

## NOTIFICATION FORM FOR SPECIAL EVENTS AT SPORTS GROUNDS

This Event Notification Form (SAG 10) should be used by organisers who intend to hold a special event at a sports ground in Cumbria and should be submitted to the Sports Grounds Licensing Officer as detailed below. Assistance can be obtained from the accompanying Guidance Notes. Following review of the form, contact with the organiser will be made as soon as practicable. For any event, notification should be at least 3 months prior to the event date.

This form has 2 main purposes:

- a) it is designed to assist organisers in preparing their event as it can be used as an aid memoir tick sheet to ensure that all contingencies have been covered regarding preparation and safe management of the event; and
- b) it provides notification to the Sports Grounds Licensing Officer who will liaise with other interested partners (local authorities, emergency services, major landowners, event organisers associations) and form the criteria to decide if a Safety Advisory Group will be required to meet with the event organiser. (Please note that this notification is **not** part of the licence process for a licensable event as required under the Licensing Act 2003).

### **How to complete this form: (please refer to the accompanying guidance notes)**

1. In all cases, please complete the details required on the first page. Then complete Sections 1 – 10 **only**, as applicable for your specific event;
2. Type of event – as listed in the Outdoor Events Guidance Notes;
3. Licensable – where the event requires a premises licence or special safety certificate (SSC) to be issued;
4. Anticipated numbers – accurate as possible, preferably based on previous history;
5. Crowd profile – family, elderly, disabled, children, teenagers, etc. This is the target audience;
6. Third party organisations – score out those not involved, leaving only those organisations that may require to be notified or involved of your event;
7. Compliance guidance applicable – which guidance is applicable to your event. If none, state none;
8. Sections 1 to 6 - tick the relevant box applicable to your size of event only. For small events, only complete the areas applicable. For large/major events, use all the relevant sections. Either the point is satisfactory **S**, not satisfactory and has to be remedied **NS**, or not applicable to your specific event **NA**. Any additional information can be put in the sectional boxes with any accompanying actions.

## **Enforcement legislation applicable:**

The Safety of Sports Ground Act 1975 and/or The Fire Safety & Safety of Places of Sport Act 1987.

### **1975 Act: (yes/no)**

Applies to a designated sports ground providing accommodation for more than 10000 spectators (5000 at Football League), for which there is a General Safety Certificate in force covering a specified number of activities for an indefinite period. Spectator safety is enforced by the County Council.

“Sports ground” means any place where sports or other competitive activities take place in the open air and where accommodation has been provided for spectators, consisting of artificial structures or of natural structures artificially modified for the purpose.

Enforcing authority can serve a Prohibition Notice on any sporting event *responsible person*, whether the ground is certificated or not, if they are of the opinion that spectators would be at so serious a risk.

### **1987 Act: (yes/no)**

Applies to a regulated stand in relation to a sports ground, which provides covered accommodation for 500 or more spectators for which there is a General Safety Certificate in force covering a specified number of activities for an indefinite period. Enforced by the County Council.

“Sports Ground” has the same meaning as in the 1975 Act above.

“Stand”, in relation to a sports ground, means an artificial structure (not merely temporary) which provides accommodation for spectators and is wholly or partly covered by a roof, and, in relation to the number of spectators in a stand provided with covered accommodation, “covered” means covered by the roof or other part of the structure which constitutes the stand.

Enforcing authority can serve a Prohibition Notice on any sporting event *responsible person*, whether the ground is certificated or not, if they are of the opinion that spectators would be at so serious a risk.

### **Main Guidance documents:**

The Guide to Safety at Sports Grounds (6<sup>th</sup> edition)  
The Event Safety Guide  
RCA Guide to Safety at Racecourses  
Safety Management  
Fire Safety Risk Assessment for large places of assembly

When completed, this form should be sent to the Sports Grounds Licensing Officer:-

