

**Lancashire**

County  
Council



## **General Safety Certificate**

**Morecambe FC**

Globe Arena,  
Christie Way, Westgate,  
Morecambe,  
LA4 4TB.

NB: This Certificate replaces the General Safety Certificate issued on:  
8<sup>th</sup> December 2020 and all amendments.

**LANCASHIRE COUNTY COUNCIL**

**SAFETY OF SPORTS GROUNDS ACT 1975 - AS AMENDED**

**GENERAL SAFETY CERTIFICATE**

**Address of the Sports Ground for  
which this Certificate is issued.**

**Morecambe Football Club,  
Christie Way, Westgate, Morecambe,  
LA4 4TB.**

**Certificate Holder**

**MORECAMBE FOOTBALL CLUB LTD**

In accordance with Section 1(3) and (4) of the above Act, the Lancashire County Council hereby issue to Morecambe Football Club Limited this General Safety Certificate for the above Sports Ground which has been designated by Order as a Sports Ground requiring a Safety Certificate.

The terms and conditions set out in this Safety Certificate and the schedules hereto are hereby imposed on the use of the Sports Ground in accordance with Section 2 of the Act.

The terms and conditions hereby imposed are such as the Lancashire County Council consider necessary or expedient to secure the reasonable safety of all people present at the Sports Ground for the purpose of viewing a Specified Activity.

The words used in this Certificate and the Schedule hereto shall have the meaning assigned to them by Section 17 of the Act and by Part A hereof.

Whilst in force, the effect of this Certificate is to permit the admission of spectators to the Sports Ground solely for the purpose of viewing specified activities as herein defined.

Date of issue: 11 August 2023



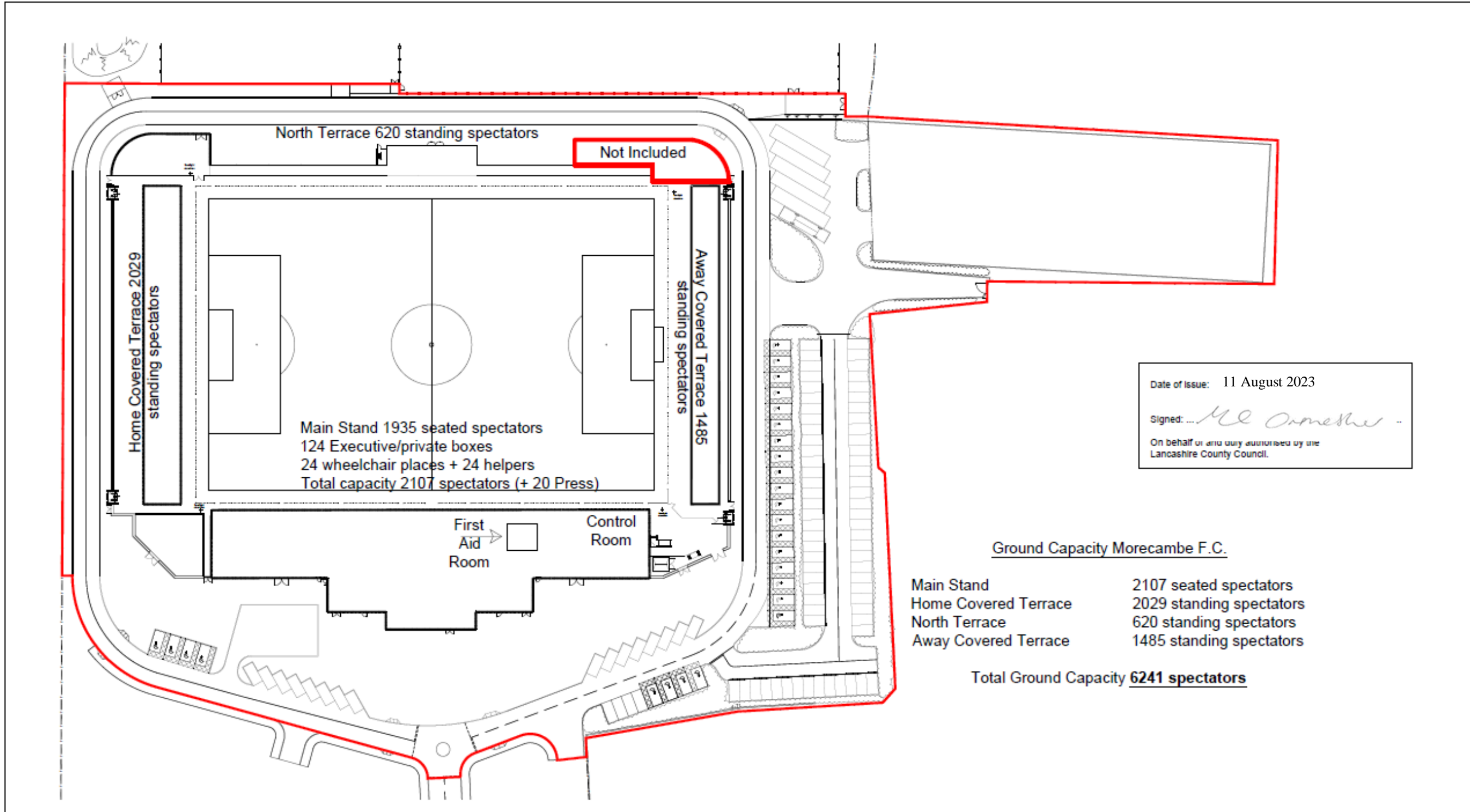
Signed: Head of Service, Asset Management, on behalf of and duly authorised by the Lancashire County Council

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### Other Documents which must be kept with this Safety Certificate

- (a)            Statement of Intent
- (b)            Operations Safety Manual
- (c)            Stewards' Instructions, Fire and Evacuation Procedures
- (d)            Contingency Plans to be implemented by the Holder
- (e)            Safety Officer's duties and responsibilities
- (f)            Specifications for the Central Control Room and First Aid Room
- (g)            Crowd disorder and anti-social behaviour plan




Date of Issue: 11 August 2023  
 Signed: *ME Ormrod*  
 On behalf of and duly authorised by me  
 Lancashire County Council.

Ground Capacity Morecambe F.C.

Main Stand	2107 seated spectators
Home Covered Terrace	2029 standing spectators
North Terrace	620 standing spectators
Away Covered Terrace	1485 standing spectators

**Total Ground Capacity 6241 spectators**

 <b>Asset Management</b> <small>ASSET MANAGEMENT SERVICE, LANCASHIRE COUNTY COUNCIL, PO BOX 100, PR1 0LD. TEL: 0300 1236701</small>	<b>TOWN NAME</b> Morecambe		<b>PROJECT</b> General Safety Certificate		<b>DRAWING STATUS</b> APPROVED		
	<b>PREMISES NAME</b> Morecambe Football Club				<small>© LANCASHIRE COUNTY COUNCIL MMXVII          NOTE: ALL RIGHTS DESCRIBED IN CHAPTER IV OF THE COPYRIGHT, DESIGN AND PATENTS ACT 1988 HAVE BEEN GENERALLY ASSERTED.          DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING.          ALL WRITTEN MEASUREMENTS ARE TO BE CHECKED ON SITE BY THE CONTRACTOR.</small>		
	<b>PREMISES NO.</b>		<b>DRAWING TITLE</b> Redline Plan		<b>PROJECT NO.</b> 2023.01	<b>DRAWING NO.</b> GSCM1	<b>REVISION</b> 01
	<b>SCALE</b> @ A3 N.T.S.	<b>DRAWN BY</b> GJS	<b>DATE</b> MAY'23	<b>CHECKED BY</b> NR			

## **PART A**

### **DEFINITION AND INTERPRETATION OF WORDS USED IN THIS GENERAL SAFETY CERTIFICATE AND THE SCHEDULES HERETO**

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<b>THE ACT</b>	means: The Safety of Sports Grounds Act 1975 as amended.
<b>AUTHORISED PERSON</b>	means: A person authorised in accordance with Section 11 of the Act by the County Council, the Chief Constable or the Building Authority.
<b>THE HOLDER</b>	means: Morecambe Football Club Limited, which is a 'qualified person' for the purposes of the Act.
<b>THE CHIEF CONSTABLE</b>	means: The Chief Constable for the time being of the Lancashire Constabulary or a person acting on his behalf as the Senior Police Officer in charge of police operations in respect of a Specified Activity.
<b>THE CHIEF FIRE OFFICER</b>	means: The Chief Fire Officer for the time being of the Lancashire Fire and Rescue Service.
<b>THE CHIEF AMBULANCE OFFICER</b>	means: The Chief Executive for the time being of the North West Ambulance Service, or the person acting on his behalf as the Senior Ambulance Officer in charge of Ambulance operations in respect of a Specified Activity.
<b>THE PLAN</b>	means: The plan included in this Certificate marked 'Redline Plan number (2023.01) GSCM1 Rev 01' signed by the person signing the General Safety Certificate.

