



**Sefton MBC**

**THE MAIN GRANDSTAND**

**Merseyrail Community Stadium  
Southport Football Club  
Haig Avenue**

**CERTIFICATE NUMBER 1**

**ISSUED October 2015**

**SAFETY AT SPORTS GROUNDS ACT 1975**

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

**GENERAL SAFETY CERTIFICATE**

**D McKenzie  
HEAD OF PLANNING SERVICES  
Magdalen House  
30 Trinity Road  
Bootle  
L20 3NJ**

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## SAFETY OF SPORTS GROUNDS ACT 1975

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

### INFORMATION

i It is important to know all the provisions of the Safety of Sports Grounds Act 1975, and Fire Safety and Safety of Places of Sports Act 1987 which are relevant to stadia within its scope. These are explained, without legal force, in the booklet "Guide to Safety at Sports Grounds" (latest edition), obtainable from Her Majesty's Stationery Office. The following points are particularly important but reference should be made to those Acts or the authoritative information.

#### ii **Right of Entry and Inspection**

Section 11 of the Safety of Sports Grounds Act 1975 gives to authorised officers the power to enter and inspect a regulated stand within a sports ground and to make any enquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

#### iii **Alterations and Extensions**

Section 8 of the Safety of Sports Grounds Act 1975 and Section 32 of the Fire Safety and Safety of Places of Sports Act 1987 requires notices to be given to the Council before work is commenced to any proposed alteration or extension to the regulated stand.

#### iv **Offences and Penalties**

For the following offences, that is to say:

- (a) Contravening any term or condition of this certificate, admitting spectators to 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 £2,000 or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) 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 £2,000.

#### 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 the regulated stand or any part of the 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 regulated stand 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 5(3) of the Safety of Sports Grounds Act 1975(as amended) and Section 30 of the Fire Safety and Safety of Places of Sports Act 1987 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 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.

**NOTE:** No variation of the terms and conditions of the certificate will be permitted other than by formal revision.

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**SAFETY OF SPORTS GROUNDS ACT 1975**

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

**GENERAL SAFETY CERTIFICATE**

The Main Grandstand, Southport F.C.

1. In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 and In accordance with the relevant provisions of the Fire Safety and Safety of Places of Sports Act 1987, hereinafter referred to as “the Act”, and all other enabling powers, the Metropolitan Borough of Sefton (“the Council”),  
  
hereby issues to: **Charles Clapham** (“the Holder”),  
  
this General Safety Certificate in respect of **The Main Grandstand, Southport F.C., Haig Avenue, Southport**, being a stand which the Council have determined to be a regulated stand as defined by Section 6 of the Act.
2. This Certificate includes the Appendices, Schedules, Reports 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 Safety of Sports Grounds Act 1975, 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 regulated stand and shall take all necessary precautions for the reasonable safety of spectators upon the regulated stand. The responsibility for the safety of spectators upon the regulated stand lies at all times with the Holder, who shall produce a written statement of safety policy.
5. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the sports ground 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 emergencies in consultation with the Police, Fire Authority, Ambulance Service, and the Council. The plan of action shall cover all reasonably foreseeable contingencies and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure.
8. The use of the regulated stand for spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 11, and is subject to the terms and conditions set out in this Certificate.

9. The Holder shall give Notice to the Council, Police, Fire Authority and Ambulance Service of all forthcoming specified activities, and in particular, not less than 2 months' notice before the regulated stand is used for any other activity and the Council's consent obtained and any conditions complied with before such use.
10. 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 4 and shall also ensure that the measures for controlling crowds prescribed in this certificate are observed.
11. The Holder shall provide equipment, permanent staff, stewards and others, and shall monitor, direct, guide, control and assist spectators during specified activities and as set out in Schedule B.
12. The Holder shall provide first aid and medical staff, equipment, facilities and accommodation as set out in Schedule C and Appendix 2.
13. The Holder shall ensure that the regulated stand, including means of ingress and egress, and all installations, including electrical, mechanical and heating, 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 the regulated stand and installations in such a manner that spectators are not put at risk.
14. The Holder shall take all reasonable precautions to prevent the outbreak and spread of fire, shall maintain equipment and train staff to deal with an outbreak of fire, and shall comply with the requirements of Schedule E.
15. 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.
16. The Holder shall keep the records specified in Schedule G and those records shall be made available for inspection by the Council's authorised officer's at all reasonable times.
17. The Holder shall obtain and submit to the Council the certificates specified in Schedule G.
18. The Holder shall be responsible for safety policy and its implementation and for the appointment of the Safety Officer listed in clause 19 below.
19. The Holder has nominated as Safety Officer, **Michael Jackson**, who shall be in charge of the regulated grandstand during the whole time it is in use for any specified activities within category ("A") of Appendix 11.
20. The Holder may nominate a replacement Safety Officer or nominate a replacement Deputy Safety Officer, which nominations shall be subject to agreement by the Council. The nominations shall be made to the Council in writing.

21. This Certificate is only valid while there is a nominated Safety Officer whose nomination has been agreed by the Council.
22. No alteration or addition shall be made to the regulated stand or its structure or installations or any other part thereof 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 the regulated grandstand or sports ground 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 reasonably safety of spectators admitted to the regulated stand.
25. A joint inspection of the regulated stand must be carried out at twelve monthly intervals to amend or revise requirements of this certificate considered necessary by the Council.
26. The joint inspection referred to in item 25 above must be carried out by the Holder of the certificate, representatives from the Police, Ambulance and Fire Authorities and the Council on a date which is mutually acceptable to all parties.
27. The Holder shall allow any authorised officers of the Council, the Fire Authority, the Ambulance Service and the Police Authority full access to the regulated stand for the exercise of their duties during any specified activity. The Holder shall also allow access to such authorised officers at other reasonable times to ensure that the conditions of this Safety Certificate have not been contravened.
28. The Holder must ensure that the evacuation of all persons in an emergency from the regulated stand is in strict accordance with the Club's evacuation/management strategy document/statement, as detailed in Appendix 8.
29. The Holder must ensure that no waste materials or temporary concessions are located within the vicinity of the regulated stand which could affect the safe and rapid dispersal away from the regulated stand of all persons in an emergency.
30. The Holder shall draw up and keep up to date plans showing the layout of the regulated stand, sports ground, 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 or electronically in a pdf format.
31. This Certificate will be reviewed by the Council as part of its annual inspection.

