



SAFETY ADVISORY GROUP (SAG) POLICY

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1. Introduction

- 1.1 Perth & Kinross Council recognises the value of staging events and encourages their undertaking whilst operating safely and in consideration of those affected by the event. To aid this, Perth & Kinross Council maintains a Safety Advisory Group (SAG) process for public events.
- 1.2 The Perth & Kinross SAG process is a multi-agency approach towards ensuring that the organisers of significant events plan for and then implement their events in a manner that is safe for everybody involved with the event (event staff, participants, members of the public, contractors).

2. Safety Advisory Group Strategy

- 2.1 The Perth & Kinross Safety Advisory Group (SAG) strategy comprises two main elements:
 - The Strategic Safety Advisory Group (SSAG)
 - Event Safety Advisory Groups (Event SAG)
- 2.2 The Events Officer will maintain and make available an Events Risk Register on behalf of the SSAG. Where a member of the SSAG becomes aware of an event, it is the responsibility of that member to update the Events Risk Register. The SSAG will determine which events are invited to participate in the Safety Advisory Group process.
- 2.3 Event Organisers responsible for events invited to attend will be expected to include an Event SAG within their event planning process. The Event Organiser will Chair the Event SAG unless circumstances indicate otherwise when another Chair may be appointed.
- 2.4 Figure 1 below provides a brief summary of the process that links the strategic and event SAG elements of the Safety Advisory Group strategy:

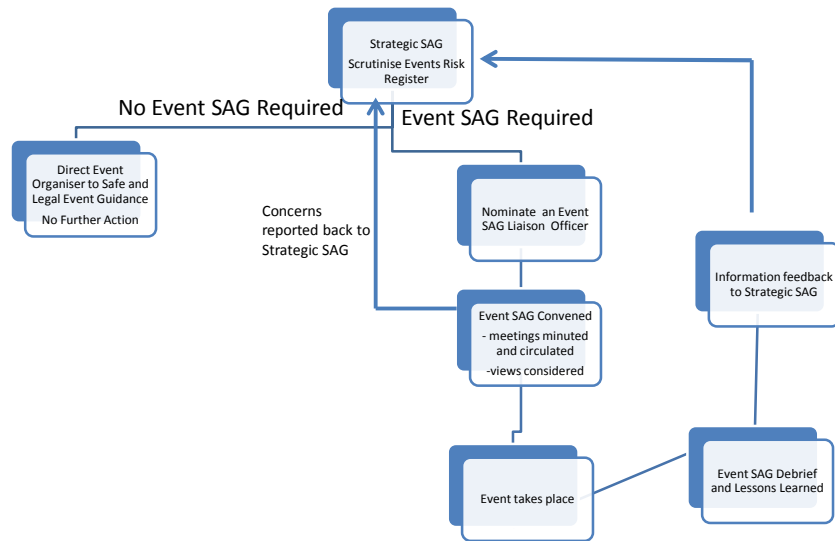


Figure 1 – Safety Advisory Group Strategy

3. Strategic Safety Advisory Group (SSAG)

3.1. Aim

The Strategic Safety Advisory Group will oversee the development and maintenance of an events risk register which will be used to assess whether organisers of events should be invited to participate in the Safety Advisory Group process. It will also be used to ensure that the Safety Advisory Group process is followed by member agencies and event organisers.

3.2 Primary Focus

The primary focus of the SSAG is the safety of all people working at, or participating in, an event and to the safety of members of the general public who could be affected by the event.

3.3 Guiding Principle

The guiding principle for determining which events will be invited to attend the SAG process is where there is thought to be a significant public safety risk. This includes events where Perth & Kinross Council is recognised as the event organiser. The following are examples of (but not all) criteria considered as the basis for attendance:

- The status of the principal attending (e.g. HM The Queen);
- The status of the event organisers (e.g. event planning experience);

- Type of Activity (e.g. Car Rally);
- The number of spectators expected to attend;
- Whether alcohol is available or any other license is required;
- The profile of the event (e.g. Rewind/Christmas Light Switch On);
- Transport implications and the requirement for a Temporary Traffic Regulation Order (TTRO);
- The risk of noise and antisocial behaviour.

