



General Safety Certificate

AFC Fylde Football Club

Mill Farm Sports Village,
Coronation Way,
Wesham,
Preston
PR4 3JZ

NB: This Certificate replaces the General Safety Certificate and all amendments issued before the date below.

FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987

GENERAL SAFETY CERTIFICATE IN RESPECT OF THE REGULATED STANDS

Description of the Regulated Stands for which this Certificate is issued:

**West Stand (Main stand), East Stand, North Stand and South Stand,
Mill Farm Sports Village,
Coronation Way,
Wesham,
Preston.
PR4 3JZ**

Applicant for and person to whom the Certificate is issued:

AFC Fylde Limited

- 1 In accordance with Section 28 of the Fire Safety and Safety of Places of Sport Act 1987 (“the Act”) Lancashire County Council (“the County Council”) hereby issue to the applicant, a General Safety Certificate for the above Stands which have been determined by the County Council to be Regulated Stands under the above Section requiring a Safety Certificate.
- 2 The terms and conditions set out in the attached Schedule are hereby imposed on the use of the Stands in accordance with Section 27 of the Act.
- 3 The terms and conditions hereby imposed are such as the Lancashire County Council consider necessary or expedient to secure the reasonable safety of all persons using the Stands for the viewing of a Specified Activity.
- 4 The words used in this Certificate and the Schedule hereto shall have the meaning assigned to them by Section 41 of the Act and by Clause 1 of Part A hereof.
- 5 Whilst in force, the effect of this Certificate is to permit the admission of people to the Stands for the purpose of viewing a specified activity as herein defined.

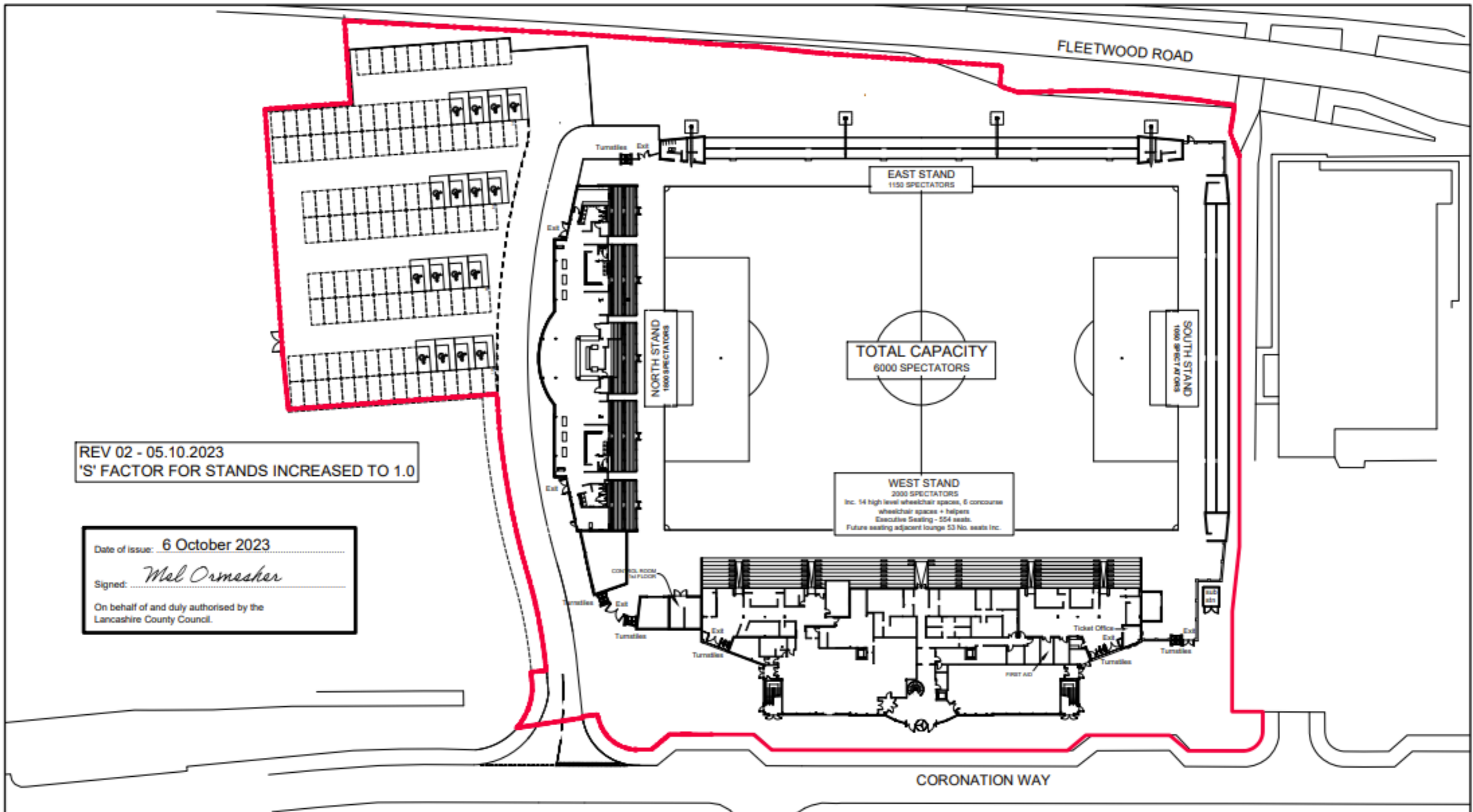
Date of issue:

Signed:

on behalf of and duly authorised by the Lancashire County Council

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REV 02 - 05.10.2023
 'S' FACTOR FOR STANDS INCREASED TO 1.0

Date of issue: 6 October 2023
 Signed: *Mel Ormesher*
 On behalf of and duly authorised by the
 Lancashire County Council.



Asset Management

ASSET MANAGEMENT SERVICE, LANCASHIRE COUNTY COUNCIL, PO BOX 100, PR1 0LD. TEL: 0300 1236701

TOWN NAME Wesham			
PREMISES NAME AFC Fylde Football Club			
PREMISES NO.			
SCALE @ A3 NTS	DRAWN BY GJS	DATE MAY'23	CHECKED BY NR

PROJECT General Safety Certificate
DRAWING TITLE Redline Plan

DRAWING STATUS Approved		
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PROJECT NO. 2023.01	DRAWING NO. GSCFY1	REVISION 02

PART A

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

THE ACT	means: The Fire Safety and Safety of Places of Sport Act 1987.
AUTHORISED PERSON	means: A person authorised in accordance with Section 35 of the Act by the County Council, the Chief Constable or the Building Authority.
THE HOLDER	means: AFC Fylde Football Club, who is a 'qualified person' for the purposes of the Act.
THE CHIEF CONSTABLE	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.
THE CHIEF FIRE OFFICER	means: The Chief Fire Officer for the time being of the Lancashire Fire and Rescue Service.
THE PLAN	means: The plan included in this Certificate marked 'Redline Plan number (2023.01) GSCFY1 Rev 02' signed by the person signing the General Safety Certificate.
SPECIFIED ACTIVITY	means: The use of the Stands for the viewing 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 Stands 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 th 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 STANDS

means: The Stands regulated under The Act and known as the West Stand (Main), East Stand, North Stand and South Stand, as set out and described in the Plans.

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 Building Regulations 1991 or any replacement, re-enactment, addition or amendment to those Regulations.

THE BUILDING AUTHORITY

means: Fylde Borough Council.

THE COUNTY COUNCIL

means: The Lancashire County Council. Unless otherwise specifically provided, anything required by the Certificate to be notified by 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.

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.