Sefton MBC  
Magdalen House  
30 Trinity Road  
Bootle  
L20 3NJ

*D McKenzie*

D McKenzie  
Head of Planning Services  
(The Officer appointed for this purpose)

October 2015

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# **SCHEDULE A**

## **DEFINITIONS**

A.1

### **Definitions**

- A.1.1            “the Holder”            Means the person determined by the Council as being in a position to prevent contravention of the terms and conditions of this certificate, referred to as the person who qualifies for the issue of a General Safety Certificate in Section 28 of the Act or another responsible person as defined by Section 36(3) of the Act.
- A.1.2            “specified activity”        Means any of the activities listed in Appendix 11; and shall be construed as including the whole period when spectators are in the sports ground.
- A.1.3            “the Police Authority”    Means the Chief Constable for Merseyside or such other officer designated by him/her.
- A.1.4            “the Fire Authority”      Means the Chief Officer for Merseyside Fire & Civil Defence Authority, or such other officer designated by him/her.
- A.1.5            “the staff”                Means the Holder, the Designated Person, the Safety Officer and all persons under their control who are engaged in duties during a specified activity relating to the management of the regulated stand 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 General Safety Certificate” and any other document or documents that may be added thereto.
- A.1.7            “the regulated stand”      Means a stand within the sports ground known as Merseyrail Community Stadium, Haig Avenue and the means of access to it as shown on Plan No. 1 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 2010.
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 the normal lighting supply.
A. 1.14	“escape lighting”	Means the portion of emergency lighting, provided in the absence of natural daylight, to allow free movement within the sports ground and exits there from.

A.1.15	“maintained escape lighting”	Means the system of escape lighting in which the lamps remain illuminated during specified activities to allow free movement within the sports ground and exits there from
A.1.16	“non-maintained escape lighting	Means a system of escape lighting in which the lamps are illuminated automatically only on failure of the normal lighting supply.
A.1.17	“emergency telephones”	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 Officer’s Control Point	Means a room containing fire alarm warning systems, turnstile monitoring equipment, public address systems, emergency telephone system and general communication equipment and provided with a permanent audio link to the Police Control Room (where appropriate).
A.1.19	“North West Ambulance Service NHS Trust”	Means the Chief Officer for the North West of England or such other officer designated by him/her.

# **SCHEDULE B**

## **STAFF AND CROWD CONTROL**

### **B.1 Safety Officers**

- B.1.1 The Safety Officer shall be 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 Safety Officer shall examine and sign all records that the Holder is required to maintain, and shall countersign all records required by Schedule G.
- B.1.3 The Duty Safety Officer (who shall be either the Safety Officer or the Deputy Safety Officer) shall be responsible on behalf of the Holder for all safety matters, inspections, tests and training immediately prior to, during, and after every specified activity. In addition, the Duty Safety Officer shall sign all records that are required by Schedule G of this Certificate to be made available before each specified activity.
- B.1.4 The Duty Safety Officer shall be easily identifiable and shall attend 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 Police Control Room before every specified activity.

### **B.2 Stewards**

- B.2.1 Stewards should be fit and active, with the maturity, character and temperament to carry out the duties required of them. They should be able to understand and communicate verbal and written instructions in English. Stewards should be interviewed and where necessary, tested before appointment to ascertain that they are suitable individuals.
- 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 that is distinctive from that worn by the Stewards.
- B.2.4 Each member of staff and each Steward shall be properly trained in his/her duties and in safety procedures in accordance with Sections B.2.5, B.2.7 and E.4.1 to ensure order and safety is maintained, and be fit to carry out his/her duties. The Holder shall ensure that a certificate of competency is provided to demonstrate that adequate training has been provided.  
Stewards should not work unaccompanied until they have attended four events as a steward and have completed the following units in the 'National Occupational Standards for Spectator Safety':-

- (i) C29 – Prepare for spectator events.
- (ii) C35 – Deal with accidents and emergencies.
- (iii) C210 – Control the entry, exit and movement of people at spectator events.

Stewards should complete their training, assessment and qualification within 12 months of their employment.

Supervisors should receive additional training and ideally hold a Level 3 spectator safety qualification.

#### 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 the viewing areas;
- (b) To understand their responsibilities towards the health and safety of all categories of spectators (including those with disabilities and children), other stewards, ground staff and themselves.
- (c) Recognising crowd densities, signs of crowd distress and crowd dynamics so as to ensure the safe dispersal of spectators and the prevention of overcrowding, particularly on the seated and standing terraces and in hospitality areas;
- (d) Patrolling within and around the regulated stand to respond to emergencies, e.g. raising alarms or tackling the early stages of fires and take the necessary immediate action;
- (e) To understand the implementation of the evacuation and operational procedures for the regulated stand;
- (f) Staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and exit gates/routes from the regulated stand that are not continuously open whilst the regulated stand is in use;
- (g) Searching spectators (under ground regulations; properly drawn to their attention);
- (h) Assisting Police as appropriate or as requested with crowd control.
- (i) Undertaking specific duties in an emergency or otherwise as directed by the Duty Safety Officer.
- (j) To carry out safety checks. Also to assist in the safe operation of the regulated stand, the sports ground and NOT to view the activity taking place.

B.2.6 For each self-contained compound or each terrace area there shall be a Steward (or, if appropriate, a Police Officer) whose sole duty is to monitor the crowd conditions in that area for possible overcrowding or distress and report in accordance with agreed procedures. Any Steward employed for this particularly duty must be provided with a personal radio providing immediate communication

with the Duty Safety Officer and/or Police Control Room. This requirement shall not apply to any standing area where the attendance does not exceed one third of that area's maximum permitted capacity, or 2000, whichever is the lower.

- B.2.7 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.
- B.2.8 No Steward shall leave his/her place of duty during a specified activity without the permission of the appropriate Senior Steward, who shall provide a replacement steward before the position is vacated.
- B.2.9 Stewards shall be located upon the regulated stand and particularly at key points where control is most needed, such as in gangways, vomitories, tops of staircases, gateways onto the pitch or providing access from one part of the ground to another and at each exit or entrance as appropriate.
- B.2.10 Each exit shall be staffed during a specified activity and shall be opened immediately in the event of an emergency and not less than ten 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.2.11 Each Steward, attendant and member of staff shall be made aware of the provisions of Section 11 of the Safety of Sports Grounds Act, 1975 (as amended) which authorises certain Council Officers to enter and inspect the regulated stand at any reasonable time, upon production of written authorisation/warrant card.
- B.2.12 Stewards should be assigned and give assistance in an emergency to disabled persons, particularly those in wheelchairs, and implement the evacuation procedures within management/evacuation strategy for the regulated stand and the sports ground.
- B.2.13 A loudhailer shall be available for each Senior Steward.
- B.2.14 All staff and stewards shall be told before each specified activity of 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 The presence of uniformed police at each event where the specified activity is being undertaken shall be agreed with the Holder and Chief Constable of Merseyside prior to the event.

### B.3. **Disabled Persons**

- B.3.1 Wheelchairs used by disabled persons shall be accommodated in the designated spectator areas. Persons who use a wheelchair shall either make their own way or be assisted by a helper to the designated refuge area and from this location be assisted by the stewards at their respective locations.

## **B.4. Crowd Control and Policing**

B.4.1 Before each specified activity the Holder shall:-

- (a) Consult with 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 him/her concerning the attendance of a sufficient numbers of Police Officers for the purpose of maintaining the safety of, and lawful and orderly behaviour among persons attending the sports ground.

B.4.2 The Holder shall secure, at the Holder's expense, the attendance at the sports ground of the appropriate number of Police Officers, as the Police deem appropriate.

B.4.3 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; and in particular for the filling of each self-contained compound or other terraced area and the monitoring of spectators in each compound or area to avoid overcrowding. 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.4.4 The Holder shall maintain Police facilities as specified in Appendix 12.