### **Trading Standards**

**County Offices**

**County Hall**

**Busher Walk**

**KENDAL**

**LA9 4RQ**

**Email: [trading.standards@cumbria.gov.uk](mailto:trading.standards@cumbria.gov.uk)**

<b>Event name:</b>		<b>Contactee:</b>		
<b>Organisation details:</b>		<b>Position:</b>		
		<b>Tel:</b>		
		<b>Mob:</b>		
		<b>Email:</b>		
<b>Type of event:</b>	<b>Location/route of event:</b>	<b>Date:</b>	<b>Start time:</b>	<b>End time:</b>
<b>Licensable: yes/no</b>		<b>Anticipated numbers:</b>		<b>Crowd profile:</b>
<b>SSC required: yes/no</b>		<b>Spectators</b>	<b>Participants</b>	
<b>Third party organisations contacted/involved:</b>				
SAG/police/fire/ambulance/environmental health/health & safety/licensing/highways/emergency planning/BR transport police/stagecoach/bus company/residents association/disabled group/mountain rescue/RNLI/ coastguard/national trust/national park/landowner/Sport Cumbria/media/first aid (_____)				
District L.A. _____				
County Council _____				
Stewarding/marshalling _____				
Governing body/association _____				
Contractors _____				
Other: _____				
Is the event providing/allowing alcohol?				YES/NO
Is the event providing regulated entertainment/music/singing/dancing?				YES/NO
Does the event require a premises licence or special safety certificate?				YES/NO
Is the event being publicly advertised? (if YES, how long before the event _____)				YES/NO
Is the event serving food/providing catering? (if YES, give details in sections 6 and/or 7)				YES/NO
Does the event require a Safety Officer and /or stewarding?				YES/NO
Are there any temporary structures/inflatables/tents? (if YES, give details in sections 6 and/or 7)				YES/NO
Does the event require public/product liability insurance cover? (see section 8)				YES/NO
Is the event using part of the public highway?				YES/NO
Has this event been run before? (if YES, give details in section 10)				YES/NO
Does the event have an "Event Management Plan"?				YES/NO
Are you following a Governing Body's/Association's national guidelines?				YES/NO
If so, which one..... (attach details)				
<b>Compliance guidance applicable: (yes/no)</b>				
Guide to Safety at Sports Grounds/Event Safety Guide/Fire Safety & HSE Risk Assessment Guides/Good Practise Safety Guide/Lacors Managing Large Events Guide/Outdoor Events Guide/Mendip Events Guide				
<b>Other:</b>				

No	Requirement Policies/provisions:	Result			Actions/comments	Date actioned
		S	NS	NA		
1	a) event safety policy (management plan): i) shows managements objectives ii) names responsible person iii) shows chain of command iv) shows how safety is implemented v) does not conflict with licence vi) conforms with current legislation vii) demonstrates a positive attitude viii) signed and dated					
	b) alcohol/drugs management (including how controlling underage drinking)					
	c) fireworks/pyrotechnics/special effects					
	d) ticketing strategy & if event cancelled/delayed/postponed/abandoned					
	e) admissions/seating/number keeping					
	f) spectator accommodation/categories					
	g) disabled provisions					
	h) racial equality/abuse					
	i) child protection					
	j) smoking					
	k) catering/refreshments					
	l) toilet/sanitation provision					
	m) stewards handbook/instructions					
	n) adverse weather provision					
	o) first aid/medical provision					
	p) traffic management (including park and ride, side street parking, route traffic, etc.)					
	q) safety officer's job description					
	r) advertising					
	s) media provision					
	t) statement of intent					
	u) crime prevention					

No	Requirement Certificates: (signed by competent person)	Result			Actions/comments	Date actioned
		S	NS	NA		
2	a) electrical (includes pat testing)					
	b) structural integrity (buildings, platforms stands, towers, stairs, fencing/walls, etc.)					
	c) barrier integrity					
	d) stage erection (including wind loading calculation for structure/speakers/screens)					
	e) auxiliary power/generator(s)					
	f) fire alarm system					
	g) emergency lighting					
	h) public address system					
	i) cctv					
	j) emergency phones					
	k) firefighting equipment/fire points					
	l) gas/oil boiler safety					
	m) control gear					
	n) passenger lifts					
	o) turnstile/access monitoring					
	p) lightning protection					
3	<b>Contingency plans:</b> a) fire b) bomb threat/suspect package/terrorism c) safety equipment failure (information board, public address system, emergency lighting, cctv, cell phones, land lines, fire alarm, radios, etc.) d) building & services (structural damage, power failure, lift/escalator failure, gas leak, chemical release, etc.) e) crowd control (surging, crushing, pitch invasion, rioting, fighting, late arrivals, delayed start, ticket forgery, etc.) f) emergency evacuation g) severe adverse weather/flooding h) ticketing strategy in event abandoned i) any other special considerations specific to the event					

No	Requirement	Result			Actions/comments	Date actioned
		S	NS	NA		
4	a) safety officer's event record (includes police intelligence)					
	b) pre-event/during/post-event ground safety checks					
	c) number of spectators admitted					
	d) incident form					
	e) accident form					
	f) first aiders/doctor provided					
	g) medical treatment administered					
	h) ground condition/defects					
	i) fire alarm system					
	j) emergency lighting system					
	k) firefighting equipment					
	l) video/electronic information boards					
	m) auxiliary power supplies/generators (supplied to where in ground/event)					
	n) media platforms					
	o) emergency telephones					
	p) public address system					
	q) cctv system					
	r) stewards names/qualifications/training (competency)					
	s) steward pre-event & post event briefings					
	t) emergency drills/evacuation exercises/other training					
	u) police assumption of control & relinquishment of command forms					
	v) all non-routine opening of exit gates/doors/unauthorised access					
	w) electronic securing systems					
	x) any other record specific to the event (lost children/caterers/lpg/competitors/route/timings, etc.)					