**SPECIFIED ACTIVITY**

means: The use of the Sports Ground for the playing or screening via a large screen, of Association Football, or for any other activity that may be approved in writing by the Chief Constable and the County Council. For the purposes of this Certificate, the Sports Ground shall be deemed to be being used for the purposes of viewing a Specified Activity for the period commencing two hours before the scheduled start of the activity and ending one hour after the end of the Specified Activity or such lesser period as may be agreed with the Chief Constable.

**THE GUIDE**

means: The document entitled 'Guide to Safety at Sports Grounds' 6<sup>th</sup> Edition, published by Her Majesty's Stationery Office on Direction of the Department for Digital, Culture, Media & Sport and the Scottish Office or any replacement, addition or amendment to that document.

**THE SPORTS GROUND**

means: The Sports Ground known as the Morecambe Football Club, Morecambe, as set out and described in the Plan.

**THE HEAD OF SERVICE**

means: The Head of Service (Asset Management) for the time being of the Lancashire County Council, or delegated officer.

**THE BUILDING REGULATIONS**

means: The current edition of the Building Regulations or any replacement, re-enactment, addition or amendment to those Regulations.

**THE BUILDING AUTHORITY**

means: Lancaster City Council.

**THE COUNTY COUNCIL**

means: The Lancashire County Council. Unless otherwise specifically provided, anything required by the Certificate to be notified to the County Council in writing shall be notified to the Head of Service (Asset Management), Lancashire County Council, PO Box 100, County Hall, PRESTON PR1 0LD.

**GROUND REGULATIONS**

means: The independent rules laid down by the Football Association, Football League and Club in respect of admittance, conduct and indemnity.

**NORMAL LIGHTING**

means: All permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during a Specified Activity.

**EMERGENCY LIGHTING**

means: Lighting provided for use when the supply to the normal lighting fails.

**CONTROL ROOM**

means: The Central Control Room, operated by the Club's Safety Officer in charge of operations in respect of a Specified Activity and shown on the Plan marked "CONTROL ROOM".

**FIRST AID ROOM**

means: The Room set aside for administering first aid treatment to any casualties during a Specified Activity and operated under the direction of the Duty Ambulance Officer on behalf of the Chief Ambulance Officer and shown on the Plan marked "FIRST AID ROOM".

**SAFETY OFFICER**

means: The person appointed by the Holder pursuant to condition 2.1, or Deputy pursuant to condition 2.2, to be responsible for the day to day safety matters at the Sports Ground.

**APPROVED INSPECTOR**

means: The competent person appointed by the Holder and approved by the Head of Service (Asset Management) who will undertake to implement the necessary inspections and tests as specified.

**TEMPORARY STRUCTURES AND INSTALLATIONS**

means: Any structure or installation, erected or installed for a period less than 28 days, or other period approved in writing by the Head of Service (Asset Management).

## **PART B**

### **GENERAL CONDITIONS OF CERTIFICATE**

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- 1**      **1.1**      Every term and condition specified in this Safety Certificate shall apply to every Specified Activity unless the County Council indicates otherwise in writing. It shall be the Holder's responsibility to ensure that these terms and conditions are complied with, so as to ensure the safety of all persons using the Sports Ground.
- 1.2**      For the avoidance of doubt, references to this Safety Certificate includes the schedules hereto and condition 1.1 above applies equally to the terms and conditions contained in these schedules.
- 1.3**      For the avoidance of doubt, no spectators shall be admitted to the Sports Ground other than for the purpose of viewing a Specified Activity.
- 1.4**      Subject to the terms and conditions hereof and any other statutory requirements, the Sports Ground may be used for the following purposes, being ancillary to a Specified Activity:
- 1.4.1      the playing of music or singing;
  - 1.4.2      the provision of news or comment associated with the football;
  - 1.4.3      the sale of tickets for forthcoming activities, programmes, news sheets and souvenirs;
  - 1.4.4      the sale and consumption of refreshments;
  - 1.4.5      public collections within the Sports Ground;
  - 1.4.6      any other use ancillary to a Specified Activity which has the prior approval, in writing, of the Head of Service (Asset Management).
- 2**      **2.1**      The Holder shall appoint a Safety Officer who shall be of sufficient competence, status and authority (and should hold, or be working towards, NVQ level 4 spectator safety qualification or equivalent) to take responsibility for safety at the sports ground and be able to authorise and supervise safety measures. Completion of the NVQ level 4 safety qualification must be within twelve months of appointment. The Safety Officer should be recognised as being in overall control of operational safety management issues during a Specified Activity. On non-event days, the Safety Officer should be regarded as principal adviser to the ground management on all safety issues with regard to Specified Activities.



- 2.2 The Holder shall nominate a Deputy Safety Officer who is able and competent to provide cover in the event of absence of the Safety Officer.
- 2.3 Unless there is a nominated Safety Officer or Deputy Safety Officer present, whose appointment has been notified to, and approved by, the County Council, the capacity of the Sports Grounds shall be **zero**.
- 2.4 The location and name of the Safety Officer shall be made known to all Staff and Stewards prior to each Specified Activity.
- 2.5 A Control Room shall be provided and maintained in accordance with the specification agreed by the County Council, a copy of which shall be kept with this Certificate.
- 2.6 The Holder shall prepare and maintain an Operations Safety Manual which shall apply to all persons using the sports ground at all times. This shall specify how the ground will operate during normal conditions and specify the safety objectives and the means to be adopted to achieve them. Each element of the manual shall be based on suitable and sufficient risk assessments which shall be reviewed annually or following any significant change of circumstances. The policy shall be reviewed annually and amended where necessary. All such amendments shall be submitted for approval to the County Council.
- 2.7 The Holder shall inform the Council of the name of the person at senior level within the organisation who is responsible for the Operational Safety Manual and its implementation. Following approval of the Operational Safety Manual by the County Council the Holder shall take all reasonable steps to ensure that all persons who may be involved in ground operations, etc., are informed of and understand the contents of the manual. Particular attention should be given to staff operating in kitchens in relation to fire safety instructions.
- 2.8 As required under the provision of the Regulatory Reform (Fire Safety) Order 2005 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 all persons present at the ground, and any person in the immediate vicinity of the premises who is at risk from a fire on the premises; 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, a copy of which must be kept with this Certificate. The Holder shall comply with the fire safety plan at all specified activities. The Holder shall, under the statutory requirements of the Regulatory Reform (Fire Safety) Order 2005, arrange for a "competent person" to carry out a suitable and sufficient risk assessment of Fire Safety within the curtilage (immediate vicinity) of the stadium.

