



WESTERN ISLES EMERGENCY PLANNING CO-ORDINATING GROUP [WIEPCG] SAFETY ADVISORY GROUP (SAG) POLICY

SUMMARY

- 1.1 The Safety Advisory Group (SAG) for the Outer Hebrides is a sub group of the Western Isles Emergency Planning Co-ordinating Group (WIEPCG), co-ordinated by Comhairle Nan Eilean Siar and is made up of representatives from the Comhairle, the emergency services and other relevant organisations. They meet to review event proposals and advise on public safety (this includes the safety of participants).
- 1.2 The types of events that may benefit from the SAG process include outdoor festivals, country shows, community events, charity events, processions and sports events such as cycling and car rallies.
- 1.3 The SAG may call in the organiser of any event. The criteria for identifying which events will be invited to attend the SAG process are stated at 5.1.
- 1.4 One of the important roles performed by the SAG is to bring all relevant parties together to ensure that the planning for an event is conducted in a methodical and co-ordinated way. This in no way detracts from the legal responsibilities of the organisers of events.
- 1.5 This policy is based on the recommendations of the *Safety at Public Events Working Group* but is adapted to take account of local practices that have already been established to deal with events in the Western Isles.

SCOPE

- 2.1 This document aims to set out how the Outer Hebrides SAG operates and how it can be utilised as a tool for planning the safety of community events and other similar public events where there is a possible public safety and participant safety concern.

LEGAL AND OTHER ASPECTS

- 3.1 The Outer Hebrides 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.
- 3.2 Relevant regulation areas include:
 - health & safety, fire safety, food safety, insurance, licensing (including alcohol), fireworks, equalities, data protection, copyright, designs & patents, private and civil contingencies.
- 3.3 It is the policy of the Comhairle 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 competitors.
- 3.4 The aim of the SAG is to provide independent safety advice to event organisers (who retain the legal responsibility for ensuring a safe event), and to discharge their public safety and wellbeing functions. The SAG will operate in accordance with this policy, 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.

SAG GROUP MEMBERSHIP

- 4.1 The SAG core group membership includes officers from the following agencies:
 - Comhairle nan Eilean Siar (including as appropriate)
 - Consumer & Environmental Services/Legal and Licensing/Roads/Emergency Planning
 - Police Scotland
 - Scottish Fire and Rescue Service
 - Scottish Ambulance Service
 - Marine and Coastguard Agency
- 4.2 The SAG 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
 - Comhairle nan Eilean Siar (Building Control, Economic Development, Corporate Communications
 - voluntary organisations

SAG CRITERIA

5.1 Events which meet one or more of the following criteria 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 below. The criteria are as follows.

- 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/participants expected to attend
- The profile of the event (e.g. motor sports)
- The likelihood of traffic disruption and the requirement for a Temporary Traffic Regulation Order (TTRO)
- Events that have had issues in the past
- At the request of one of the member agencies
- At the request of an event organiser

5.2 If an event is held on a regular basis, e.g. annually, without any changes, the SAG 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.

ROLES AND RESPONSIBILITIES

6.1 The **SAG** 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 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 for the event and 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 the Comhairle 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 and where appropriate agencies will inform the event organiser of any charges for resources.
- Determine if an event is to be reviewed after it has taken place in order to identify any lessons learned and identify 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 in relation to operational consistency and public safety.
- Identify those events which require the need for a Joint Agency Control Centre
- Share good practice with event organisers
- 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 e.g. if member of SAG involved with the organisation of an event.
- Identify the relevant stakeholders to invite to each events SAG meeting
- Meet at least annually and have as many Event SAG meetings as necessary to manage events
- Take account of any relevant guidance including the [HSE Event Safety guidance](#).

6.2 The **Chair** of the **SAG** will:

- be an officer from the local authority (other than for specific events that are primarily being organised/run by the local authority then the SAG for that event will be chaired by another agency)
- 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 all plans to facilitate a consistent and co-ordinated approach.
- To act as the conduit between the SAG and the event organiser in relation to SAG matters.
- To ensure a debrief of the event is undertaken as necessary to ensure compliance with plans.
- Will ensure that agendas are published in advance of the meeting and that minutes are recorded and circulated to all SAG members and other parties (14 days before and 14 days after meetings).

- Ensure that the event organiser is informed when the decision is made that an event is deemed not to be safe.
- Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service and Marine and Coastguard Agency 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.

6.3 The event organiser will:

- Supply within a reasonable time any information it 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.
- Retain full responsibility for the event.
- 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.
- 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.

6.4 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 officers from each agency who will be present at the designated location of the JACC as determined by the SAG.
- Ensure that each agency within the JACC has a means of logging all decision and command actions
- Ensure all decisions relating to an event are relayed through the JACC.

SAG RECORD KEEPING

- 7.1 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 keeping. See Appendix 1 for example documentation.

Appendix 1

SAG Meeting Agenda/Minutes

Date:		Time:		Venue:	
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Item	Details
1.	Welcome & Apologies
2.	Actions from previous meeting
3.	SAG General Business
	Events to be discussed (will follow format of SAG meeting minute) usually 45-60 minute intervals)
4.	AOCB
	Date of Next Meeting

Standard Format of Minute of Event SAG Meeting

Date:	31/05/19	Time:	1100	Venue:	Police Station
Present	Comhairle Nan Eilean Siar <i>Environmental Health (EH) - Licensing(LI) - Emergency Planning (EP) - Roads (R) - Building Standards (BS) - Police Scotland (PS) - Fire Scotland (FS) - Scottish Ambulance Service (SAS) - Coast Guard (MCA) - NHS Western Isles (NHS) - Event –</i>				(Chair)
Apologies					
Event					
Brief of Event(s)	s.				
Numbers & Times					

Notes and Actions

Agency	Comments and actions	Actions By Who	Actions When
General Comments		<i>Event organiser</i>	
CNES-(EH, LI,EP,R,BS)			
Police Scotland (PS)			
Fire Scotland (FS)			
Ambulance (SAS)			
Coast Guard (MCA)			
NHS Western Isles			

Other Information