pop / Rock / Dance events	2	
	Festivals/gala day (multiple activities on site)	3	
	State Occasion / VIP Visits	3	
	Parades and Carnivals	3	
	Fireworks Display	3	
	Aviation Sport and Display	3	
	Motor Sport and Display	3	
	Marine / Waterway Events	3	
Event Venue	Indoor	1	
	Arena / Stadium	2	
	Outdoor, defined boundaries	3	
	Multiple buildings	4	
	Outdoor. Widespread / street	4	
	Unusual venue / not designed for purpose	5	
Expected Numbers, at any one time	500 – 1,000	2	
	1,000 – 3,000	3	
	3,000 – 4,000	4	
	5,000 – 10,000	5	
	> 10,000 plus	10	
Audience accommodation	All seated	1	
	Mixed (at least 50% seated)	2	
	Standing	3	
Audience age and profile	Full mix, in family groups	1	
	Full mix, not in family groups	2	
	Predominately adults	3	
	Predominately children and young persons	4	
Version 2	Review date: 20.02.2021	Approved: 01.03.2019	
Issued by: City Development	Date issued: 20.02.2019	SAG Policy	

	Predominately elderly	4
	Conflict / Rival factions	5
Additional Factors		

Queuing over one hour	1
Parking on site	1
Livestock	1
New event/event in new location	2
Events with previous issues	2
Onsite catering	2
Sleeping	2
Temporary structures (stages/marquees)	3
Bouncy castle / sideshow	4
Road Closures or temporary TTRO (Low impact)	3
Road Closures or temporary TTRO (High impact)	5
Traffic movement in crowd area	5
Pyro / firework elements	5
Dangerous goods storage and use	5
Funfair rides	5
Alcohol available	5
Drone usage	5

Medical Facilities		
	No on site medical facility	2

Fire & Rescue		
	Emergency route more than 10mins drive time	2
	Emergency route more than 20mins drive time	3

Additional concerns (please comment and allocate risk value)

TOTAL

0 - 20	LOW RISK
21 – 30	MEDIUM RISK
31 +	HIGH RISK

Version 2	Review date: 20.02.2021	Approved: 01.03.2019
Issued by: City Development	Date issued: 20.02.2019	SAG Policy