- 2.9 Where it is likely that home or visiting spectators may persistently stand in any seated area, the Holder shall, a minimum of 48 hours prior to a Specified Activity, produce and submit to the Head of Service (Asset Management) an event specific risk assessment and a management plan for addressing the issue.
- 2.10 A copy of the Operations Safety Manual, together with all associated risk assessments and safety audits, as outlined in Chapter 3 of the Guide, shall be kept with this Safety Certificate at the Sports Ground and be available for inspection by any authorised person during normal office hours.
- 2.11 The Holder shall in liaison with the Emergency Services and the Head of Service (Asset Management) produce, review, test and keep up to date contingency plans to cover for all failures of systems, installations, equipment and any other foreseeable circumstances affecting the safety of all persons at the ground.  
Records of such tests shall be maintained and be available for inspection.
- 2.12 Copies of Ground Regulations shall be maintained in good condition and displayed in prominent positions throughout the Sports Ground.
- 2.13 The Holder shall ensure that the safety inspections specified in Schedule 3 are carried out.
- 3** 3.1 The Holder shall use his best endeavours to agree a written Statement of Intent with the Police, setting out their respective responsibilities for crowd safety and control and, in particular, for the filling of each area and the monitoring of spectators in each such area to avoid overcrowding. A copy of the statement of intent shall be kept with this Certificate.
- 3.2 In the case of a Specified Activity being a Football match, the Holder shall give as much notice of such a Specified Activity as is reasonably practicable to the Chief Constable, provided that if it is proposed to stage any such match at less than 14 days notice, the Holder shall, prior to arranging any such match, consult the Chief Constable.
- 3.3 In the case of all Specified Activities other than football matches the Holder shall give the Chief Constable and the County Council at least 90 days notice (or such shorter time as the County Council or Chief Constable may accept) and comply with the directions of the Chief Constable as to the matters set out in 3.1 above as far as they are applicable.
- 3.4 In order to ensure public order in the case of every football match, the Holder shall comply with the directions of the Chief Constable in respect of the attendance of such number of police officers as the

Chief Constable considers adequate, in order to ensure the decent and orderly behaviour of spectators attending the said Specified Activity.

- 3.5 The Holder shall endeavour to agree with the Chief Constable the methods to be used for the admission and if appropriate, segregation of spectators before each Specified Activity.
  - 3.6 The Holder shall comply with any reasonable direction of the Chief Constable or the Safety Officer in respect of the evacuation of the Sports Ground, or any part thereof, at any time during a Specified Activity should the Chief Constable or the Safety Officer consider such evacuation or partial evacuation to be necessary.
  - 3.7 Without prejudice to any other powers available to the County Council and the Chief Constable, if at any time during the day on which a Specified Activity is scheduled to take place, the County Council or the Chief Constable become seriously concerned that should the Specified Activity commence, or if it has already commenced, continue as scheduled, there would be a risk to the safety of any persons in or in the vicinity of the Sports Ground, the County Council or the Chief Constable may direct the holder to delay the start or postpone the completion of the Specified Activity until such time as the County Council or Chief Constable are satisfied either that the term(s) or condition(s) in question have been complied with or that the non-compliance no longer constitutes a risk to any person at the specified event.
- 4**
- 4.1 All buildings, structures and items of electrical and mechanical equipment, plant, gas and other installations shall be properly maintained and kept in such a condition that they adequately and safely fulfil their required function.
  - 4.2 Subject to the provisions of this Certificate, no alteration or addition shall be made to the Ground or its installations without the prior written consent of the Head of Service (Asset Management). Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Head of Service (Asset Management), and, where required, the Building Authority.
  - 4.3 Any application for consent required by Condition 4.2 above shall be sent to the Head of Service (Asset Management), and shall be accompanied by a minimum of:
    - (a) drawings at a scale of 1:200, and
    - (b) such other drawings and calculations as are necessary to give full details, or are further required by the County Council.

- 4.4 Other than for day to day repairs no fixed seating in the Sports Ground shall be installed, refurbished, or replaced, other than with the express written consent of the Head of Service (Asset Management). Any application for such consent shall contain full technical details of the type and construction of the seats, including fire tests reports or other information as the Head of Service (Asset Management) may consider necessary.
- 5 5.1 The Holder shall, so far as is practicable, make and keep written records of the following and ensure that such records are available at all reasonable times for inspection by Authorised Persons. Such records shall be kept for a period of at least six years from the date of the Specified Activity or inspection, etc., in question:
- 5.1.1 details of the total number of spectators admitted to the Sports Ground and the number admitted in each separate section indicated in Schedule 1 during each Specified Activity.
  - 5.1.2 details of any accident or incident occurring in the Sports Ground during any Specified Activity which results in any injury to any person at the sports ground. Such records to include the nature of the injury, how and where the incident occurred, and where freely given details of name, address, age and sex of any person so injured.
  - 5.1.3 details of Safety Inspections and Tests, etc., specified in Schedule 3.
  - 5.1.4 details of First Aid Personnel and Doctor(s) present at each Specified Activity in accordance with Condition 6.
  - 5.1.5 details of Stewards' briefing as required by Condition 7.7.
  - 5.1.6 details of Stewards' Training as required by Condition 7.10.
  - 5.1.7 details of Stewards' Attendances as required by Condition 7.11.
  - 5.1.8 details of the checks to the means of Ingress and Egress as required by Condition 8.5
  - 5.1.9 details of and verifications relating to Temporary Installations and Structures as required by Condition 18.
  - 5.1.10 details of any Licences, etc., granted as required by Condition 17.1.

- 5.1.11 details of the results of the tests of Turnstiles and the Computerised Counting System as required by Conditions 10.2 and 10.3.
  - 5.1.12 details of the inspection of voids as required by Condition 12.6.
  - 5.1.13 details of the inspection of store/plant rooms as required by Condition 12.4.
  - 5.1.14 details of testing contingency plans as required by Condition 2.11.
- 5.2 Where the Holder has been informed in writing by the Head of Service (Asset Management), that remedial works are necessary to ensure the safety of those at the sports ground, the Holder shall carry out such works to the reasonable satisfaction of the Head of Service (Asset Management) by such time as the Head of Service (Asset Management) may specify.

**6** 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 Event Safety Policy Statement, a copy of which must be kept with this Safety Certificate.

At an event where the number of spectators is expected to exceed 2,000 (or a higher figure if substantiated within the medical plan and supported by alternative nursing or paramedic cover), at least one crowd doctor, qualified and experienced in pre-hospital immediate care should be present. These doctors' first duty must be to the spectators and staff. Recommended training for crowd doctors should be the Pre-Hospital Emergency Care Course (PHEC) and the Major Incident Medical Management and Support Course (MIMMS) or equivalent relevant experience.

**7** The Holder shall ensure that:

- 7.1 the provisions of Schedule 2, relating to Stewards, are complied with.
- 7.2 All directly employed in-house stewards shall be trained, assessed, and have achieved a Level 2 spectator safety qualification within the National Qualifications Framework or be undergoing such training.

Stewards should not work unaccompanied until they have satisfied the following criteria:

- a) they have received training to provide the underpinning knowledge for the following units in the latest National Occupational Standards (NOS) at Level 2 for Spectator Safety:
  - i) Prepare for spectator events
  - ii) Control the movement of spectators and deal with crowd issues at events
  - iii) Deal with incidents at spectator events
- b) they have attended four events as a steward; and
- c) they have completed the Action Counters Terrorism (ACT) awareness e-learning counter terrorism and Basic Life Support Skills training that are prerequisites for obtaining a Level 2 Spectator Safety qualification.

All in-house stewards shall complete their training, assessment, and qualification within 12 months of commencement.

7.3 All directly employed in-house stewards undertaking licensable activities as defined in the Private Security Industry Act 2001, shall be subject to initial and ongoing vetting every three years comprising:

- i) Identity check informed by relevant gov.uk guidance; and,
- ii) Standard Disclosure and Barring Service (DBS) check (criminal records check)

Such initial and ongoing vetting will be undertaken in accordance with relevant guidance and best practice, including SGSA policy guidance on the SIA sports ground exemption.