B.4.5. When considered necessary by the Police, the Holder shall permit entry only by ticket issued or sold before the day the regulated stand is used for that particular specified activity.

B.4.6 The number of tickets issued for the regulated stand shall not exceed the permitted capacity of that area less the number of season tickets issued for the regulated stand. Each ticket shall specify the gate/turnstile by which the ticket holder shall enter the sports ground to access the regulated stand. Also where possible, shall include a diagram showing the position of the regulated stand within the sports ground and position of all entrances and exits.

B.4.7 The Holder shall agree with the Council and the Police the methods to be used for the segregation of home and visiting spectators.

B.4.8 Sufficient turnstiles, as shown on Plan No. 1, shall be operated to allow the entry of all spectators to the regulated stand within the sports ground within one hour at a notional rate of 660 persons per turnstile, or such lower rate as may be determined by the Council. Each bank of turnstiles shall be individually and conspicuously identified by colour and number or letter visible to spectators approaching the ground. The colour, number or letter on each bank of turnstiles or turnstile shall correspond with the information given on the tickets issued for use at that bank of turnstiles or turnstile.

- B.4.9 A public address system shall 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 ground in accordance with Appendix 8, after consultation with the Senior Police Officer, Fire Authority Officer and North West Ambulance Service NHS Trust Officer.
- B.4.10 The public address system shall be capable of communicating information to areas both outside and inside the regulated stand. Important announcements shall be preceded by a loud audible signal and the arrangement prominently displayed in every programme.
- B.4.11 Each gate on an exit route and every gate in any pitch perimeter fence or radial fence, unless secured in the open position, shall be controlled by a Steward or Police Officer while spectators are in the regulated stand.
- B.4.12 The Holder shall ensure that spectator numbers entering the regulated stand do not exceed those described in Appendix 4 so that the Duty Safety Officer may give instructions immediately to close any gate, turnstile or entry route onto the regulate stand.
- B.4.13 Drinks may be sold or supplied in containers made of paper or plastics materials except:-
- (a) With the prior written consent of the Council; or
  - (b) Where drink is served at a table accompanying a meal; or
  - (c) In those parts of the ground not usually open to members of the general public.
- Attention is drawn to the provision of the Sporting Events (Control of Alcohol) Act 1985 as amended by the Public Order Act 1986 or subsequent revisions.
- B.4.14 Where and when it is considered necessary by the Police, no person shall be permitted to enter or remain in the regulated stand in possession of any glass bottle or metal can. The Holder shall take all reasonable steps to ensure that this condition is complied with. See also proviso to paragraph B.4.13 above.
- B.4.15 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.4.16 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 D.1 to this Certificate.
- B.4.17 The parking of vehicles on the sports ground premises shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.

B.4.18 Copies of the Ground Regulations shall be framed or glazed or otherwise protected against loss or defacement and shall be displayed in prominent positions to be agreed with the Police.

**B.5 Major Incident Plan**

B.5.1 The Holder, in consultation with the local emergency services (Police, Fire and Ambulance Services), should ensure the drafting of an emergency or major incident plan.

B.5.2 The major incident plan should identify areas for dealing with multiple casualties and identify access and egress routes as well as a rendezvous point for emergency access vehicles.

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# **SCHEDULE C**

## **FIRST AID AND MEDICAL FACILITIES**

### **C.1 Management Responsibilities**

- C.1.1 Upon application for a General Safety Certificate or when a existing General Safety Certificate is renewed (due to a material alteration to the accommodation within a designated sports ground or a regulated stand, the Council (on behalf of the holder) will consult with NW Ambulance Services NHS Trust before producing a medical risk assessment.
- C.1.2 Upon completion of the medical risk assessment, the Holder shall produce a written medical plan which defines levels of medical and first aid provision for spectators with the regulated stand.

### **C.2 Medical Plan**

- C.2.1 The medical plan shall include the following:
- the command structure and responsibilities of the medical team
  - details of the sports ground command and control systems
  - size and location of any mobile first aid room(s)
  - a schedule of all medical equipment / materials and their source
  - details of any ambulance including their location, capabilities and competences of the crew
  - details, duties and location of any of any crowd doctors, nurses, paramedics and first aiders
  - details of communication links between the medical team and other agencies
  - the procedure for the investigation and management of critical incidents
  - the number and profile of expected crowds
  - the times and duration of any planned sporting events
  - procedures for inspecting facilities and equipment
  - plans for responding to adverse weather conditions
  - travels time and distances to local accident and emergency hospitals
  - plans for responding to a major incident
  - major incident triage procedures
  - major incident casualty clearing location and procedures
  - procedures for dealing with fatalities
  - welfare facilities for all medical service personnel

### **C.3 First aid room**

- C.3.1 The Holder shall ensure a suitable room is made available for the treatment

of injured spectators. This room shall be in addition to any facility for persons involved in sporting activity, as specified in Appendix 2.

C.3.2 The first aid room shall be of a size and equipped to a standard in accordance with guidance from North West Ambulance Service NHS Trust and the crowd doctor.

C.3.3 The Council will inspect the first aid room and the facilities during their annual inspection, as specified in Appendix 2.

#### **C.4 Crowd doctor**

C.4.1 For events where the expected crowd will be in excess of 2,000 at least one crowd doctor (who will be qualified and experienced in pre-hospital emergency care) should be present.

#### **C.5 Ambulance provision**

C.5.1 The holder should make arrangements for the provision of at least one fully equipped ambulance – staffed to paramedic level, at all events where the anticipated attendance is expected to be in excess of 5,000.

C.5.2 The ambulance should be available as spectators start to enter and remain in place until the event has finished and spectators have left the the regulated stand.

#### **C.6 First aiders**

C.6.1 At least two first aiders should be in attendance at all events.

C.6.2 Where anticipated attendance is in excess of 2,000, there should be an additional one first aider per 1000 spectators (or part thereof).

C.6.3 First aiders should:

- have the maturity, character and temperament to carry out the duties required of them.
- have no other duties or responsibilities at the event.
- be able to understand and communicate verbally in English.
- be available as spectators start to enter and remain in place until the event has finished and spectators have left the regulated stand
- be briefed prior to deployment as to their roles and responsibilities as well as emergency and evacuation procedures, have their certification checked and it should be ensured they have access to basic medical equipment.

#### **C.7 Communication**

C.7.1 A system should be in place to allow reliable radio communication (on a single channel) between a control point and all members of the medical team.

C.7.2 For events where it is anticipated that there may be a large attendance, it

may be necessary for a representative of North West Ambulance Services NHS Trust and or the crowd doctor to have access to the control point and to be provided with working facilities and communications.

## **C.8 Major Incident Plan**

- C.8.1 The Holder, in consultation with the local emergency services (Police, Fire and Ambulance Services), should ensure the drafting of an emergency or major incident plan.
- C.8.2 The major incident plan should identify areas for dealing with multiple casualties and identify access and egress routes as well as a rendezvous point for emergency access vehicles.
- C.8.3 In the event of a major incident, all medical, ambulance and first aid staff will come under the command of North West Ambulance Services NHS Trust.