SAFETY OFFICER

means: The person appointed by the Holder 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

- 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 Stands.
- 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 Stands 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 Stands 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 Specified Activity,
 - 1.4.3 the sale of tickets for forthcoming activities, programmes, newssheets and souvenirs,
 - 1.4.4 the sale and consumption of refreshments,
 - 1.4.5 public collections within the Stands,
 - 1.4.6 any other use ancillary to a Specified Activity which has the prior approval, in writing, of Head of Service (Asset Management).
- 1.5 Where the prior written approval of the County Council, the Chief Constable or the Building Authority is required under any provision of the Certificate, it shall, unless the provisions of this Certificate expressly provide to the contrary, be requested by the Holder in writing at least 21 days in advance of the proposed event in respect of which such written approval is required.
- 2 2.1 The Holder shall appoint a Safety Officer, whose duties and responsibilities have been set out in writing and agreed by the County Council. 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. During a Specified Activity, the Safety Officer shall be easily identifiable and easily contactable.

- 2.2 The Holder shall ensure that the Safety Officer is present in the Stands at all times when people are present.
 - 2.3 Unless there is a nominated Safety Officer or Deputy Safety Officer present, whose appointment has been notified to the County Council, the capacity of the Stands shall be **zero**.
 - 2.4 The Holder shall notify the County Council in writing of the person holding the position referred to in condition 2.1 above.
 - 2.5 The location and name of the Safety Officer shall be made known to all Staff and Stewards prior to each Specified Activity.
 - 2.6 The Holder shall prepare and submit to the County Council for approval a written Operations Safety Manual for all persons using the Stands, specifying the safety objectives and the means to be adopted to achieve them. The manual shall as a minimum cover all the matters specified in Chapter 3 of The Guide. The manual shall be reviewed annually and amended where necessary. All such amendments shall be submitted for approval to the County Council.
 - 2.7 Following approval of the Operations 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 The Holder shall ensure that the safety inspections specified in Schedule 3 are carried out.
 - 2.9 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 failure of systems, installations, equipment and any other foreseeable circumstances affecting the safety of any person using the stands, including the procedure for emergency evacuation. Records of such tests shall be maintained and be available for inspection.
 - 2.10 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 for all areas of the stands.
- 3**
- 3.1 The Holder shall use its 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 all people 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 people 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 Stands, 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 Stands, 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 Activity.
- 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 Stands or their 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 Other than for day to day repairs no fixed seating in the Stand shall be installed, refurbished, replaced or renewed, 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.
- 4.4 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 two sets of:
- (a) drawings at a scale of 1:100, and
 - (b) such other drawings and calculations as are necessary to give full details or are further required by the County Council.
- 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 Stands indicated in Schedule 1 during each Specified Activity.
 - 5.1.2 details of any accident or incident occurring in the Stands during any Specified Activity which results in any injury to any person. 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 shall be recorded.
 - 5.1.3 details of Safety Inspections and Tests, etc., specified in Schedule 3.
 - 5.1.4 details of Stewards' Training as required by Condition 6.10.

- 5.1.5 details of Stewards' Attendances as required by Condition 6.12.
- 5.1.6 details of the checks to the means of Ingress and Egress as required by Condition 7.4.
- 5.1.7 details of and verifications relating to Temporary Installation and Structures as required by Condition 16.
- 5.1.8 details of any Licences, etc., granted as required by Condition 15.1.

5.2 Where the following reports or inspections required under Schedule 3 to this Certificate, that is:

- biennial inspection reports required in accordance with conditions 3.1 and 3.2 of Schedule 3.
- an inspection required in accordance with conditions 2.1 to 2.3 of Schedule 3.

show in the opinion of The Head of Service (Asset Management) that remedial works are necessary to prevent danger to any person, either such works shall be carried out, subject to obtaining any necessary consents from The Head of Service (Asset Management) and Building Authority, before the next Specified Activity takes place, or the area(s) of the Stands, which The Head of Service (Asset Management) considers may be dangerous to any person, shall be fenced off and made inaccessible. The maximum number of spectators permitted in that area(s) of the Stand shall be reduced accordingly.

5.3 Where The Head of Service (Asset Management) is of the opinion that the carrying out of any remedial or other works is necessary for the purposes of ensuring the safety of all persons and the Holder is informed in writing of the works considered necessary, the Holder shall ensure that the requisite works are satisfactorily carried out to the reasonable satisfaction of and within such time as may be specified by the Head of Service (Asset Management).