7.4 The ground management team may choose to employ agency stewards to undertake licensable activities as defined in the 2001 Act to deliver some or all of the agreed stewarding plan to host designated football matches (as defined in SI 2000 No 3331) at the ground. In such circumstances, the ground management team shall undertake checks in advance to satisfy themselves that those agency stewards undertaking licensable activities at the ground each hold a valid and appropriate Security Industry Authority (SIA) licence. Additionally, the ground management team shall undertake checks to be satisfied that all agency stewards undertaking stewarding duties are each trained, assessed and have achieved a Level 2 Certificate in spectator safety within the National Qualifications Framework or be undergoing such training.

7.5 Agency stewards should not work unaccompanied until they have satisfied the following criteria:

- a) they have received training to provide the underpinning knowledge for the following units in the latest National Occupational Standards (NOS) at Level 2 for Spectator Safety:
  - i) Prepare for spectator events
  - ii) Control the movement of spectators and deal with crowd issues at events
  - iii) Deal with incidents at spectator events
- b) they have attended four events as a steward; and
- c) they have completed the Action Counters Terrorism (ACT) awareness e-learning counter terrorism and Basic Life Support Skills training that are prerequisites for obtaining a Level 2 Spectator Safety qualification.

All agency stewards shall complete their training, assessment, and qualification within 12 months of commencement.

- 7.6 exercises for Stewards and other persons employed at the Sports Ground shall be carried out at least twice per calendar year to ensure the smooth operation of the procedure for dealing with an emergency. At least 14 days prior written notice of the holding of such training or exercises shall be given to the Head of Service (Asset Management), Police, Fire and Ambulance services.

**Note:** This does not preclude the Holder from undertaking at any time the testing of contingency plans as outlined in 2.12 above.

- 7.7 prior to each Specified Activity, all Stewards shall be thoroughly briefed by the Safety Officer as to their duties and of the circumstances appertaining to the particular Specified Activity in question. A record of such briefings shall be kept.

- 7.8 so far as is practicable, that in the event of an emergency during a Specified Activity, the instructions and procedures drawn up and updated by the Holder and approved by the County Council are complied with.

- 7.9 a copy of such instructions shall be handed to all Stewards and all other staff employed in the Sports Ground on the day of each Specified Activity. Such instructions to include the name of the Safety Officer.

- 7.10 a written record of the training and instruction given, and exercises held shall be kept and shall include the following matters:

- (a) date and time of the instruction or exercise,
- (b) duration of the instruction or exercise,

(c) name of the persons giving the instruction or conducting the exercise,

(d) names of the persons receiving the instructions or taking part in the exercise,

(e) nature of instruction or exercise.

7.11 a register of Stewards attending each activity is kept which shall include details of the duty to which each steward was allocated

**8** The Holder shall ensure that:

8.1 all doors and gates which form an egress route between the Sports Ground and the public highway or other open space outside the Sports Ground shall be so secured as to open immediately and easily from the inside.

8.2 all roller shutters to vomitory staircases shall be locked back in the open position prior to a Specified Activity.

8.3 final exit doors or gates from any stand are continuously manned during a Specified Activity by at least one Steward who is able to open the said door or gate without delay. All exit doors or gates shall only be secured from the inside of the Sports Ground using a mechanism which is common to each door or gate.

8.4 all such doors or gates shall be opened by the Steward responsible, at any time on evacuation of the Sports Ground or a part thereof, on being ordered to do so by the Safety Officer or a Police Officer.

8.5 at least one exit route from each self-contained section or enclosure within the Sports Ground shall be clearly indicated and, except where full height exit turnstiles are provided, the door or gate continuously manned by a Steward at all times during a Specified Activity, so as to be available for any person wishing to leave the Sports Ground at any time.

8.6 prior to and during each Specified Activity all means of ingress and egress are checked and kept free of all obstructions and are maintained to ensure ease of operation. A record of such checks shall be kept.

8.7 all final and emergency exit gates/doors shall be clearly identified on both faces of the gate/door in block letters as indicated on The Plan.

8.8 in order to facilitate the orderly clearance of the Sports Ground at the end of a Specified Activity, such gates or doors referred to in 8.7 above shall be opened and secured at a time agreed between the Holder and the Chief Constable.



- 8.9 the points of ingress to and egress from each separate section shall be clearly indicated to enable those present at the ground to enter or leave the Sports Ground at any time.
- 8.10 any programme sold by or on behalf of the Holder prior to or during any Specified Activity shall contain a plan of the Sports Ground indicating the entry/exit routes to or from the different sections of the Sports Ground and their destination.

**9** The Holder shall ensure that:

- 9.1 all stairs and steps comprising parts of a means of ingress and/or egress shall be maintained with non-slip and even surfaces and stair coverings shall be secured and maintained so that they will not be a source of danger to persons using them.
- 9.2 Nosings of all staircases in the Sports Ground shall be made conspicuous by painting or by other suitable means and be maintained in that condition.
- 9.3 there shall be no standing permitted in Designated Gangways or on vomitory approach landings which shall be clearly painted in conspicuous markings and be of a consistent colour throughout the Sports Ground. For the purpose of this clause, Designated Gangway means a channel for the passage of spectators through any viewing accommodation.

**10** The Holder shall ensure that:

- 10.1 the number of spectators permitted to occupy the various stands of the Sports Ground shall not exceed the number specified in Schedule 1. Applications for proposed changes to the Schedule shall be submitted in writing to the Head of Service (Asset Management).
- 10.2 no specific activity which is especially presented for children or at which the number of children is likely to exceed 20% of the expected capacity shall be undertaken until consent has been given by the Head of Service (Asset Management). At least 28 days written notice shall be given to the Head of Service (Asset Management) of any intention to provide such a specified activity.
- 10.3 all turnstiles and the Computerised Counting System for the monitoring by the Safety Officer and/or the Chief Constable of ingress of spectators to each section of the Sports Ground shall be maintained in proper working order and tested as specified in Schedule 3. The monitor in the Control Room shall continuously display the number of spectators admitted to each section of the Sports Ground.

A record shall be kept of such equipment together with a record of the mechanical counter head start figure for each turnstile prior to the entry of any spectators.

- 10.4 sufficient turnstiles shall be operated to each section of the Sports Ground to allow the entry of all spectators within one hour at a notional rate of 660 persons per turnstile. This rate shall be measured at least once annually for each turnstile and results recorded.
  - 10.5 when a Specified Activity has been designated as all ticket, no tickets shall be sold by the Holder or any agent thereof on the day of such Specified Activity and appropriate action shall be taken in order to inform the spectators of both clubs of such arrangements.
  - 10.6 each bank of turnstiles for both home and away spectators shall be identified from outside the Sports Ground by a colour, number or letter or a combination of these. Any colour, number or letter on each bank of turnstiles shall correspond with the information on the tickets issued for that bank of turnstiles.
  - 10.7 information on admission tickets is unambiguous, simple and clear and correlates absolutely with the information provided in respect of each match both inside and outside the Sports Ground. Each ticket shall clearly indicate whether the area of the Sports Ground, to which the ticket relates, is covered, uncovered or has a restricted view. Retained ticket stubs should contain such information (including a Ground Plan) as may be necessary to guide spectators once inside the Sports Ground.
  - 10.8 Where seats are sold on an unreserved basis, whether by cash or ticket, to any seated area, the capacity of that area shall be reduced by 10%, as indicated in Schedule 1.
- 11** The Holder shall ensure that:
- 11.1 no gates to the pitch are kept locked during the period when persons are present at the specified event. Whether such gates be fully open, partially open or closed, they shall be kept unlocked at all times when the terraces and stands are occupied.  
The control of such gates shall be agreed between the Holder and the Chief Constable.
  - 11.2 all such gates and frames shall be painted yellow and be signed 'EMERGENCY EXIT'.
- 12** The Holder shall ensure that:
- 12.1 all practicable precautions have been taken to prevent the outbreak of fire and that Fire separation shall be provided and maintained to the required standard at all times. Doors fitted with self-closing

devices shall be maintained well-fitting and self-closing at all times and shall not be kept in an open position.