## **C.9 Inspections and records**

- C.9.1 The Holder should ensure that management, ambulance officers, first aiders and the crowd doctor should be de-briefed after every sporting event and any comments or follow-up actions being recorded by management.
- C.9.2 The Holder should ensure a record is kept of the numbers and posts of all ambulance staff and first aiders attending an event, as well as the name of the crowd doctor.
- C.9.3 The Holder should ensure a record is kept of all first aid or medical diagnosis and treatment provided during an event, including the destination of casualties.
- C.9.4 Records should be made available to the Council during the annual inspection (whilst being cognisant of medical confidentiality issues).

## 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 each part of the regulated stand as shown on Plan No. 1 and as specified in Appendix 5; stairways, gates and gangways shall be of width specified. The location of all perimeter and radial fences and of every gate in each fence shall be as shown on Plan No. 1.
- D.1.2 Each escape route referred to in Appendix 5 shall be available for egress during any specified activity.
- D.1.3 No door or gate forming part of an escape route shall be locked or fastened in such a way that it cannot easily or immediately be opened by those using that route in an emergency.
- D.1.4 All exits from the regulated stand, shall be staffed at all times while both the regulated stand and sports ground is used by the public. All pitch perimeter gates shall be kept clear, available and unlocked whenever the area of the sports ground behind them is occupied.
- D.1.5 '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.1.6 All exits off the regulated stand and all doors and gates on exit routes shall be available/secured in the fully open position not less than ten minutes before the end of the specified activity.
- D.1.7 All gates in radial, pitch perimeter or pitch barrier fences shall be painted in a distinctive colour different from the rest of the fence and shall be marked "EMERGENCY EXIT". 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 set out in Appendix 5. The number shall be not less than 300mm in height and visible when the gates are either open or closed.
- D.1.9 Each staircase shall be of fire resisting construction.
- D.1.10 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 regulated stand and 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, shall be adequately drained and have conspicuous nosings.

D.1.11 Gangways on terraces shall be in a conspicuous colour with a non-slip surface. Conspicuous nosings shall be provided to stepped gangways in seated areas. All gangways shall be kept clear of spectators.

## D2 **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 that they control.

D.2.3 All cable 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 The maintained normal lighting shall be kept illuminated within the regulated stand and the sports ground where there is inadequate natural daylight during specified activities, to allow free movement within the regulated stand, the sport ground and exits there from.

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

Any approved maintained escape lighting shall be kept illuminated during specified activities where there is inadequate natural daylight.

Either system of escape lighting independently shall provide a level of illumination that is adequate to allow free movement within the regulated stand and the sports ground and exits there from.

D.2.5 An alternative electricity supply which functions for a minimum of 3 hours in the event of failure of the normal supply shall be provided to the following installations:-

- Emergency lighting
- Escape lighting
- Emergency telephone
- Safety Officer's Room
- First Aid Room, and
- Other apparatus/areas where required.

NOTE: Where a generator is used to provide the alternative supply, the start up time of the generator should not exceed 5 seconds.

D.2.6 The electricity power supply to the public address system shall be such as to ensure continuous operation in the event of failure of the mains electricity supply. No spectator shall be admitted unless the public address system is in full working order.

D.2.7 The heating installation (including all boilers, calorifiers and safety devices) for the premises, shall be maintained by the Holder in a safe and satisfactory condition and shall be examined as required by Section F.6.1. Any gas installations shall be provided and maintained in accordance with the latest Gas Safety (Installation and Use) Regulations 1998.

### D.3 **General**

D.3.1 Temporary sales kiosks shall only be installed at the positions when indicated on Plan No. 1 to this General Safety Certificate. No other 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, weed killers, and paints) and combustible materials shall only be stored in a suitable room or storage area approved by the Council. The hazards arising from the keeping of petroleum spirit or petroleum mixture on the premises, including petroleum spirit kept in fuel tanks of plant such as motor mowers is subject to additional statutory control. The Petroleum Licensing Authority shall be informed of any proposal to keep petroleum at the premises.

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.

D.3.4 No marquees, tents, soft furnishings, artificial foliage or decoration, shall be installed unless suitable test evidence of material samples have been submitted to the Council and the Council's written consent has been obtained.

D.3.5 The following areas where applicable shall be kept completely free of storage, goods, litter, combustible or flammable material or other obstruction and access maintained at all times:-

- (a) All boiler rooms
- (b) Plant rooms
- (c) Electrical intake rooms
- (d) Electrical switch rooms
- (e) Transformer rooms
- (f) Lift motor rooms and lobbies
- (g) Generator rooms

- (h) Voids, particularly beneath stands.
  - (i) Mechanical & services risers
- D.3.6 Except as provided in paragraph D.3.8 or with consent of the Council in writing, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the sports ground.
- D.3.7 Cylinders for the storage of CO<sup>2</sup> may be used for the supply of beer pumps provided that only one cylinder in use, chained in an upright position, plus one spare for each bar, may be kept in such bar or bar store. Any other CO<sup>2</sup> cylinder shall be kept in a store approved by the Council.
- D.3.8 No special effects, displays or other arrangements (including pyrotechnics, lasers etc) shall be undertaken without the prior consent of the Council in writing.
- D.3.9. The Holder shall ensure that all spectators seating where applicable is maintained securely fixed in position, suitably numbered and that damaged seats are promptly repaired or replaced.

## **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 Authority shall be called to any outbreak of fire or suspicion of fire, in accordance with the procedure detailed in Appendix 8.

E.1.3 The Fire Authority shall be informed of any proposal to keep petroleum at the premises.

#### **E.2 Fire Warning, Fire Detection & Communication Systems**

E.2.1 The regulated stand must be provided with a manually operated electrical fire warning system to alert staff.

E.2.2 The regulated stand must be provided with an automatic fire detection system to all high risk areas and unoccupied areas that contain a normal risk.

E.2.3 Both manually operated electrical fire warning and automatic fire detection systems should be designed to accommodate the emergency evacuation procedure; give an automatic indication of the fire warning and its location and be designed, installed, commissioned, maintained and tested by competent persons in accordance with the advice given in the relevant British Standard.

E.2.4 The public address system shall be staffed during a specified activity by a person nominated by the Club who shall be responsible, in conjunction with the Holder, for carrying out emergency evacuation procedures for the regulated stand and sports ground. Where the public address system is part of the fire warning system it should be connected to an auxiliary power source to ensure that the continued use of the system in the event of a fire or other emergency. It should also be intelligible and have the ability to override volume controls in an emergency situation.

E.2.5 The public address system should be confirmed as meeting standards by the issue of a commissioning certificate. It should be inspected and tested annually, in addition to the regular pre-event checks and an inspection certificate obtained so it can be available for inspection the Council.

E.2.6 A communication system shall consist of emergency telephones positioned within the regulated stand or as agreed with the Holder as specified in Appendix 6.

E.2.7 The telephone switchboard where applicable shall be permanently staffed during a specified activity.

E.2.8 A communication system shall consist of radio communications between the safety officers control point and stewards. Also other personnel such as the crowd doctor, members of the emergency services and car park or traffic controllers.