The SSAG will keep and make available, as appropriate, records of its activities in order that it effectively carries out its function ensuring the transparency of decision making. All records are subject to FOI requests and could be released publically.

3.4 Status and conflicts of interest

- The SSAG cannot take any decisions on behalf of Perth & Kinross Council or other partners. The statutory decision making powers sit with Perth & Kinross Council or other agencies where designated;
- The ultimate responsibility for the event safety lies with the event organiser and event management team;
- Members of the SSAG must declare any material conflict of interest in relation to any item put before the group prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate person agreed with the group;
- All members of the SSAG will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

3.5 Group Composition

The SSAG shall consist of persons with sufficient seniority/ experience/ competency/ knowledge of their service/agency to be able to advise members on behalf of their service/agency. Membership will include:

- A Chair (Director (Environment) or delegated to another senior officer as required).
- Perth and Kinross Council Regulatory Services (including Environmental Health and Food Safety)
- Perth & Kinross Council Traffic and Network
- Perth & Kinross Council Public Transport
- Perth & Kinross Council Licensing
- Perth & Kinross Council Waste Services and Community Greenspace
- Perth & Kinross Council City Centre (where appropriate)
- Perth & Kinross Council Building Standards
- Perth & Kinross Council Emergency Planning
- Perth & Kinross Council Health, Safety and Wellbeing (for internally planned events)
- Perth & Kinross Council Events Officer
- Police Scotland (Senior Officer)
- Police Scotland (Emergency/Events Planning Adviser)

- Scottish Fire & Rescue Service (Senior Officer)
- Scottish Fire & Rescue Service (Emergency Planning Officer)
- Scottish Ambulance Service (Senior Officer)
- Scottish Ambulance Service (Resilience Officer)
- NHS Tayside (Health Protection)
- NHS Tayside (Resilience Planning)

A list of core members of the SSAG is at Appendix 1.

3.6 Group Administration

- The Chair will ensure that:
 - Meetings of the SSAG take place on a regular basis;
 - Due account is taken of the views of all members of SSAG;
 - Minutes are taken at each meeting and those minutes are kept.
- Perth & Kinross Council will provide the administrative support to the SSAG;
- The SSAG shall meet a minimum of 4 times per calendar year. Any member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise;
- All relevant agencies should be represented at a meeting of the SSAG and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary;
- Each meeting of the SSAG will be prearranged to an agenda published in advance of the meeting with minutes recorded;
- The minutes of the meetings will be circulated to all SSAG members, and to such other parties as may be determined by the Chair.

3.7 Participation in the Safety Advisory Group process

Event Organisers whose events have been assessed as meeting the criteria will be invited to form an Event Safety Advisory Group (Event SAG). The SSAG will determine what agencies/services are to participate in each Event SAG and appoint an Event SAG Liaison Officer from the local authority cohort identified (See event SAG Terms of Reference – paragraph 4.4)

4. Event Safety Advisory Group (Event SAG)

4.1 Event SAG Aim

All event organisers who have been invited to participate in the Safety Advisory Group process will be expected to include an Event SAG within their event planning process.

So far as is reasonably practicable, through the provision of specialist advice, the aim of the event SAG is to ensure that event organisers invited to attend the Event SAG process uphold the highest standards of public safety at public events. Where Event SAG members have concerns regarding Event Organisers participation in the process they should immediately bring their concerns to the attention of the SSAG.

4.2 Event SAG Objectives

- Provide specialist advice to Event Organisers to help them discharge their public safety functions;
- Encourage the safety and wellbeing of the public and staff at public events;
- Ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised.