- 12.2 the surface finish of all walls and ceilings of all escape stairways, corridors and other exit routes in stands shall comply with the current Building Regulations.
- 12.3 no part of the Sports Ground shall be used at any time to store rubbish, dirt or surplus material or goods unless such things are stored in the designated storerooms as shown on the Plans and/or stored in a manner approved in writing by the Head of Service (Asset Management).
- 12.4 all storerooms and plant rooms, etc., are maintained in a clean and tidy condition free of litter and unauthorised combustible materials. Doors to such rooms are to be kept locked during each specified activity and bear a notice to this effect.
- 12.5 no wastepaper or other flammable materials shall be collected or stored during a Specified Activity except in a manner and at places approved in writing by the Head of Service (Asset Management).
- 12.6 no rubbish or combustible material shall be allowed to accumulate in any part of the Sports Ground with particular attention to void areas beneath the stands, which shall be inspected at least once per month, and the result of such an inspection shall be recorded in a log book kept specifically for this purpose.
- 12.7 no flammable gases or liquids shall be stored or used in any part of the Sports Ground without the written approval of the Chief Fire Officer. Hazardous materials (including fertilisers, weed killers etc.) shall only be stored in suitable rooms or storage areas approved by the Head of Service (Asset Management).
- 12.8 the storage of CO2 cylinders used for the supply of beer or cold drinks pumps shall be limited to a maximum of one cylinder in use plus one spare for each bar/kiosk. All cylinders to be secured in an upright position. All other CO2 cylinders shall be located in a designated secure store approved by the Head of Service (Asset Management).
- 12.9 access doors to plant and lift motor rooms, etc., are kept locked during each Specified Activity and bear a notice to this effect.
- 12.10 all Roller Shutter Doors are checked manually and automatically for ease of operation prior to each Specified Activity in accordance with Schedule 3.

**13** The Holder shall ensure that:

- 13.1 a public address system is provided and maintained in working order at all times when people are present at the Sports Ground. Such a system shall be clearly audible in all parts of the Sports Ground and outside. All announcements relating to safety shall be preceded by a distinctive chime signal and that fact shall be prominently displayed in all match-day programmes.
- 13.2 public address, normal and emergency communication systems are provided in accordance with Schedule 5 and manned from the Control Room and at other positions specified in Schedule 5, during all Specified Activities.

**14** The Holder shall ensure that:

- 14.1 a competent electrician is present on duty at every Specified Activity, and is easily identifiable and contactable from the Control Room.
- 14.1 in the absence of adequate daylight, all normal lighting shall be switched on.
- 14.2 all normal lighting is maintained in good working order and electrical fittings, wiring, switches and all electrical apparatus or appliances are maintained safe and free of any hazard to the satisfaction of the Head of Service (Asset Management) and in accordance with The Guide, BS 7671 Requirements for Electrical Installations, (IET Wiring Regulations) and Electricity at Work Regulations 1989.
- 14.3 main electrical circuit diagrams are provided, clearly labelled to indicate:
  - 14.3.1 all main switches circuit breakers and fuse ways in distribution boards and the circuits which they control
  - 14.3.2 the location of all switch rooms and distribution boards.

The circuit diagrams shall be kept in a location known to and easily accessible by the Safety Officer and the technical staff. The diagram shall also be protected from defacement or damage, and be updated as necessary.
- 14.4 the Sports Ground is provided with the fire alarm systems and firefighting equipment specified in Schedule 6.
- 14.6 the Sports Ground is provided with such exit indication and emergency lighting as specified in Schedule 4.
- 14.7 a system of closed-circuit television monitoring equipment is provided, such system to be to a specification agreed by the Head of Service (Asset Management) in consultation with the Chief

Constable. Such closed-circuit television monitoring equipment shall be maintained in proper working order and tested as specified in Schedule 3.

**15** The Holder shall ensure that signs relating to fire safety are in accordance with BS 5499-4:2013, Safety signs Part 4: Code of practice for escape route signing and that all signs are maintained in the positions required and clearly visible and legible.

**16** The Holder shall ensure that:

16.1 where installed to the boundary of the Sports Ground or for external security purposes, spikes or barbed wire are at a height of at least 2.4 metres from the ground or base level. No spikes or barbed wire shall be placed on segregation, lateral or pitch perimeter fences inside the Sports Ground.

16.2 the parking of vehicles within the boundary of the Sports Ground is restricted to those numbers and in those spaces as indicated on The Plans.

16.3 a suitable means of preventing unauthorised access by the public shall be provided and maintained at all floodlight towers.

**17** The Holder shall:

17.1 forthwith inform the County Council of all current statutory licences granted in respect of the Sports Ground or parts of it including the name of the licensing authority, the name of the licensee, the type of licence (liquor, gaming, etc.), the date of expiry and the description of the part or parts of the Sports Ground covered by the licence and shall inform the County Council of any alterations, amendments or cancellations of any such licence and future licensing applications of any such licence and future licensing applications and of the results of such applications.

17.2 ensure that all containers in which liquid or other refreshments are sold or distributed to spectators occupying the general terraced areas and seating in the stands shall be made from soft plastic or other soft materials.

**Note:** The Holder's attention is drawn to the provisions of The Sporting Events (Control of Alcohol Etc.) Act 1985 as amended by the Public Order Act 1986.

**18** The Holder shall ensure that:

18.1 all temporary structures erected in the Sports Ground are designed, constructed and installed in accordance with current British Standards and Codes of Practice. Such structures shall not present a danger to any person at the ground, obstruct any exit route and so

far as practicable not lend themselves to misuse. The full details of the proposed erection of any structure shall be submitted in writing to the Head of Service (Asset Management) and, where applicable, the Building Authority at least 28 days prior to erection (or such shorter time as the Head of Service (Asset Management) and, where appropriate, the Building Authority, may accept).

- 18.2 any temporary electrical installation is designed, installed and removed in full compliance with BS 7671 Requirements for Electrical Installations (IET Wiring Regulations) and Electricity at Work Regulations 1989. The full details must be submitted in writing to the Head of Service (Asset Management) at least 28 days prior to installation (or such shorter time as the Head of Service (Asset Management) may accept).
- 18.3 a written verification of compliance with 18.1 and 18.2 above signed by a competent person or persons is obtained prior to use of any temporary structure or temporary electrical installation and a copy of such verification forwarded to the Head of Service (Asset Management) within three days of receipt by the Holder.

**19** The Holder shall ensure that:

- 19.1 wheelchair bound persons are only accommodated by the Holder in those areas designated for disabled spectators. The Holder shall also ensure that there is accommodation for a helper at a ratio of one helper to each wheelchair bound spectator.
- 19.2 in order to facilitate evacuation in an emergency, organised groups of spectators with learning difficulties shall be accommodated in one group in a specific area of the Sports Ground. There shall be a ratio of one helper to four spectators with learning difficulties.
- 19.3 in order to facilitate evacuation in an emergency, organised groups of spectators being visually handicapped shall be accommodated in one specific area of the Sports Ground. There shall be a ratio of one helper to two spectators who are blind or partially sighted.

**20** The Holder shall ensure that:

- 20.1 members of the media and any other persons authorised by the Holder to have access to public and playing areas of the Sports Ground shall be readily identifiable.
- 20.2 television cameras and equipment and film recording units shall not cause hazard or obstruction to spectators or exit routes. All temporary structures and installations associated with television coverage shall be in strict accordance with Condition 18, except that the requirement to submit full details to the Head of Service (Asset Management) within 28 days prior to use shall be waived.

**21** The Holder shall ensure that:

21.1 when any mobile catering units are to be used the size and location of such units shall be approved by the Head of Service (Asset Management). In addition, the conditions set out in Schedule 7 are to be complied with.