### **E.3 Fire Fighting Equipment**

- E.3.1 Portable fire appliances, hose reels and firefighting equipment with adequate water supplies shall be provided in the positions specified in Appendix 3, inspected and tested as specified in Schedule E, and records kept as specified in Schedule F.
- E.3.2 Extinguishers shall comply with BSEN3 & BS 7937 and are to have British Approvals for Fire Equipment (BAFE) Certification under the British Standards Institute's 'Kite mark' 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 shall be of a pattern similar to the existing extinguishers.
- E.3.3 Extinguishers shall be located in conspicuous positions on brackets or stands where they are readily seen by persons following an escape route. The carrying handles of larger heavier extinguishers shall be about 1m from the floor but small fire extinguishers and fire blankets shall be mounted so as to position the handle of the extinguisher/base of the fire blanket about 1.5m from the floor
- E.3.4 Extinguishers shall be sited so as not to cause obstruction and shall not be placed over or close to heating appliances. 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 Each member of staff and each Steward shall be fully trained by the Holder in the procedures 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) The method of operating the fire alarms and procedures to be followed thereafter
  - (d) Operation of the internal emergency telephones or radio communication systems.
  - (e) Familiarisation with positions of emergency telephones and fire alarm call points throughout the regulated stand.
  - (f) The correct method of using firefighting equipment and familiarisation with their locations within the regulated stand.
  - (g) Evacuation of the regulated stand, the location of assembly points, and specific action required by individual members of staff
  - (h) Familiarisation with all escape routes and the methods of maintaining such escape routes free of obstruction.

- (i) The purpose of fire resisting doors and the need to maintain them in the closed position and
  - (j) The importance of fire evacuation training.
- E.4.2 The Holder shall carry out evacuation exercises at least twice a year. 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 entered in a logbook.
- E.4.3 Details of all training and briefing for staff and Stewards shall be entered in a log-book.
- E.5 Instruction Notices**
- E.5.1 Copies of Emergency Instructions, as specified in Appendix 8, 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 public.
- E.6 Major Incident Plan**
- E.6.1 The Holder, in consultation with the local emergency services (Police, Fire and Ambulance Services), should ensure the drafting of an emergency or major incident plan.
- E.6.2 The major incident plan should identify areas for dealing with multiple casualties and identify access and egress routes as well as a rendezvous point for emergency access vehicles.

## **SCHEDULE F**

### **BRIEFING, TESTING AND INSPECTION BY THE HOLDER**

#### **F.1 Introduction**

F.1.1 The following training sessions, tests, and inspections shall be carried out by the Holder and records kept as specified. Any defect found because 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;
- 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:-

- (i) Inspect the general condition and state of maintenance of the regulated stand, paying particular attention to the condition of each terrace, stairway, exit routes, access routes and directional signage;
- (ii) Inspect all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity;
- (iii) Examine each crush 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) Remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void and means of access for emergency vehicles; of goods, litter, combustible or flammable material and other obstruction;
- (v) Examine all exit doors and gates (including those in perimeter or radial fences) whether manually or electronically operated;

- (vi) Inspect all voids beneath stands, all kitchens, food preparation areas, and all other areas particularly vulnerable to fire for combustible materials or other hazards;
  - (vii) Ensure that the required firefighting equipment is in position and available, and
  - (viii) Inspect first aid rooms and the equipment and supplies held there.
- F.2.2 The manually operated electrical fire warning system, automatic fire detection system, emergency telephones, radio communications systems, CCTV systems, and public address system shall be tested in accordance with the methods laid down in BS. 5839 Part 1 or relevant British Standard not more than 48 hours prior to a specified activity (including a test from the 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.2.7, 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 Authority in accordance with Section B.4.1.
- F.2.5 After each specified activity, the Holder shall:-
- (i) Carry out a general visual inspection of the regulated stand for signs of damage and
  - (ii) Liaise with the Police Service to gain full benefit from any de-briefing about crowd control.
- F.3 **Every Month**
- F.3.1 Monthly inspections of extinguishers, spare gas cartridges, and replacement charges shall be carried out to ensure that extinguishers are in their correct positions and have not been discharged or suffered a pressure loss or damage. The results of the inspections shall be entered in a logbook.
- F.4 **Every Six Months**
- F.4.1 An inspection and 3-hour full load test of the escape lighting batteries shall be carried out by a competent person. A certificate with the test results shall be made available to the Council on request.
- Where self-contained battery operated escape luminaries are installed, the certificate shall confirm that each luminaire has been energised from its battery for 3 hours.
- F.4.2 An inspection of any electronic locking system shall be carried out by a recognised person.

## F.5 Every Year

F.5.1 An examination of the boiler, calorifier, and all safety devices shall be carried out by a boiler insurance company and a certificate confirming that they are in a safe condition and shall be made available to the Council on request.

F.5.2 The emergency telephone system and public address system shall be tested by a competent person and a certificate confirming that they are in a satisfactory condition and shall be made available to the Council on request. .

F.5.3 All firefighting equipment shall be maintained and overhauled in accordance with BS 5274, BS 5306 : Parts 1 and 3, BS.EN3 and BS.7937 as appropriate, by a recognised person or company of Fire Engineers and a record kept. An inspection and maintenance certificate in respect of all fire fighting equipment at the sports ground and shall be made available to the Council on request.

**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 (BST Quality Assurance) through its “Registered Firms” Scheme.

F.5.4 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.5.5 Inspections shall be made of the regulated stands, including crush barriers, boundary walls, fences, gates and including all buildings, structures, components and installations, by a competent person as set out in Section F.5.6, or other similarly qualified professional, to ascertain their strength, stability and state of maintenance. A certificate of inspection shall be made available to the Council on request.

F.5.6 A 25% representative sample of crush barriers, handrails and other structural crown control elements shall be subject to an annual risk assessment as set out in Appendix 7. Each year, the sample shall be different so that all crush barriers and handrails are tested once every four years. The 25% sample shall not include any elements, which following inspection, are tested as a result of doubts as to their integrity. Any barrier failing the test procedure should be removed and replaced or strengthened and then re-tested A certificate of testing shall be made available to the Council on request.

The certificate shall list and identify the items 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 of any barriers shall be carried out and the Certificate signed by one of the following:

A Chartered Structural Engineer, a Chartered Surveyor (Building Surveying Division) or a Chartered Civil Engineer.

## F.6 Every Five Years

## F.6.1 **Electrical Installations**

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.

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## **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 that shall be made available for inspection by the Council's authorised Officers or representatives of the Football Licensing Authority at all reasonable times. (The Holder shall be responsible for the collation of the information required for the records from the relevant organisations.) 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 referred to in Appendix 4;
- (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 sports ground is in use for a specified activity;
- (iii) A record of the names of stewards on duty at each event and the positions allocated to them upon the regulated stand as specified in Sections B.2.1, B.2.6, B.2.9 and B.2.10;
- (iv) A record of details, including attendance, of each training session and pre-event briefing given to staff and stewards as specified in Section B.2.7 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.9.2 and the name of the crowd doctor as also specified in Section C.9.2
- (vi) A record of each evacuation exercise as specified in Section E.4.2;
- (vii) A record of tests of emergency telephones, fire alarms and automatic fire detectors and public address system as specified in Sections F.2.2., F.3.1, and F.5.2 and Section E.2.4;
- (viii) A record of tests of fire fighting equipment as specified in Sections E2 and F2.2;
- (ix) A record of tests of the escape lighting;
- (x) A record of tests of the turnstiles and monitoring system as specified in Section F.2;
- (xi) A record of each inspection carried out at the sports ground to ensure compliance with Section F.2.1;

- (xii) A record of a Defects Log Book of any defect relating to the safety of the regulated stand, however discovered, including a record of when such defect has been remedied;
- (xiii) A record of the certificates required to be submitted to the Council under Section G.2.1 below.