4.3 Responsibilities of Members of the Event SAG

Chair to ensure that:

- Meetings of the Event SAG take place on a regular basis;
- Due account is taken of the views of all members of the Event SAG, including those attending by invitation
- Minutes are taken at each meeting and those minutes are kept

Perth & Kinross Council Emergency Planning

- To provide advice and guidance on emergency planning and event contingency matters

Perth & Kinross Council Traffic and Network

- To provide advice and guidance on road closure arrangements and traffic planning

Perth & Kinross Council Public Transport

- To provide advice and guidance on public transport and event transport planning

Perth & Kinross Council Regulatory Services

- To provide advice and guidance as required in relation to food safety and health and safety to ensure legal compliance

Perth & Kinross Council Building Standards

- To provide advice and guidance on structural safety

Perth & Kinross Council Licensing

- To inform other authorities and agencies at the SAG of the status of license applications
- To provide advice and guidance as required in relation to activities which require licensing to ensure legal obligations are met

Perth & Kinross Council Waste Services and Community Greenspace

- To inform other authorities and agencies at the SAG of proposed events on their land
- Determine whether land which Perth & Kinross Council owns or controls can be used for an event
- To provide advice and guidance on litter and waste management services associated with the event

Perth & Kinross Council City Centre Management

- To inform other authorities and agencies at the SAG of proposed events in Perth City Centre
- To provide advice and guidance as required in relation to events in Perth City Centre

Perth & Kinross Council Health, Safety and Wellbeing

- To provide advice and guidance as required in relation to events where Perth & Kinross Council is the Event Organiser or to the Landlord of ground on which an event is being held

Event SAG Liaison Officer (appropriate Perth & Kinross Council Event SAG member)

- To provide a single point of contact for the event organiser
- To arrange meetings between the statutory authorities involved in the Event SAG (see Terms of Reference)

Police Scotland

- To provide advice and guidance in relation to the prevention and detection of crime
- To provide advice and guidance in relation to the prevention of disorder
- To provide advice and guidance in relation to traffic issues

Scottish Fire and Rescue Service

- To provide advice and guidance in relation to fire safety issues to ensure compliance with legislative requirements

Scottish Ambulance Service

- To provide advice and guidance in relation to emergency ambulance and first aid provision for events

NHS Tayside

- To provide guidance on public health and emergency care.

NOTE: All members of the SSAG are responsible for updating the Event Risk Register as soon as they become aware of a new event.

4.4 Event SAG – Terms of Reference

The Event SAG will operate in accordance with the following Terms of Reference:

- An Event SAG will be chaired and administered by the Event Organiser unless circumstances indicate otherwise when another Chair may be appointed.

- Event SAG members identified at paragraph 4.3 shall consist of persons with sufficient seniority/ experience/ competency/ knowledge of their service/agency to be able to take operational decision on behalf of their service/agency, except where these raise new policy issues. They will be allowed to freely contribute to any meeting to which they are invited and will have their view considered, reported and recorded.
- An Event SAG Liaison Officer will be appointed by the Strategic Safety Advisory Group to provide the event organiser with a single point of contact and to coordinate the activities of the statutory agencies appointed to the Event SAG.
- Invited representations are those persons or partners not included at paragraph 4.3 who can offer advice or give presentations to the Event SAG. They will be allowed to freely contribute to any meeting to which they are invited and will have their view considered, reported and recorded. The following agencies may be invited either to all Event SAG meetings or to a particular meeting (or part thereof), as considered appropriate:
 - Voluntary Services
 - Licence Holder/Applicant or Representatives
 - Transport Scotland
 - Local Community Group Representatives
- The Event SAG will keep and make available, as appropriate, records of its activities ensuring the transparency of decision making. All records are subject to FOI requests and could be released publically.
- Advise Event Organisers on the event, venues and its immediate environs as required and with reference to the Perth & Kinross Council Safe and Legal Events guidance for Event Planners.
- Provide a forum within which the event organiser can develop a co-ordinated approach to crowd and spectator safety and wellbeing.
- Receive reports in relation to matters found during inspections by group members.
- It will be within the remit of the Event SAG to constitute smaller working parties to address specific issues relating to the event and venues. The findings of any such groups will be reported to the next available Event SAG.
- Receive notification of the issue of any enforcement action and report such notifications to the Strategic Safety Advisory Group immediately.
- The Event SAG will ensure that a debrief takes place and all debrief reports including lessons learned are reported to the Strategic Safety Advisory Group at the next available meeting.