6 The Holder shall ensure that:

- 6.1 the provisions of Schedule 2, relating to Stewards, are complied with.
- 6.2 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.

- 6.3 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

- 6.4 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

- 6.5 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.

- 6.6 prior to the commencement of their duties, all stewards shall be briefed thoroughly, and other persons employed in the Stands shall receive practical instruction and training appropriate to their responsibilities in the event of an emergency. Thereafter, exercises for Stewards and other persons employed in the Stands shall be carried out at least twice per calendar year to ensure the smooth operation of the procedure for dealing with an emergency.
- 6.7 prior to each Specified Activity, all Stewards shall be thoroughly briefed by the Safety Officer as to their duties and the circumstances appertaining to the particular Specified Activity in question. A record of such briefings shall be kept.
- 6.8 so far as 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.
- 6.9 a copy of such instructions shall be handed to all Stewards and all other staff employed in the Stands on the day of the Specified Activity. Such instructions to include the name of the Safety Officer.
- 6.10 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,

6.11 after initial instruction, all Stewards and persons employed in the Stands shall receive further instruction, given by a competent person, at least once in every period of six months.

6.12 in addition, a register of Stewards attending each activity shall be kept which shall indicate the duty which they were each allocated.

7 The Holder shall ensure that:

7.1 any doors and gates which form an egress route between the stands and the public highway or other open space outside the Stands shall be so secured as to open immediately and easily from the inside.

7.2 should any final exit doors or gates from the Stands be secured such doors or gates 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 be secured from the inside using a common mechanism.

7.3 all such doors or gates shall be opened by the Steward responsible for evacuation of the Ground on his being ordered to do so by the Safety Officer.

7.4 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.

8 The Holder shall ensure that:

8.1 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.

8.2 nosings of all staircases in the Stands shall be made conspicuous by painting or by other suitable means and be maintained in that condition.

8.3 there shall be no standing permitted in Designated Gangways which shall be clearly painted in conspicuous markings. For the purposes of this Clause, Designated Gangway means a channel for the passage of persons present through any viewing accommodation.

9 The Holder shall ensure that:

- 9.1 the number of spectators permitted to occupy the Stands 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).
- 9.2 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.
- 9.3 sufficient turnstiles shall be operated to each section of the Sports Ground to allow the entry of all spectators to the stands 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.
- 9.4 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.
- 9.5 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.

10 The Holder shall ensure that:

- 10.1 no parts of the Stands shall be used at any time to store rubbish, dirt or surplus materials or goods unless such things are stored in a manner approved in writing by Head of Service (Asset Management).
- 10.2 all practicable precautions have been taken to prevent the outbreak of fire and that the Fire separation shall be provided and maintained to the required standard at all times. Doors fitted with self-closing devices as shall be maintained well-fitting and self-closing at all times and shall not be kept in an open position.
- 10.3 all storerooms and plant rooms, etc., are maintained in a clean and tidy condition free of litter and unauthorised combustible materials.

All entrance doors to such store/plant rooms shall remain closed when not in use and suitable note to that effect displayed on the outer face.

- 10.4 no rubbish or combustible material shall be allowed to accumulate in any part of the Stands.
- 10.5 no flammable gases or liquids shall be stored or used in any part of the Stand without the written approval of the Chief Fire Officer.
- 11** The Holder shall ensure that:
- 11.1 no gates to the pitch are kept locked during the period when people are present at a specified activity.
- 11.2 all such gates and frames shall be signed 'EMERGENCY EXIT'.
- 12** The Holder shall ensure that:
- 12.1 a public address system is provided and maintained in working order at all times when people are in the Stands. Such a system shall be clearly audible in all parts of the Stands.
- public address, normal and emergency communication systems are provided in accordance with Schedule 5.
- 13** The Holder shall ensure that:
- 13.1 in the absence of adequate daylight, all normal lighting shall be switched on.
- 13.2 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.
- 13.3 the Stands are provided with such emergency lighting as specified in Schedule 4.
- 14** The Holder shall ensure that signs are in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, and that all signs are maintained in the positions required and clearly visible and legible.
- 15** The holder shall:
- 15.1 forthwith inform the County Council of all current statutory licences granted in respect of the Stands or parts of the Stands 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 of parts of the Stands covered by the licence and shall inform the County Council of any alterations, amendments or cancellations

of any such licence and future licensing applications and of the results of such applications.