G.1.2 The Holder shall ensure that all records are kept fully up to date in a tamper proof form. The records shall be kept together in the Safety Officer's room along with a copy of this certificate and its related documentation.

## G.2 **Certificates to Be Submitted By the Holder to the Council**

G.2.1 The Holder shall submit the following certificates to the Council:

- (i) An escape-lighting battery test report as specified in Section F.4.1, once in every 6 months;
- (ii) A certificate of examination of boiler calorifiers etc., as specified in Section F.5.1, once in every 12 months;
- (iii) A certificate of structural safety as specified in Section F.5.5 once in every 12 months;
- (iv) A certificate of satisfactory risk assessment and where necessary load testing as specified in Section F.5.6, once in every 12 months.
- (v) A certificate of inspection for the public address installation once in every 12 months;
- (vi) A certificate of inspection of the emergency telephone system once in every 12 months;
- (vii) A certificate of inspection of all fire fighting equipment as specified in Section F.5.3 at least once in every 12 months; and
- (viii) A certificate of inspection of the electrical installation as specified in Section F.6.1, at least once in every five years.
- (ix) A certificate of inspection of the fire detection and fire warning systems as specified in F.2.2 every 12 months.

# APPENDIX 1

## INDEX OF KEY LOCATIONS

Key locations as specified in Plan No. 1

Description

Location

- |    |                                |  |
|----|--------------------------------|--|
| A. | Safety Officer's Control Point | Under Main Stand (East end)  |
| B. | First Aid rooms                | Under Main Stand & porta-Cabin between the Main Stand and the Jack Carr Stand. |

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## APPENDIX 2

### FIRST AID EQUIPMENT & AMBULANCE PROVISION

Anticipated attendance	Minimum paramedic ambulance provision	Statutory ambulance officer	Statutory ambulance authority vehicles
0 – 5,000	1	1	0
5001 – 10,000	1	1	1

The paramedic ambulance(s) may be supplied by a statutory ambulance authority or a competent private source.

#### **First Aid Room location:**

The first aid rooms are located in the Main Stand and a porta-cabin between Main Stand & Jack Carr Stand.

#### **First Aid Room Equipment:**

12 wool blankets  
12 cellular blankets  
6 pillows with plastic covers  
Disposable paper sheets  
Disposable gloves  
6 snatch bags (contents to be agreed by The Football association)  
Buckets  
Plastic bowls  
No smoking signs  
Cupboards for stretchers  
Cupboards for blankets  
Cupboards with Formica top for dressing etc.  
1 electric point  
Paper cups and dispenser  
Paper towels and dispenser  
Supply of black plastic bags for normal rubbish  
Yellow plastic bags for medical waste  
(These last two items must be disposed of in the correct manner by the Holder)  
An internal telephone  
Direct communications with the Safety Officer  
Stainless steel sink with adequate drainage  
A hot and cold water supply and basin with adequate drainage  
A drinking water supply  
Hypochlorite disinfectant effective against H.I.V., Hepatitis B etc. and a list of local receiving hospitals.

## APPENDIX 3

### SCHEDULE OF FIRE APPLIANCES

<u>POSITION</u>	<u>EXTINGUISHERS</u>					<u>OTHER</u>	
	9 Litre Water Type*	9 Litre Foam	CO <sub>2</sub> - 2.2kg	Dry Power 7 kg	45m Hose Reel	30m Hose Reel	Fire Blanket
EACH MOBILE/ STATIC REFRESHMENT STALL/ VEHICLE	0	0	1 or	1	0	0	1

\*Water type = Soda acid or water / gas expelled.

## APPENDIX 4

### PERMITTED NUMBERS OF SPECTATORS

The maximum number of spectators that may be admitted to each part of the sports ground at any one time shall be restricted to: -

	<u>LOCATION</u>	<u>Number of Spectators</u>	
		<u>Seated</u>	<u>Standing</u>
1.	THE MAIN STAND	1700	
	<b>TOTAL</b>	1700	

**TOTAL SPECTATOR ACCOMMODATION WITHIN THE REGULATED STAND: 1700**

## APPENDIX 5

### EXIT GATES, DOOR NUMBERS AND WIDTH OF EXITS

<u>LOCATION</u>	<u>Gate numbers</u>	<u>Clear opening width (m)</u>
HAIG AVENUE / BLOWICK END	1	3.35
HAIG AVENUE / ADJACENT TO EAST END OF MAIN STAND	2	1.30
HAIG AVENUE / ADJACENT TO WEST END OF MAIN STAND	3	1.30
HAIG AVENUE / SCARISBRICK END (Extreme end)	4	3.90

## APPENDIX 6

### LOCATION OF EMERGENCY AND CONFERENCE TELEPHONES

#### SCHEDULE OF TELEPHONES

<u>TYPE</u>	<u>POSITION</u>	<u>NUMBER</u>
DIRECT LINE	SAFETY OFFICER'S / SECRETARY'S OFFICE	1
DIRECT LINE	PRESS BOX IN MAIN STAND	1
DIRECT LINE	BAR BELOW MAIN STAND	1

#### NOTES:

1. Emergency telephone lines shall comply with BS.5839: Part 1 Section 17.2.
2. Direct lines shall be on a system independent of the general and emergency telephone system with an independent power supply and wired to comply with BS.5839: Part 1 Section 17.2.

## APPENDIX 7

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

#### TEST LOADS AND TESTING

	<b>DESIGN/LOAD (kN/m)</b>
<b>A. Handrails, Balustrading, Fences, Guard Rails</b>	
At right angles to direction of flow and radial barriers	3.0
Handrails parallel to direction of flow only	2.0

**B. Crush Barriers**

angle of terrace of viewing slope	horizontal distance between crush barriers				
5°	5.0m	4.0m	3.3m	3.0m	2.0m
10°	4.3m	3.4m	2.9m	2.6m	1.7m
15°	3.8m	3.0m	2.6m	2.3m	1.5m
20°	3.4m	2.7m	2.3m	2.0m	1.3m
25°	3.1m	2.5m	2.1m	1.8m	1.2m
Horizontal imposed load	<b>5.0 KN/M length</b>	<b>4.0 KN/M length</b>	<b>3.4 KN/m length</b>	<b>3.0 KN/m length</b>	<b>2.0 KN/m length</b>

C. <b>Pitch Perimeter Wall</b>	2.0
D. Boundary fences and walls parallel to direction of flow	2.0
E. Crowd segregation fence parallel to direction of flow	2.0
F. Crowd segregation fence and gates at right angles to direction of flow	5.0
G. Balustrading, guarding to rear of the stand.	2.0

