

GENERAL SAFETY CERTIFICATE Issued by
LONDON BOROUGH OF HARROW

FOR REGULATED STANDS AT
THE HIVE

Issued under the requirements of
Fire Safety and Safety of Places of Sports Act 1987

DRAFT

GENERAL SAFETY CERTIFICATE

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INFORMATION

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 stadiums within its scope.

The following points are particularly important but reference should be made to the Act itself for authoritative information.

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 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.

Alterations and Extensions

Section 8 of the Act requires notice to be given to the Council before work is begun on any proposed alteration or extension to the stadium.

Offences and Penalties

For the following offences, that is to say:

(a) contravening any term or condition of this certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both;

(b) knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement; or

(c) failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction is a fine.

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 a sports ground or any part of a 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 ground 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.

Appeals

Section 5(3) of the *Safety of Sports Grounds Act 1975* (as amended) 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.

Transfer of the 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.

Other Legislation/Guidance

The holder should be aware that apart from the legislation detailed in (i) above there may be other acts and guidance that apply to the sports ground. These include health and safety legislation, legislation relating to people with disabilities, civil contingencies legislation, The *Regulatory Reform Fire (Safety Order) 2005*, Sports Ground and Stadia Guide No.4: *Safety Management* document and any other specific pieces of legislation or guidance that may have relevant safety implications.

Note: No temporary variation of the terms and conditions of the certificate will be permitted other than in accordance with the terms and conditions of any relevant letter of consent by the certifying authority

GENERAL SAFETY CERTIFICATE

The HIVE

The Hive, Camrose Avenue, Edgware

1. In exercise of the powers conferred by the *Safety of Sports Grounds Act 1975* (as amended), the *Fire Safety and Safety of Places of Sports Act 1987* and all other enabling powers, **Harrow Council** ('the Council') hereby issues to **The HIVE** ('The Holder'), this General Safety Certificate in respect of stands at The Hive Ground, Camrose Avenue, Edgware, being determined under the *Fire Safety and Safety of Places of Sports Act 1987* as requiring a Safety Certificate.
2. This Certificate includes the appendices attached hereto.
3. The words used in this certificate and the appendices 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 current edition of the *Guide to Safety at Sports Grounds*.
4. The Holder shall retain control over the whole and each part of the sports ground and shall take all necessary precautions for the reasonable safety of spectators admitted to the sports ground. The responsibility for the safety of spectators at the sports ground lies at all times with the Holder.
5. The Holder shall inform the Council of the name of the person at senior level in the organisation who is responsible for safety policy and its implementation, together with those of the Safety Officer and Deputy Safety Officer who shall be of sufficient competence, status and authority to take responsibility for spectator safety and be able to authorise and supervise safety measures. Either the safety officer or a nominated deputy shall be present at any event during which spectators are admitted to the ground.
6. Unless a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Council, is present, the capacity of the sports ground shall be zero.
7. 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.
8. The use of the sports ground for spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 2 and is subject to the terms and conditions set out in this Certificate. No ancillary activities, apart from those listed in Appendix 2, are permitted without the prior written consent of the Council.

- 9 The Holder shall produce and comply with a written statement of safety policy for spectators and employees, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations. The Holder shall also ensure that the Operations Manual is reviewed at least annually and revised as necessary. A copy shall be included in the Operations Manual and a copy of the policy shall be forwarded to the Council.
10. The Holder shall maintain and comply with all sections of the Operations Manual contained in Appendix 1 – *Operations Manual* which relates to the safety of spectators at the sports ground.

Note: It should include but not be limited to:- the safety policy statement, the written spectator safety policy statement, the chain of command, the steward training policy, the stewarding plan, planned preventative maintenance schedule, medical plan, fire risk assessment, event day procedures, contingency plans, capacity calculations, on site vehicle movement and parking plan, the method of ensuring the safety of persons, site plans (which must include details and widths of all ingress/egress gates, doors and/or number of turnstiles) and details of safety equipment. The Operations Manual shall be forwarded to the Council and emergency services and attached to this certificate.

11. The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the sports ground and to each part thereof shall not exceed the capacities shown below, and shall also ensure that any measures for managing crowds prescribed in the Operations Manual and this certificate are observed. The Holder shall keep a record of the number of spectators admitted to the Stadium for the specified activities.

The maximum number of spectators that may be admitted to the REGULATED STAND'S at any one time shall be restricted to.

WEST STAND	2684 seated
EAST STAND	770 seated
NORTH STAND	1000 standing
SOUTH STAND	1000 standing

12. The Holder shall, on the basis of a risk assessment, identify and apply precautions to prevent the outbreak and spread of fire; measures to ensure the safety of spectators should fire break out; provision and maintenance of fire safety equipment and the training of staff to deal

with an outbreak of fire. These shall be set out in a fire safety plan in the Operations Manual.