**22** The Holder shall:

22.1 produce a crowd disorder and anti-social behaviour plan(s) and shall assess in writing the risk of incidents of crowd disorder and anti-social behaviour which might cause physical harm or injury. The plan(s) shall be produced in consultation with the Police and a copy shall be kept with the Safety Certificate. The crowd disorder and anti-social behaviour plan(s) of action shall cover all reasonably foreseeable risks. As a minimum, the plans(s) should:

- a) identify the types of crowd disorder and anti-social behaviour likely to result in harm or injury to those present at the ground;
- b) explain the ground's objectives and the means of achieving them;
- c) identify who has responsibility for dealing with matters of crowd disorder and antisocial behaviour at the ground;
- d) identify who will be actioning the plan;
- e) outline the chain of command in relation to these matters;
- f) clarify matters of primacy when Police are at the ground during an event;
- g) describe how perpetrators are identified and reported or handed over to the Police
- h) describe the collection and preservation of evidence and witness identification;
- i) describe how and when Police are to be contacted for any of these matters when they are not at the ground;
- j) Outline responses to particular types of crowd disorder and anti-social behaviour.

22.2 regularly review, test and keep up to date the crowd disorder and anti-social behaviour plan and shall forward a copy to the Local Authority.

**23** The Holder shall:

23.1 produce a plan to counter the risk of terrorist attack or other action. The counter terrorism plan shall be produced following a written risk assessment process and consultation with the Police. A copy of the counter terrorism plan shall be kept by the ground as a confidential document. The Local Authority shall be provided with access to the plan, as appropriate. The counter terrorism plan shall consider all reasonable prevention techniques to reasonably foreseeable terrorist

attack methods and include plans to deal with the aftermath of an attack.

23.2 regularly review, test and keep up to date the counter terrorism plan.



## **SCHEDULES**

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## SCHEDULE 1

### SCHEDULE OF ACCOMMODATION (SEE PLAN FOR ACCOMMODATION)

(General Condition 5.1.1)

The number of spectators who may be admitted to occupy various sections of the Sports Ground shall not exceed the numbers specified in this Schedule.

Applications for proposed changes to the Schedule shall be notified in writing to the County Council.

SECTION OF GROUND	ACCOM	FACTOR		ACTUAL ACCOM	UNRESERVED SEATS	S.D. ACCOM
		S	P			
MAIN STAND	1983	1.0	1.0	<b>1983</b>	1785	<b>514</b>
MAIN STAND (Executive area)	124	1.0	1.0	<b>124</b>		<b>55</b>
NORTH TERRACE	620	1.0	1.0	<b>620</b>		<b>148</b>
AWAY COVERED TERRACE	1485	1.0	1.0	<b>1485</b>		<b>355</b>
HOME COVERED TERRACE	2029	1.0	1.0	<b>2029</b>		<b>486</b>
<b>TOTAL</b>	<b>6,241</b>			<b>6,241</b>		<b>1558</b>

Note: Where seats are sold on an unreserved basis, whether by cash or ticket, to any seated area, the capacity of that area shall be reduced by 10% as indicated.

Maximum accommodation levels have been calculated in accordance with Chapter 2 of the Guide together with consideration of the maximum capacity of an individual turnstile per hour (ie 660 persons).

## SCHEDULE 2

### SAFETY STEWARDS

The Holder shall appoint Safety Stewards for the purposes and in such numbers as follows:

Location	Control Stewards	Sector Supervisors	Crowd Assessors ***	Gangway Stewards	Fire Stewards	Door/Exit Stewards	Pitch Perimeter Stewards	Car Park Stewards
Main Stand	1	1	Nil	8	5	12	2	Nil
North Terrace	Nil	1	1	1	1	1	2	Nil
Away Covered Terrace	Nil	1	1	4	1	2	2	Nil
Home Stand Terrace	Nil	1	1	4	1	2	2	Nil
Car Park	Nil	1	Nil	Nil	Nil	Nil	Nil	2
<b>Totals:</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>17</b>	<b>8</b>	<b>17</b>	<b>8</b>	<b>2</b>

\*\*\* Not required when those present do not exceed one third of the capacity in a specific section of the Sports Ground.

For low key activities e.g. Reserve Team Football matches, each area of the Sports Ground which is occupied by spectators shall be stewarded in such numbers as are indicated in the above schedule, unless approved in writing by the Head of Service (Asset Management).

For activities held under social distancing requirements, each area of the Sports Ground which is occupied by spectators shall be stewarded in numbers approved in writing by the Head of Service (Asset Management) and agreed by the Safety Advisory Group.

Note: In addition to the above Safety Stewards, a Safety Officer and Deputy Safety Officer will be required.

- 2.1 All Safety Stewards shall be:
- 2.1.1 Fit and active with the maturity, character and temperament to carry out the duties required of them. They should be able to understand and communicate verbal and written instructions in English.
  - 2.1.2 properly trained and instructed. A minimum of 60% of stewards are to be fully trained and assessed to a Level 2 spectator safety qualification within the National Qualifications Framework.
  - 2.1.3 identifiable by distinctive dress and numbered for each individual duty.
  - 2.1.4 on duty in the Sports Ground during every Specified Activity.
- 2.2 Subject to paragraph 2.3 below, Stewards shall be designated to carry out one or more of the following duties:
- (a) controlling or directing any persons who are entering or leaving the Sports Ground, to help achieve an even flow of people to the viewing areas.
  - (b) patrolling the Sports Ground to deal with any emergencies, e.g. raising alarms or tackling the early stages of fire.
  - (c) staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and gates from the Sports Ground which are not continuously open whilst the Sports Ground is in use.
  - (d) assisting Police as appropriate or as requested with crowd control.
  - (e) undertaking specific duties in an emergency or otherwise as directed by the Safety Officer.
  - (f) ensure spectators do not stand in designated 'No Standing' areas.
  - (g) ensuring spectators comply with the ground regulations.
- 2.3 No Steward shall leave his/her place of duty without the permission of the appropriate Sector Supervisor, who shall provide a replacement Steward before the position is vacated.

## SCHEDULE 3

### INSPECTIONS, TESTS AND RECORDS OF INSPECTIONS AND TESTS

---

#### 1 GENERAL

1.1 In this Schedule the following words shall have the following meanings:

Approved Inspector: means, in relation to any test or inspection required, a person(s) suitably qualified and approved by the Head of Service (Asset Management) to carry out and record the results of any such test or inspections required by this Schedule, shall be of the following:

1.1.1 Structural:

- a Chartered Structural Engineer, or
- a Chartered Civil Engineer

1.1.2 Building/Fire Related matters:

- a Chartered Surveyor (Building Surveying Division) or
- a Chartered Architect

All the above shall be members of a Practice or Company with Professional Indemnity Insurance.

1.1.3 Electrical Installations:

- a Chartered Electrical Engineer, or
- a Member of the Electrical Contractors' Association, or
- an approved Contractor of the National Inspection Council for Electrical Installation Contracting.
- Any other person approved by the Certifying Authority.

1.1.4 Gas Installations:

- Gas Force, or
- Gas Safe Registered Contractor

The Record Book: means a book in which the results of tests and inspections are recorded.

- 1.2 All entries in the Record Book shall show clearly the name of the Approved Inspector who carried out the test or examination, the subject of the entry and the date of such test or examination. Where any defects are found, the date on which the defect was remedied shall also be recorded.
- 1.3 The Record Book shall be kept available for examination by an Authorised Person at any time within normal working hours.

## **2 INSPECTIONS AND TESTING**

The Holder shall ensure that the following operation checks, inspections and tests are carried out:

### **AT LEAST 24 HOURS BEFORE EACH SPECIFIED ACTIVITY**

Operational checks on the following systems and equipment:

- 1 Normal Lighting
- 2 Emergency Lighting
- 3 Fire Alarm
- 4 Communications Equipment
- 5 Turnstile Counting System
- 6 CCTV
- 7 Exits
- 8 Combustibles
- 9 Fire Fighting Equipment
- 10 Roller Shutters
- 11 Lifts
- 12 Self-Closing Doors
- 13 Demountable Structures
- 14 Generators

### **2.1 AFTER EACH SPECIFIED ACTIVITY**

Inspection of the Sports Ground for signs of any damage which may create a danger to the public and the results of such an inspection shall be entered on a Safety Check List or other similar form as may be approved by the Head of Service (Asset Management). This must be kept with the Record Book and be available for examination by an Authorised person at any time within normal working hours.