H. NOTES:

- (i) All barriers (including crush barriers), fences, walls and gates should be subject to an annual risk assessment. Every barrier identified by the risk assessment as a potential risk should be tested immediately.
- (ii) The risk assessment (which, in practice, will be carried out in a similar fashion to an annual inspection) should be conducted and recorded by a Chartered Structural Engineer, Chartered Civil Engineer or Chartered Surveyor (Building

Surveying Division) of the appropriate skill and experience. It should take into account all relevant recommendations in the Guide to Safety at Sports Grounds combined with a detailed appraisal of each of the following specific considerations:-

- a) any available recorded information concerning the barrier's design compliance.
- b) the adequacy of the barrier's construction.
- c) the age of the barrier.
- d) any visual evidence of weakening or general deterioration of the barrier, including signs of corrosion, cracks, holes, misalignment, undue distortion, missing bolts or fittings.
- e) the barrier's exposure to moisture.
- f) the barrier's location within the sports ground.

Those barriers which need to be tested immediately might include those whose theoretical strength is interminable, those which have suffered visible decay and those where there is potential for undetected deterioration.

(iii) The Holder is responsible for appointing a competent person to undertake and record the results of the risk assessment of barriers.

(iv) **Barrier Tests - Personnel and Equipment**

Having conducted the risk assessment and determined which barriers, if any, require testing, it is then the responsibility of the Holder to ensure that the tests are carried out immediately.

The Holder is further responsible for ensuring that the testing is carried out by, or under the supervision of, a competent person of the appropriate skill and experience.

The competent person will then be responsible for ensuring that the tests are properly carried out and that all results are accurately recorded.

The competent person must be satisfied that the equipment used for the testing is suitable for the purposes and is used in the correct manner.

(v) The equipment used should be capable of a level of accuracy of 5 per cent of the test load.

The deflection measuring equipment should be calibrated and be capable of a level of accuracy that reflects the magnitude of the deflections being measured.

(vi) **Barrier Tests - Records**

Detailed written records should be made and kept of all observations, loadings, and deflection/recovery readings in respect of each barrier tested. The documentation should include a standard record sheet including the following information:

- a) The identity of each barrier tested.
- b) Its location, including a cross-reference to the ground plan.
- c) The date of inspection.
- d) All relevant results and comments arising from the test.
- e) A clear statement as to whether the barrier has passed or failed.

(vii) **Barrier Tests - Methodology**

The test method for barriers should be in two parts:

- a) The 'bedding-in' cycle.
- b) The 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.

Crush barriers and handrails that do not fulfil the requirements of both parts shall be deemed to have failed the test.

The deflection measuring equipment shall be properly set up on a firm part of the terraces, stairway, etc. and should be unaffected by any movement of the barriers, their supports, or the movements of personnel performing the test.

The deflections in the horizontal plane should be measured at relevant locations; for example, at the centre of a barrier or handrail span (when testing the rail) or the top of an upright (if testing the upright).

The loading procedure adopted shall result in each component part of any barrier being subject to levels of stress at least equal to the stresses that would occur were the structure subjected to the relevant uniformly distributed load at a design level of 1.1m.

(viii) **Barrier Tests - Bedding-In Cycle**

In order to allow for bedding-in of the test equipment and any frictional restraints, the barrier or handrail should be loaded up to its horizontal imposed load as defined in table above. The bedding-in load should be applied in at least five equal increments and then removed. Deflections should be monitored at each increment of the load cycle and upon removal of the load. The maximum force shall be maintained for 5 minutes. The barrier may be considered to have

satisfactory completed this part of the test if, on removal of the load, 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 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.

(ix) **Barrier Tests - Proof Cycle**

The proof cycle is to consist of two consecutive applications of the proof load. The interval between each application shall be such as to enable complete unloading.

For all barriers, fences, walls, gates, balustrading and guarding, the proof load are equal to 1.2 x the horizontal imposed load specified in the above table.

The application of the proof load should consist of five equal increments.

The full proof load shall be maintained for five minutes and then removed.

A record shall be kept of:

- a) the deflection at each load increment.
- b) the deflection after the five minute application of the full proof load.
- c) the residual deflection after removal of the load.

The procedure is then repeated.

If, on removal of the load after the second application, the recovery is at least 95 per cent in any measured deflection (as measured from the barrier position at the start of the proof test cycle - that is, after the bedding-in cycle), the barrier should be considered to have satisfied the proof cycle loading requirement.

(x) **Barrier Tests - Further Considerations**

Comparisons should be made with the records available from previous testing of the barrier.

Comparison should also be made with the performance of other barriers of a similar type subjected to the same or similar tests. This is to establish whether there are indications of a reduction in overall performance, perhaps indicative of a developing weakness that necessitates either remedial action or more regular testing or inspection than the minimum.

If the barrier satisfies the requirements of the testing procedure, but during that procedure doubt arises as to its safety, for any reason (including such matters as corrosion, distortion of connections and fittings, or cracking in the vicinity of supports), a further detailed investigation should be carried out. Unless the results of this detailed investigation remove the doubt as to the safety of the barrier or handrail, the barrier should be deemed to have failed.

(xi) **Barrier Tests Resulting in Failure**

A barrier failing the test procedure should be removed and replaced, or strengthened and then retested.

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## APPENDIX 8

### MANAGEMENT AND ESCAPE STRATEGY

#### Notice 1

##### **IF YOU DISCOVER OR ARE INFORMED OF A FIRE**

1. Contact Safety Officer's Control Room  
NEVER use the word "FIRE" within the hearing of the public  
  
ALWAYS use the code words (INSERT CODE WORD as stipulated by the Holder And this is CODE WORD is made known to Police, Fire Authority and Ambulance Services).
2. Inform the nearest Police Officer.
3. Attack the fire if possible with the appliances provided. Do not take personal risks.

##### **IF YOU DISCOVER OR ARE INFORMED OF A SUSPICIOUS PACKAGE**

1. Inform the nearest Police Officer.  
NEVER use the word "BOMB" within the hearing of the public.  
  
ALWAYS use the code words (CODE WORD as stipulated by the Holder and this is CODE WORD is made known to Police, Fire Authority and Ambulance Services).
2. Take no further action until told to do so. The Police will take charge of the situation.

##### **IF YOU HEAR AN ALERT**

On receipt of an emergency call, the Following ALERT message will be given over the public address system: -

"Attention please, attention please. Will the stadium manager meet" (CODE WORD as stipulated by the Holder and this is CODE WORD is made known to Police, Fire Authority and Ambulance Services)

## **APPENDIX 8 (continued)**

1. Stewards and Police proceed to your emergency position and prepare to evacuate the ground.
2. Stewards ensure doors or gates are open.
3. Wait for further instructions

### **STAND DOWN MESSAGE**

If it is decided not to evacuate the ground, the following announcement will be made over the public address system: -

“Attention please (INSERT CODE WORD) has left the stadium” (CODE WORD as stipulated by the Holder and this is CODE WORD is made known to Police, Fire Authority and Ambulance Services)

1. Resume normal duties

### **IF YOU HEAR AN EVACUATION ANNOUNCEMENT**

The following announcement will be made over the public address system: -

“Ladies and gentlemen, due to unforeseen circumstances it is not possible to continue with this event. Please leave the ground as possible using the exits indicated to you by the staff”.  
(Message is repeated.)