<b>No</b>	<b>Requirement</b> <b>Other documentation/considerations:</b>	<b>Result</b>			<b>Action/comments</b>	<b>Date actioned</b>
		<b>S</b>	<b>NS</b>	<b>NA</b>		
5	a) event/ground health & safety risk assessment					
	b) fire risk assessment					
	c) specific risk assessments: i) generator/auxiliary power supply ii) fuel storage/type/use iii) pyrotechnics/special effects iv) high hazard risks (boiler rooms/lpg cylinders/generator/fuel storage/electrics/ cables/power lines/chemicals/gas, etc) v) environmental/noise vi) traffic management vii) competitor event route viii) adverse weather provision ix) crowd management x) other – ground, caterer, helicopter, sea/ water, transport, building works, etc.					
	a) movement control between different spectator areas (e.g. stand to pitch)					
	b) number and positioning of stewards/ security/first aid (static/specific posts)					
	c) signage (directional/informational/hazard/emergency/conflict with existing/other)					
	d) capacity for spectator accommodation (pitch/stand/viewing area/disabled/other)					
	e) direction of emergency gate opening/ manning (e.g. pitch gates open inwards)					
	f) emergency exit widths/routes suitable for numbers					
	g) lighting (normal/emergency/backup)					
	h) disabled access, platform, sightlines and mobility					
	i) emergency service access (including helicopter)					
	j) contingency plans complement the CCC /emergency service major incident plan					
	k) communication (radio channels/mobiles/loudhailers/emergency numbers/directory)					
	l) safety officer/event organiser competency level					
	m) emergency code words					
	n) lost children procedures					
	o) first aid post/casualty handling locations					
	p) liability insurance (event organiser/tradesmen/pyrotechnics/caterers, etc.)					

No	Requirement	Result			Action/comments	Date actioned
		S	NS	NA		
	q) provision of rest areas/emergency shelters					
	r) control room/contact point: i) location ii) view of sight for monitoring iii) communications provided iv) documentation provided v) cctv/public address vi) usage – staging/emergency/other					
	s) clear lines of communication and responsibilities between officials					
	t) stewards duties and responsibilities/ identification					
	u) park & ride schemes/pick up & drop off points/clearing area afterwards					
	v) built in flexibility for unexpected delay/cancellation					
	w) noise levels and environmental factors					
	x) police intelligence					
	y) policing provision (along the route/ inside or outside venue/elsewhere)					
	z) disposition of ambulance/fire/RNLI/ coastguard/mountain rescue, etc.					
6	<b>Plan, showing following detail:</b> a) layout of the ground/stand/route/stage (including buildings and approach routes) b) identify and name areas of the ground/stands/land/route c) identify entrances/exits to the ground/stand/route/emergency services access d) emergency exits/routes e) turnstiles/entrances (which should be appropriately identified/numbered) f) pitch perimeter gates (which should be appropriately identified/numbered) g) first aid room/post(s) h) fire fighting equipment/fire point i) designated parking area for ambulance and/or emergency doctor j) location of floodlight towers/auxiliary power supplies k) media platforms/gantries l) control room/contact point m) high hazard/risk areas (see 5c above) n) actual event route (including rest areas) o) beer tent/catering/toilets provision p) helicopter landing area q) any other factors specific to the event					



7	<p align="center"><b><u>Any other additional relevant information</u></b>  (e.g. additional route information, plan details, structures, catering, policing, loading calculations, etc.)</p>			
8	<b>Liability insurance details:</b>  <b>Min. cover: £</b>	<b>GSC Holder (where event is being held):</b>		
9	<b>Relevant committee/organisation members and their responsibility</b>	<b>Telephone number</b>	<b>E-mail address</b>	
10	<b>Previous event history</b>	<b>Venue/location</b>	<b>Date</b>	<b>Numbers</b>

Signed \_\_\_\_\_ (event organiser/applicant) Date \_\_\_\_\_

**This section to be completed by the Chair of the Safety Advisory Group/LA Officer**

11	<u>Notes/meetings/inspections/observations</u>	<u>Actions/comments</u>	
12	<b>Liaison: name &amp; organisation</b>	<b>Telephone number</b>	<b>E-mail address</b>
13	<b>Management/Promoter's attitude towards safety:</b>		
14	<b>Final assessment of event:</b> a) not satisfactory (major safety deficiencies) b) not satisfactory (minor safety deficiencies) c) satisfactory (minor deficiencies to resolve) d) fully compliant with safety requirements  Recommended/not recommended to take place	<b>Reason:</b>	

Signed \_\_\_\_\_(Chair of SAG/LA Officer) Date \_\_\_\_\_