### **2.2 ROUTINE, THREE AND SIX MONTHLY INSPECTIONS**

Carry out inspection and testing in accordance with current relevant British Standards and EU Directives.

#### **ROUTINE**

- 1 Emergency Lighting
- 2 Fire Alarm

THREE MONTHLY

- 1 Demountable Structures

SIX MONTHLY

- 1 Lifts

**3 ANNUALLY**

- 3.1 Inspections and testing to be carried out on the following in accordance with relevant British Standards, Gas Safety Regulations, design criteria or manufacturers' instructions and certificates of compliance/test issued by the contractor:

- 1 Electrical Installations (including earthing of floodlight columns)
- 2 Emergency Lighting
- 3 Fire Alarm
- 4 Fire Fighting Equipment and Extinguishers
- 5 Communications Equipment
- 6 Gas Installations
- 7 Portable Electrical Equipment
- 8 Air Conditioning/Ventilation Systems
- 9 Turnstile Metering Equipment
- 10 All Roller Shutters
- 11 CCTV
- 12 Lifts
- 13 Lightning System
- 14 Mobile Catering Units (if used)
- 15 Legionella Testing
- 16 Generators

Copies of the records of inspections/tests, etc., pursuant to condition 3.1 above shall be submitted to the Head of Service (Asset Management) by 1<sup>st</sup> March annually.

**3.2 BUILDING/STRUCTURAL MAINTENANCE REPORT**

Submit to the Head of Service (Asset Management) by 1<sup>st</sup> March annually, a Building/Structural Maintenance Report signed by an Approved Inspector(s) stating that a complete inspection of the Stands has been carried out. This report should specify any repair or maintenance work which is considered to be necessary, to ensure that all structures are provided and maintained in accordance with current British Standards and/or Codes of Practice, including fire protection/separation.

- 3.3 Where any report submitted pursuant to paragraph 3.1 and 3.2 above indicates that repair or maintenance works are necessary then the report should be accompanied by a programme of works.

- 3.4 The annual structural report should also address the issue of dynamic loadings within all stands. Where the Inspecting Engineer considers that dynamic loading is not an issue then he should formulate a report to that effect.

In all other instances it will be necessary to identify the natural frequency of each seating deck and prepare a dynamic evaluation of all those which fall below the trigger frequencies recommended in the guide to Safety at Sports Grounds a copy of any such evaluations should be provided to the Council.

It will not be necessary to repeat such evaluations on an annual basis unless there have been subsequent structural changes, however, a report confirming that the original evaluations are still relevant will be required.

#### **4 TESTING OF BARRIERS**

- 4.1 All barriers shall be subject to an annual risk assessment. Any barrier found to be showing evidence of deterioration shall be tested immediately and repaired or replaced as necessary. The risk assessment shall be carried out and recorded by an Approved Inspector and a copy forwarded to the Head of Service (Asset Management).
- 4.2 Where necessary, barriers shall be tested by an Approved Inspector in the manner specified in Chapter 11 of the Guide and the results of such tests shall be entered forthwith in the Record Book and a copy forwarded to the Head of Service (Asset Management).
- 4.3 Any specific barriers shall be tested when notice is given, in writing, by the Head of Service (Asset Management).
- 4.4 The Company undertaking testing shall include within the results the mathematical basis for determining the individual loading criteria subject to each structural component.
- 4.5 The Holder shall notify the Head of Service (Asset Management) in writing of the date and time of such testing at least seven days prior to commencement thereof.
- 4.6 All new barriers shall be designed in accordance with The Guide by a qualified Structural Engineer, who shall also supervise the carrying out of the installation works.



## SCHEDULE 4

### EXIT INDICATION AND EMERGENCY LIGHTING

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The Holder shall provide and maintain an emergency lighting system in accordance with the following conditions:

The emergency lighting central battery equipment, installation and lighting luminaires, as indicated on The Plans, are to be maintained in good working order at all times in accordance with BS 5266-1:2016 (or current revision) Emergency lighting. Code of practice for the emergency escape lighting of premises. Such lighting must be switched on in the absence of daylight for use in the event of failure of the normal lighting when people are present at the ground.

The positions of notices and lettering shall be as prescribed in Condition 14 of Part B of this Certificate.

#### EMERGENCY LIGHTING DETAILS

Category: M3 (Exit Signs) and NM3 (Conversion Packs and Flood Lights) – 3 hours duration.

Type: Self-contained conversion packs to general lighting luminaires.  
Self-contained flood lights to IP54

Locations: Positions as agreed by the Head of Service (Asset Management).

Exit Signs: Type- Maintained illuminated signs.

Circuit Protection: (TP+N MCB distribution boards) to detect local sub-circuit failure.

Cable System(s): Screwed steel conduit, (FP200 multi-core cables).

## SCHEDULE 5

### COMMUNICATIONS EQUIPMENT

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The Sports Ground shall have a public address system and an emergency communication system of such type and in such position as required by the County Council and the Holder shall maintain such systems in an efficient working order at all times in accordance with manufacturers' instructions and British Standards.

#### PUBLIC ADDRESS SYSTEM DETAILS

Location:	Location of the main amplifiers and control equipment is in the First Floor Plant Room of the Main Stand
Method of Supply:	Electrical supply from essential distribution board with generator back-up. Main equipment also has integral battery back-up
Control:	Overall control of the PA system can be achieved from the Control Room and the Wind Lobby (in the Main Stand). Emergency announcements to be preceded by a distinctive chime.
Loudspeakers:	Internal ceiling type/external projection and horn (Voice Alert Specification) type speakers.
Wiring:	External and Internal loudspeakers wiring in fire resistant cables.

#### NORMAL AND EMERGENCY COMMUNICATIONS SYSTEM DETAILS

- 1 BT and emergency telephone systems in all areas as located on The Plans. Standby supply for emergency telephones via battery equipment – 3 hours duration.
- 2 Loud Hailers: One loudhailer located in the Control Room, and two loudhailers in the Steward's muster room.
- 3 Club Personnel Radio:
  - Safety Officer
  - Deputy Safety Officer
  - All Sector Supervisors
  - All Fire Stewards
  - Crowd Doctor
  - Duty Ambulance Officer (if applicable)

## **SCHEDULE 6**

### **FIRE ALARM SYSTEM/FIRE FIGHTING EQUIPMENT**

---

The Holder shall provide and maintain a fire alarm system and firefighting equipment as set out below:

#### **FIRE ALARM SYSTEM**

The fire alarm equipment and installation as indicated on The Plans are to be maintained in good working order at all times in accordance with BS 5839-1:2017 (or current revision). Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.

#### **FIRE FIGHTING EQUIPMENT**

The firefighting equipment as indicated on The Plans to be maintained in good working order at all times in accordance with BS 5306-8:2012 (or current revision) Fire extinguishing installations and equipment on premises: Selection and positioning of portable fire extinguishers and BS EN 3-7:2004+A1:2007 (or current revision) Portable fire extinguishers. Characteristics, performance requirements and test methods.

Portable fire extinguishers should conform to the current British Standard and should be mounted on brackets or stands.

The standard recommends that the carrying handle of larger, heavier extinguishers should be about 1 metre from the floor and small extinguishers should be mounted so as to position the handle about 1.5 metres from the floor.

However, taking into account the employers' responsibilities under the Manual Handling Regulations, alternative mounting heights may be used.

#### **FIRE ALARM SYSTEM DETAILS**

##### **MAIN STAND/WHOLE STADIA**

L1 addressable automatic system with flashing beacons to certain areas, linked to Voice Alert speaker system for audible alarm.

Method of Supply: Separate MCCB on the main switch panel at main electrical position in the Main Stand First Floor Plant Room.