1. Open the exit door/gate.
2. Repeat in a firm voice, after the announcement: -  
“This way out please.”
3. When evacuation is complete, close doors and report to the Senior Steward.

The Chief Steward and Police will check that no-one is left behind including toilet and Cloakroom areas.

4. Unless designated for special DO NOT stop to collect personal belongings.

## **APPENDIX 8 (continued)**

duties, leave the building and  
report to the person in charge  
at the Staff Assembly Point

DO NOT re-enter the building.

(Code words to be determined by the Holder and conveyed to the emergency services)

### **Notice 2**

#### **PUBLIC ADDRESS ANNOUNCER**

(Copy to Police Control Room)

(LOCATED IN MAIN STAND)

#### **ON BEING INFORMED OF A FIRE OR A SUSPECTED BOMB**

1. Announce over the public address system  
“Will the stadium manager meet (INSERT  
CODE WORD) in \*..... (location of fire/bomb).  
NEVER use the words  
“FIRE” or “BOMB”  
within the hearing of  
The public.
2. Relay further messages or instructions.

#### **STAND DOWN MESSAGE**

1. If it is decided not to evacuate the ground,  
announce over the public address system  
“Attention please (INSERT CODE WORD) \*...  
has left the stadium.”
2. Resume normal duties.

#### **IF YOU ARE INSTRUCTED TO ORDER AN EVACUATION**

1. Announce over the public address system, “Ladies  
and gentlemen, due to unforeseen circumstances,  
it is not possible to continue with this event. Please  
leave the ground as quickly and quietly as possible  
using the exits indicated to you by the staff.”
2. REPEAT the message until you are satisfied that  
evacuation is proceeding satisfactorily.
3. Leave the building.  
DO NOT stop to  
personal belongings.  
  
Report to the person in charge at the Staff  
Assembly Point, Forest Road/Haig Avenue.  
DO NOT re-enter the  
Ground.

(\*Code words to be determined by the Holder and conveyed to the emergency services)

## **APPENDIX 8 (continued)**

### **Notice 3**

#### **TELEPHONE OPERATOR** (Secretary's office/ Safety Officer's Control Point)

#### **IF YOU ARE NOTIFIED OF A FIRE**

1. IMMEDIATELY call the FIRE AUTHORITY
  - (i) Dial 999
  - (ii) Give the operator your telephone number and ask for "FIRE"
2. When the Fire Authority replies, tell them clearly and distinctly: -  
"There is a fire at the Main Grandstand Merseyrail Community Stadium, Haig Avenue, Southport."  
DO NOT DISCONNECT until the address has been repeated by the Fire Authority.
3. If possible, tell the Fire Authority which gate number to report to.
4. Clear the switchboard of normal traffic.
5. Tell the following in turn that there is a fire and give the location of the fire: -
  - (a) Public Address Room
  - (b) Police
  - (c) Safety Officer's Control Point
6. Stand by to receive instructions

#### **IF YOU ARE NOTIFIED OF A SUSPICIOUS PACKAGE**

1. Inform the Police
2. Stand by to receive instructions.

#### **STAND DOWN MESSAGE**

1. If it is decided not to evacuate the ground, the following announcement will be made over the public address system  
"Attention please (INSERT CODE WORD) \*... has left the stadium."
2. Resume normal duties.

## **APPENDIX 8 (continued)**

### **IF YOU HEAR AN EVACUATION ANNOUNCEMENT**

1. Contact the Duty Safety Officer for instructions.

### **IF YOU ARE INSTRUCTED TO LEAVE THE PREMISES**

1. Leave by the nearest available exit and report to the person in charge at the Staff Assembly Point - Forest Road/Haig Avenue.  
DO NOT stop to collect personal belongings.  
DO NOT re-enter the building.

(\*Code words to be determined by the Holder and conveyed to the emergency services)

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## APPENDIX 9

### LOCATION AND NUMBER OF STEWARDS

<u>LOCATION</u>	<u>Number of Stewards</u>	
	<u>Where more than 1500 spectators</u>	<u>Where less than 1500 spectators</u>
<b><u>GATES</u></b>		
1. Haig Avenue/Blowick End	1	1
2. Haig Avenue/Adjacent to East of Main Stand	1	1
3. Haig Avenue/Adjacent to West of Main Stand	1	1
4. Haig Avenue/Scarlsbrick End (Extreme end)	1	1
<b><u>THE CONTROL AND DIRECTION OF SPECTATORS ENTERING &amp; LEAVING THE GROUND</u></b>		
1. Area adjacent to turnstiles on west of Main Stand	1	1
2. Area adjacent to turnstiles on east of Main Stand	1	1
<b><u>THE MAIN GRANDSTAND</u></b>		
1. Steps at the west end	1	1
2. Steps at the east end	1	1
3. Steps adjacent to players tunnel (1 per set of steps)	2	1
4. Directors boxes	1	0
<b><u>PATROLLING THE PERIMETER OF THE PITCH AND MANNING GATES ONTO THE PITCH</u></b>		
	4	2
<b><u>FREE STANDING AREAS (When used)</u></b>		
1. South of Jack Carr Stand	2	0
2. North of Jack Carr Stand	2	0
3. West of Main Stand	2	0
<b>Safety Officer</b>	1	1
<b>TOTAL</b>	<b>22</b>	<b>12</b>

## APPENDIX 10

## **PROVISION OF EQUIPMENT WITHIN CONTROL CENTRES**

### **SAFETY OFFICERS ROOM**

1. Direct Telephone Line
2. Public Address System (Loud Hailer)
3. Emergency Lighting
4. Map of Ground

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# **APPENDIX 11**

## **SPECIFIED ACTIVITIES**

### **ACTIVITIES COVERED BY THE CERTIFICATE**

The activities covered by this Certificate are as follows:-

#### **CATEGORY A**

Association football  
Rugby  
Cricket  
Field & track sports and athletic displays

#### **NOTE:**

Attention is drawn to the requirements of B.4.1 and B.4.2 of Schedule B relating to Police attendance.

Any pre-event 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 covered by the terms and conditions of the Certificate.

Any other entertainment event held at the sports ground where the expected attendance will be in excess of 500, should be reported to the Sefton Events Safety Advisory Group at least 2 months prior to the event date. Depending on the nature of the event, Management of the sports ground may be expected to produce a separate and specific risk assessment /event action plan.

## **APPENDIX 12**

### **POLICE FACILITIES**

A MOBILE CONTROL ROOM AT THE DISCRETION OF MERSEYSIDE POLICE.

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## APPENDIX 13

### GENERAL GROUND ARRANGEMENT DRAWINGS

**CERTIFICATE  
DRAWING NO.**

**ARCHITECTS  
DRAWING NO.**

**LOCATION**

No. 1

SAFETY OFFICER'S CONTROL POINT

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