- 15.2 The Holder shall ensure that all containers in which liquid or other refreshments are sold or distributed to persons occupying 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.

16 The Holder shall ensure that:

- 16.1 all temporary structures erected in the Stands 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 present, obstruct any exit route and so far as is practicable not lend themselves to misuse by any person in the stand. The full details of the proposed erection of any structure shall be submitted 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).
- 16.2 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 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).
- 16.3 a written verification of compliance with conditions 16.1 and 16.2 above, signed by an Approved Inspector 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 of the Holder.

17 The Holder shall ensure that:

- 17.1 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.

18 The Holder shall ensure that:

- 18.1 members of the media and any other persons authorised by the Holder to have access to the stands shall be readily identifiable.

18.2 television cameras and equipment and film recording units shall not cause hazard or obstruction to persons present or exit routes. All temporary structures and installations associated with television coverage shall be in strict accordance with Condition 16, except that the requirement to submit full details to the Head of Service (Asset Management) within 28 days prior to use shall be waived.

19 The Holder shall:

19.1 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 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.

19.2 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.

20 The Holder shall:

20.1 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.

20.2 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)

The number of spectators who may be admitted to occupy the Stands 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	MAX ACCOM	FACTOR		ACTUAL ACCOM	UNRESERVED SEATING	MAX S.D. ACCOM
		S	P			
WEST STAND* (Main) - Seating	2000**	1	1	2000**	1260	755
EAST COVERED - Standing Terrace	1150	1	1	1150		353
SOUTH COVERED - Standing Terrace	1050	1	1	1050		296
NORTH COVERED - Standing Terrace	1800	1	1	1800		505
Total				6000		1909

Note:

Maximum accommodation levels have been calculated in accordance with Chapter 12 of The Guide together with consideration of the maximum capacity of an individual turnstile per hour (i.e. 660 persons).

* The accommodation in the Bar below the main stand shall not exceed 290 persons.

** Includes 53 future seats adjacent Executive Lounge

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

SCHEDULE 2

SAFETY STEWARDS

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

LOCATION	Door Stewards	Control Stewards	Fire Stewards	Sector Supervisor Stewards	Crowd Assessors*	Turnstile Stewards	Exit Gate Stewards
WEST STAND (Main)	2	8	1	1	Nil	2	2
EAST COVERED TERRACE	Nil	2	Nil	1	1	Nil	Nil
SOUTH COVERED TERRACE	Nil	2	Nil	1	1	Nil	Nil
NORTH COVERED TERRACE	Nil	4	1	1	1	Nil	2
	2	16	2	4	3	2	4

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

For activities held behind closed doors or under social distancing requirements, the stands shall be stewarded in numbers approved in writing by the Head of Service (Asset Management).

NB: In addition to the above Stewards, there shall be a Safety Officer, Head Steward and a PA Announcer

- 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 person 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 persons in the ground 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

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

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

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:

2.1 AT LEAST 24 HOURS BEFORE EACH SPECIFIED ACTIVITY

- 1 Normal Lighting
- 2 Emergency Lighting
- 3 Fire Alarm
- 4 Communications Equipment
- 5 Exits
- 6 Combustibles
- 7 Fire Fighting Equipment
- 8 Roller shutters
- 9 Self Closing Doors

2.2 AFTER EACH SPECIFIED ACTIVITY

Inspection of the Stands 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.

