

**PERTH AND KINROSS COUNCIL****Community Safety Committee****23 November 2016****Perth & Kinross Events Safety Advisory Group****Report by Director (Environment)****PURPOSE OF REPORT**

The purpose of this report is to seek approval for the introduction of a Perth & Kinross Events Safety Advisory Group policy in response to recommendations made by the National Safety at Public Events Working Group chaired by The Convention of Scottish Local Authorities (COSLA)

**1. BACKGROUND/MAIN ISSUES**

- 1.1 Within Scottish local authorities there is no standardised approach to event planning. Many local authorities manage the coordination of event planning in their area on an ad hoc basis. Perth & Kinross Council currently has well established plans in place to cover recurring major events; however, ad hoc arrangements are usually put in place for other events that are brought to the Council's attention.
- 1.2 A tragic accident took place at the Highland Snowman Rally in 2013 where a spectator was killed and a child injured. Just over a year later, during the Jim Clark Rally on Saturday 31 May 2014, two separate incidents left 3 people dead and another 6 injured. This prompted discussion on whether a common approach is required by local authorities to improve safety at events held within Scotland.
- 1.3 Following a Police Scotland review into the tragedy, COSLA chaired a Safety at Public Events Working Group with representation from key professional networks and agencies (including Police Scotland, The Scottish Fire and Rescue Service and Event Scotland) to look at developing a standard national approach to event safety.
- 1.4 Following a series of meetings in 2015, the working group developed and agreed a series of recommendations. The working group strongly recommended that these are accepted by local authorities and other agencies working at a local level unless local processes are deemed to be adequate:

**Recommendations of the COSLA Safety at Public Events Working Group**

1. Each local authority should establish a system for planning events which should be referred to as the Safety Advisory Group (SAG).
2. Each SAG process will be compatible with the needs of national partner agencies.

3. The primary focus of each SAG will be the safety of all people participating in an event; however, consideration will also be given to the safety of members of the general public who could be affected by the event.
  4. All SAG meetings will be chaired by a local authority officer. Administrative support at SAG meetings should be provided by the local authority where possible.
  5. Senior officers from the local authority, Police Scotland, Scottish Fire and Rescue Service and Scottish Ambulance Service are encouraged to meet annually (the 'Core Group') to determine which regular events will be required to come under the scrutiny of the SAG process. Extraordinary meetings may be required to allow for new events to be identified and included as appropriate.
  6. To assist in the process described at point 5, a risk profile should be developed for all of the events that will be considered.
  7. Following the annual meeting of the Core Group, regular SAG meetings will take place to manage multi-agency and multi-departmental oversight of events.
  8. Local authorities, in consultation with partner agencies, will produce a SAG policy document to provide clarity on the structure and purpose of the SAG group in each local authority area. This will include a section on debriefs following event completion.
  9. Local authorities are also encouraged to implement the SAG process for events where they are recognised as the event organiser.
- 1.5 The Safety Advisory Group process is a multi-agency approach aimed at ensuring the organisers of significant events plan for and then execute their events in a manner which is safe for both participants and for members of the public.
- 1.6 The recommendations assume that Local Authorities will themselves adopt the same approach where they are organising significant events.
- 1.7 It is recognised that ensuring safety at an event is ultimately the legal responsibility of the event organiser.

- 1.8 There are clear multi-agency benefits from having a uniform approach to the planning and execution of events in Scotland. These include standardised terminology and processes. More importantly, there are several benefits of having a SAG process in place in each local authority area:
- It ensures that there is a consistent approach to safety at all of the events which come under the scrutiny of the SAG process
  - Safety Advisory Groups directly benefit event organisers by providing a 'one stop shop' for discussing their proposals and seeking advice from partner agencies
  - It also limits the number of interactions between event organisers and partner agencies, therefore potentially reducing workload.