13. The Holder shall undertake or commission a medical risk assessment from a competent person or organisation. In undertaking this assessment the local ambulance NHS trust, crowd doctor and first aid providers should be consulted. From the results of this assessment the Holder shall produce a medical plan defining the levels of medical and first aid provision for staff and spectators at the sports ground which shall be set out in the Operations Manual, a copy of which is in Appendix 1 of this certificate.
14. After conducting all the necessary risk assessments, the holder shall produce detailed capacity calculations in accordance with the guidance set out in the current edition of the *Guide to Safety at Sports Grounds*. These calculations shall be reviewed at least once a year, after any structural changes made at the sports ground and/or after any incident that involves implementing the Holder's emergency plans. The calculations shall be submitted to the council. The Holder may within this document specify different capacities for different events that might be held within the sports ground.
15. The Holder shall, on the basis of a risk assessment, identify the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist spectators during specified activities. Details of the equipment to be provided, the level of staffing and the training given to those staff shall be set out in the Operations Manual.
16. The Holder shall, on the basis of a risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of spectators. The Holder shall set out the frequency of the inspection and testing in the Operations Manual. The frequency of any such inspection and test should not exceed the frequency indicated by the equipment manufacturer.
16. The Holder shall keep a record of all inspections and tests specified in the Operations Manual. These records shall be available for inspection by authorised officer's at all reasonable times.
17. The Holder shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations and produce a plan to deal with all contingencies. The plan shall be produced in consultation with the Police, Fire Brigade, Ambulance Service and the Council. The plan shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the stadium and shall identify appropriate individuals and their respective tasks. The Holder shall set out the plan in the Operations Manual. The plans shall be reviewed annually, after any incident, near miss or

exercise.

18. The sections of the Operations Manual shall be reviewed when any permanent or temporary change is made to the structures or installations at the ground.
19. The Holder shall carry out training exercises at least once a year so as to ensure the emergency procedures as set out in the Operations Manual operate correctly. The Holder shall notify the Council, the police and the other emergency services not less than 14 days before a training exercise is to take place to enable them to observe the standards of staff training. Details of training exercises, including its duration, the instruction provided and the personnel involved shall be entered in a log book.
20. The Holder shall use his or her best endeavours to agree a Statement of Intent with the police over their respective roles.
21. The Holder shall give not less than 28 days notice to the Council, Police, Fire Brigade and Ambulance Service of all forthcoming specified events, together with details of any activity that might require a change to this certificate and not less than 3 months notice before the sports ground is used for any activity not shown in Appendix 1. The 28 days notice can be waived by agreement with the Council.
22. The Holder shall notify the Council, in writing, at least 28 days before any change of circumstances affecting this certificate. Any changes, which may involve alterations or conditions at the ground, shall be accompanied by sufficient information:
 - (a) such information shall include two sets of drawings to an appropriate scale to clearly show the proposed works, capacity calculations and risk assessments and such other drawings as may be necessary; and
 - (b) such calculations, risk assessments and other details as are necessary, or are further required by the council to enable them to undertake the necessary consultation and to make an informed decision on the application.
23. No alteration or addition shall be made to the sports ground or its structures or installations without the prior written consent of the Council.
24. No specific activity, which is specially presented for children, shall take place until the Council's consent has been given in writing. At least 28 days notice in writing shall be given to the Council of any intention to provide such a specified activity.

25. The Holder shall draw up and keep up to date plans showing the layout of the 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.
26. This Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds 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 reasonable safety of spectators admitted to the sports ground.
27. The previous Certificate, effective from 11 February 2014 is replaced by this Certificate with effect from ****date****. The Council will review this Certificate annually.

Harrow Council
Licensing Department
Civic Centre
PO Box 18
Station Road
Harrow
HA1 2UT

Richard Le Brun
(The Officer appointed for this purpose)

Date:

Appendix 1 – Specified Activities

The activities covered by this Certificate are as follows: -

1. The playing of association football and rugby football league matches:
2. The following ancillary activities on the same day and in connection with the association football and rugby football league matches, that is to say:-
 - (i) the playing of music and singing;
 - (ii) the provision of news and comment associated with association football, and rugby football league;
 - (iii) the sale of tickets for forthcoming activities, programmes, news sheets and souvenirs;
 - (iv) the sale and consumption of refreshments;
3. Any activity ancillary to or connected with association football and rugby football league approved in writing by the Council.

Appendix 2 - Operations Manual

The Hive Operations Manual comprises the following sections:

(Amend to show titles/sequence of club's manual)

- the safety policy statement;
- the written spectator safety policy statement;
- the chain of command;
- Safety Officer's Job Description
- the steward training policy;
- the staffing/stewarding plan;
- planned preventative maintenance schedule;
- medical plan;
- fire risk assessment;
- fire safety plan;
- event day risk assessment and procedures;
- medical/first aid risk assessment and arrangements;
- contingency plans;
- capacity calculations;
- a Statement of Intent with the police over their respective roles;
- on site vehicle movement and parking plan;
- a risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of spectators;
- the method of ensuring the safety of persons;
- a risk assessment of incidents prejudicing public safety or disrupting normal operations and a plan to deal with all contingencies;
- site plans (which must include details and widths of all Ingress/egress gates, doors and/or number of turnstiles) and details of safety equipment.

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