- Advise Event Organisers on the exercise of powers, enforcing actions and duty of care of Perth & Kinross Council and other partners as defined in related legislation:
 - Health & Safety at Work etc. Act 1974 and its associated legislation;
 - Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006;
 - Food Safety Act 1990 applies where food is provided or sold;
 - Public Health etc. (Scotland) Act 2008;
 - Occupiers Liability (Scotland) Act 1960;
 - Civic Government (Scotland) Act, Part V – public processions;
 - Civic Government (Scotland) Act 1982, Part II – public entertainment licences and other related licences;
 - Licensing (Scotland) Act 2005;
 - Road Traffic Regulations Act 1984 as amended by the Road Traffic (Temporary Restrictions) Act 1991 and the Road Traffic Regulation (Special Events) Act 1994;
 - Fireworks (Scotland) Regulations 2004;
 - Equality Act 2010;
 - Data Protection Act 1998;
 - Copyright, Designs & Patents Act 1988;
 - Private Security Industry Act 2001;
 - Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 (amended 2013);
 - Safety of Sports Grounds Act 1975;
 - Fire Safety and Safety of Places of Sports Act 1987 [links to the Safety of Sports Grounds Act 1975 but has separate provisions on regulated stands];
 - Environmental Protection Act 1990.

The above list should not be considered as exclusive or exhaustive.

Appendix 1 – Strategic Safety Advisory Group Members Contact List

Organisation	Service	Name	Job Title	Telephone Number	Mobile	Email Address
Perth and Kinross Council	Group Chair	Barbara Renton	Director (Environment)	[REDACTED]	[REDACTED]	[REDACTED]
	Regulatory Services	Robert Lyle	Regulatory Services Manager	[REDACTED]	[REDACTED]	[REDACTED]
	Traffic and Network	Chic Haggart	Roads Manager	[REDACTED]	[REDACTED]	[REDACTED]
	Public Transport	Andrew Warrington	Public Transport Manager	[REDACTED]	[REDACTED]	[REDACTED]
	Licensing/Legal	Colin Elliot	Solicitor	[REDACTED]	[REDACTED]	[REDACTED]
	Waste Services and Community Greenspace	Bruce Reekie	Waste Services and Community Greenspace Manager	[REDACTED]	[REDACTED]	[REDACTED]
	City Centre Management (For City Centre Events)	Leigh Brown	City Centre Manager	[REDACTED]	[REDACTED]	[REDACTED]
	Building Standards	Gordon Lindsay	Building Standards Manager	[REDACTED]	[REDACTED]	[REDACTED]
	Emergency Planning	John Handling	Safety and Resilience Manager	[REDACTED]	[REDACTED]	[REDACTED]
	Health & Safety (for internal planned events)	Ewan Stobbie/ Ruth Turner	Team Leader/Senior Health and Safety Adviser	[REDACTED]	[REDACTED]	[REDACTED]
	Events Planning	Michael Boyle	Events Officer	[REDACTED]	[REDACTED]	[REDACTED]

Organisation	Service	Name	Job Title	Telephone Number	Mobile	Email Address
Police Scotland	Senior Officer	Chief Inspector Maggie Pettigrew	Area Commander	[REDACTED]	[REDACTED]	[REDACTED]
	Events Planning	Sergeant Dave Kerr	Emergency Procedures Advisor	[REDACTED]	[REDACTED]	[REDACTED]
Scottish Fire and Rescue Service	Senior Officer	Billy McLintock	Group Manager – Service Delivery (Perth & Kinross)	[REDACTED]	[REDACTED]	[REDACTED]
	Emergency Planning	Chris Bonnar	Watch Manager Response and Resilience	[REDACTED]	[REDACTED]	[REDACTED]
Scottish Ambulance Service	Senior Officer	Nick Moore	Area Service Manager Tayside	[REDACTED]	[REDACTED]	[REDACTED]
	Emergency Planning	Iain Mackay	Resilience Adviser	[REDACTED]	[REDACTED]	[REDACTED]
NHS Tayside	Public Health	Jackie Hyland	Consultant in Public Health Medicine	[REDACTED]	[REDACTED]	[REDACTED]
	Resilience Planning	Elisabeth Leslie	Head of Resilience	[REDACTED]	[REDACTED]	[REDACTED]