## **2. PROPOSALS**

### **Perth & Kinross Strategic Safety Advisory Group**

- 2.1 Perth & Kinross Council has very well established partnership arrangements and experience of encouraging event planners to operate safely and in consideration of those affected by events. It is proposed to formalise these by forming the Perth and Kinross Strategic Safety Advisory Group (SSAG).
- 2.2 The primary focus of the Perth & Kinross SSAG is the safety of all people participating in an event and the safety of members of the general public who could be affected by the event. 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 public events where Perth & Kinross Council is recognised as the event organiser.
- 2.3 After careful consideration of the COSLA Safety at Public Events Working Group recommendations (outlined in paragraph 1.4) and consultation with partner agencies, it is proposed that Perth & Kinross Council and partner agencies accept all of the recommendations made by the working group.
- 2.4 It is further proposed that the SSAG is chaired by the Director (Environment) and attended by services and agencies identified in the core members list detailed below:
- 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
  - 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 Procedures 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 (Emergency Planning)

2.5 The SSAG core members will oversee the development and maintenance of an events risk register. Through the provision of specialist advice the group will seek to ensure, as far as is reasonably practicable, that event organisers invited to attend the SAG process uphold the highest standards of public safety at events.

2.6 The SSAG objectives will be achieved through the formation of an 'Event SAG' for each event invited to attend the SAG process. The Event SAG will be chaired and administered by the event organiser unless circumstances indicate otherwise when another Chair may be appointed. The SSAG will determine which of its members are required to attend specific Event SAGs.

2.7 The arrangements for the operation of the Safety Advisory Groups are attached at Appendix 1.

### **3. CONCLUSION AND RECOMMENDATIONS**

3.1 In summary, it is the responsibility of Perth & Kinross Council and all members of the Perth & Kinross Strategic Safety Advisory Group to ensure that event organisers uphold a suitable and sufficient standard of public safety that ensures compliance with legislative obligations and encourages the wellbeing of the public, event staff and event participants as outlined in paragraph 2.2 above.

3.2 The aim of specific Event Safety Advisory Groups is to provide independent safety advice to event organisers (who retain the legal responsibility for ensuring a safe event) to discharge their public safety and wellbeing functions.

3.3 It is, therefore, recommended that the Community Safety Committee approve:

- (i) The adoption of the recommendations made by the COSLA Safety at Public Events Working Group as summarised in paragraph 1.4 of the report.
- (ii) The Perth and Kinross Safety Advisory Group policy as set out in section 2 of the report and detailed in Appendix 1.

**Author**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
John Handling	Health, Safety and Wellbeing Manager	475000 <a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a>

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Barbara Renton	Director (Environment)	7 October 2016

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>Yes</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>None</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>Yes</b>
<b>Communication</b>	
Communications Plan	<b>None</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross:-
- (i) Giving every child the best start in life
  - (ii) Developing educated, responsible and informed citizens
  - (iii) Promoting a prosperous, inclusive and sustainable economy
  - (iv) Supporting people to lead independent, healthy and active lives
  - (v) Creating a safe and sustainable place for the future
- 1.2 It is considered that the updates contained within this report contribute to all five objectives.

## Corporate Plan

- 1.3 The Council's Corporate Plan 2013-2018 outlines the same five Objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the updates contained in the report contribute to all five objectives outlined in paragraph 1.1 above.

## **2. Resource Implications**

### Financial

- 2.1 There are no financial implications arising from the contents of this report.

### Workforce

- 2.2 All services agencies identified as core SAG members will be expected to provide representation at core SAG meetings and where identified at specific event SAGs.

### Asset Management (land, property, IT)

- 2.3 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 An Equality Impact Assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
  - (i) For the purpose of EqIA, the updates are assessed as equally applicable to all.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The updates have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 The updates contained within the report are assessed to have no sustainability related impacts.

### Legal and Governance

- 3.6 There are no specific legal and governance issues associated with the updates outlined within the report.

### Risk

- 3.7 There are no specific risks associated with the updates outlined within the report.

## **4. Consultation**

### Internal

- 4.1 All services identified as core SAG members have been consulted.

### External

- 4.2 All external agencies identified as core SAG members have been consulted.

## **5. Communication**

- 5.1 The contents of the report will be communicated to the Council Civil Contingencies Steering Group and the multi-agency Local Resilience Partnership.

## **2. BACKGROUND PAPERS**

Not applicable.

## **3. APPENDICES**

Appendix 1 – Perth & Kinross Event Safety Advisory Group Policy