Indicator Panel(s): Main Indicator Panel complete with integral batteries positioned in Wind Lobby of the Main Stand with repeater panels located within the Control Room.

Remote Indicator Panel: Positioned in the Control Room.

Call Points:	Manual 'break glass' type call points are provided in various areas of the Stands in locations agreed by the Assistant Director (Building, Asset Management).
Automatic Detection:	Automatic optical/ionisation smoke and heat detectors.
Audible Warning:	By Voice Alert speakers only.
Visual Warning:	Flashing Beacons in locations agreed by the Head of Service (Asset Management).
Wiring:	Call points and detector circuit cables wired in FP 200 cables.

## **SCHEDULE 7**

### **MOBILE CATERING UNITS**

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Whenever mobile catering units are provided within the Sports Ground the following shall apply:

- (i) Each unit to be located in a position approved by the Head of Service (Asset Management) and properly and adequately secured to prevent lifting or overturning.
- (ii) Each unit shall not have on board, within the cylinder compartment, more than three liquefied petroleum gas (LPG) cylinders. The installation to be inspected and tested on an annual basis by an approved installer and a report on its condition forwarded to the Head of Service (Asset Management).
- (iii) The electrical installation to each unit to be inspected and tested on an annual basis for compliance with BS 7671 Requirements for Electrical Installations (IET Wiring Regulations) by an approved Electrical Contractor, a copy of the electrical test certificates to be forwarded to the Head of Service (Asset Management).
- (iv) The fleet numbers of the units to be used at the Sports Ground are to be supplied to the Holder and the Head of Service (Asset Management) for record purposes.
- (v) Each unit to be provided with one, three kilogramme dry powder fire extinguisher and one metre square fire blanket, which shall be tested annually. In addition, staff procedure notices for emergency actions in case of fire together with details of the method of changeover of gas cylinders must be prominently displayed within the unit. A 9-litre foam type fire extinguisher to be provided if deep fat frying is utilised.
- (vi) Staff are to be familiar, having received training from the catering management as to their actions in the event of fire, before being employed at any Specified Activity.

## **APPENDICES**

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## APPENDIX A

### BEHIND CLOSED DOORS ACTIVITIES

---

1. For the purpose of this appendix “no spectators” is intended to mean the playing of designated football matches without admission of the general public. It would however be anticipated that those admitted to the sports ground may include:
  - Playing squads.
  - Teams management and back room staff.
  - Match referees and assistants.
  - Essential employees and contractors of the sports ground, for example safety management and facilities management teams, ground staff and catering.
  - Employees of blue light services but only where deemed to be essential to the safe running of the match.
  - Accredited media staff, including TV, radio, press and photographers.
  - Public bodies with relevant legislative powers to enter the sports ground for the purposes of ensuring compliance with sports grounds and health and safety legislation.
2. The Holder shall ensure that all persons to be admitted to the sports ground shall be issued with official accreditation specific to permitted access areas and limited to individual matches.
3. The Holder shall prepare and submit to the County Council for approval a written Event Safety Policy Statement for all persons using the Sports Ground specifying the safety objectives and the means to be adopted to achieve them.
4. The Holder shall conduct detailed risk assessments for any proposed “no spectators” event and develop new, or amend existing plans, to reflect the differing risks arising and append to the sports grounds Operational Manual.
5. The list of headings below highlights some but not all areas of the Operations Manual where review and amendment of normal activity planning and delivery may be needed. The list is not exhaustive, recognising that review and amendment of each Operations Manual will be a matter for ground management, in consultation with the County Council:
  - a. Event Safety Policy
  - b. Health and Safety at Work Policy

- c. Risk register and any risk assessments arising
  - d. Event Management Plan
  - e. Stewarding Plan
  - f. Counter Terrorism Plan
  - g. Co-ordination plans for Zone Ex
  - h. Fire Safety Plan and Risk Assessments
  - i. Communications Plan
  - j. Medical Plan
  - k. Outside broadcast facilities within ground or secure external compound/perimeter
6. The Holder must ensure the required inspections and tests pre-event/event day/during event as listed in Schedule 3 Section 2 of this certificate are undertaken and suitably qualified staff are in attendance during the event.
7. The Holder shall ensure that clear signage is installed inside of the sports ground showing those areas which are open for movement, and those which are closed and therefore out of bounds.
8. The Holder shall ensure that alternative means of escape are identified to ensure the safety of those inside the sports ground in the event that egress cannot be achieved through normal routes. All doors on these emergency escape routes shall be staffed by stewards to help facilitate and direct the movement to places of safety.
9. The Holder shall ensure that an updated fire risk assessment is undertaken, that takes account of the revised configuration and operation of the stadium. The assessment should be undertaken by a suitably qualified person.
10. The Holder shall ensure that:
- a. all stewards shall be trained and assessed to a level 2 spectator qualification within the National Qualifications Framework.
11. The Holder shall ensure that:
- a. no members of the general public are admitted to the sports ground. The capacities of the stands are as Schedule A-1.



## **SCHEDULE A-1 – STAND CAPACITIES**

The number of spectators who may be admitted to occupy various sections of the Sports Ground shall be ZERO for behind closed doors activities.

<b>SECTION OF GROUND</b>	<b>FACTOR</b>		<b>ACTUAL</b>
	<b>S</b>	<b>P</b>	<b>ACCOMMODATION</b>
MAIN STAND	1.0	1.0	<b>0</b>
NORTH TERRACE	1.0	1.0	<b>0</b>
AWAY COVERED TERRACE	1.0	1.0	<b>0</b>
HOME COVERED TERRACE	1.0	1.0	<b>0</b>
<b>TOTAL</b>			<b>0</b>

## APPENDIX B

### SOCIAL DISTANCING AT SPORTS GROUNDS

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1. The Holder shall prepare and submit to the County Council for approval a written Event Safety Policy Statement for all persons using the Sports Ground specifying the safety objectives and the means to be adopted to achieve them.
2. The Holder shall conduct detailed risk assessments for any events and develop new, or amend existing plans, to reflect the differing risks arising and append to the sports grounds Operational Manual.
3. The list of headings below highlights some but not all areas of the Operations Manual where review and amendment of normal activity planning and delivery may be needed. The list is not exhaustive, recognising that review and amendment of each Operations Manual will be a matter for ground management, in consultation with the County Council:
  - a. Event Safety Policy
  - b. Health and Safety at Work Policy
  - c. Risk register and any risk assessments arising
  - d. Event Management Plan
  - e. Stewarding Plan
  - f. Counter Terrorism Plan
  - g. Co-ordination plans for Zone Ex
  - h. Fire Safety Plan and Risk Assessments
  - i. Communications Plan
  - j. Medical Plan
  - k. Outside broadcast facilities within ground or secure external compound/perimeter
4. The Holder must ensure the required inspections and tests pre-event/event day/during event as listed in Schedule 3 Section 2 of this certificate are undertaken and suitably qualified staff are in attendance during the event.
5. The Holder shall ensure that clear signage is installed inside of the sports ground showing those areas which are open for movement, direction of movement, and those which are closed and therefore out of bounds.
6. The Holder shall ensure that alternative means of escape are identified to ensure the safety of those inside the sports ground in the event that egress cannot be achieved through normal routes. All doors on these emergency escape routes shall be staffed by stewards to help facilitate and direct the movement to places of safety.
7. The Holder shall ensure that an updated fire risk assessment is undertaken, that takes account of the revised configuration and operation of the stadium. The assessment should be undertaken by a suitably qualified person.

8. The Holder shall ensure that:

- a. the provisions of Schedule 2, relating to Stewards and other safety staff, are complied with.

9. The Holder shall ensure that:

- a. the number of spectators permitted to occupy the various stands of the Sports Ground shall not exceed the social distanced (S.D.) number specified in Schedule 1. Applications for proposed changes to the Schedule shall be submitted in writing to the Head of Service (Asset Management).