2.3 ROUTINE INSPECTIONS

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

- 1 Emergency Lighting
- 2 Fire Alarm

3 BIENNIALLY

- 3.1 Inspections and testing to be carried out on the following in accordance with relevant British Standards, EU Directives, design criteria or

manufacturers' instructions and certificates of compliance/test issued by the contractor:

- 1 Electrical Installations
- 2 Emergency Lighting
- 3 Fire Alarm
- 4 Fire Fighting Equipment
- 5 Communications Equipment
- 6 Gas Installations
- 7 Portable Electrical Equipment
- 8 Air Conditioning/Ventilation Systems
- 9 Roller Shutters
- 10 Lightning System
- 11 Legionella Testing
- 12 Catering Units (if used at the ground)

Copies of the records of inspections/tests, etc., shall be submitted to The Head of Service (Asset Management) by 1st July 2018 then biennially.

3.2 BUILDING/STRUCTURAL MAINTENANCE REPORT

Submit to The Head of Service (Asset Management) by 1st July 2018 then biennially 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.

4 TESTING OF BARRIERS

- 4.1 All barriers shall be subject to a biennial 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 10 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

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

The emergency lighting equipment, installation and lighting luminaires are to be maintained in good working order at all times in accordance with BS 5266-1:2016 (or current revision). Such lighting must be available in the event of failure of the normal lighting when spectators are present.

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

EMERGENCY LIGHTING DETAILS

Category: Mix of maintained and non-maintained luminaires with 180-minute duration period.

Type: (X) Self-contained.

Locations: Emergency luminaires provided throughout with emergency exit signs provided as required on escape routes.

Exit Signs: (X/0/****/180) Maintained illuminated signs.

Circuit Protection: MCB / RCBO

Cable System(s): Screwed galvanised steel conduit, Galvanised steel trunking with LSOH cables.

SCHEDULE 5

COMMUNICATIONS EQUIPMENT

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 Ground Floor Communication Room of the Main Stand
Method of Supply:	Electrical supply from local distribution board with battery back-up on PA/VA Main equipment
Control:	Overall control of the PA system can be achieved from the Control position (located in the player tunnel) and the entrance 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 FP 200 enhanced cables.

NORMAL AND EMERGENCY COMMUNICATIONS SYSTEM DETAILS

- 1 MI Voice Office Telephone system. Mitel 5320 Gigabit IP Phones to Public areas and Mitel 5304 phones to all other areas.
- 2 Loud Hailers: One loudhailer located in Main Reception, and four loudhailers around pitch, one in each corner.
- 3 Club Personnel Radio: Key Locations: Safety Officer,

All Sector Supervisors,
Fire Steward, Head Steward,
Car Park Supervisors, PA Announcer,
Turnstile Stewards, Players Tunnel

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 are to be maintained in good working order at all times in accordance with BS 5839-1:2017 (or current revision).

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 Communication room Main Stand Ground Floor Entrance.

Indicator Panel(s): Main Indicator Panel complete with integral batteries positioned in Entrance Lobby of the Main Stand.

Call Points:	Manual 'break glass' type call points are provided in various areas of the Stands in locations as fire alarm design.
Automatic Detection:	Automatic optical/ionisation smoke and heat detectors.
Audible Warning:	By Voice Alert speakers only.
Visual Warning:	Flashing Beacons in locations as fire alarm design.
Wiring:	Call points and detector circuit cables wired in FP 200 enhanced cables.

APPENDICES

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APPENDIX A

BEHIND CLOSED DOORS ACTIVITES

1. For the purpose of this appendix “no spectators” is intended to mean the playing of 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. the provisions of Schedule 2, relating to Stewards and other safety staff, are complied with.
 - b. 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 stand 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.

SECTION OF GROUND	FACTOR		ACTUAL ACCOMODATION
	S	P	
West Stand (Main)	1.0	1.0	0
East Covered	1.0	1.0	0
South Covered	1.0	1.0	0
North Covered	1.0	1.0	0
TOTAL			0

APPENDIX B

SOCIAL DISTANCING AT SPORTS GROUNDS

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 stand(s) 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).