

# Safety Advisory Group Terms of Reference

**Proposed Changes April 24**

Neath Port Talbot Council



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

(changes highlighted in yellow)

Safety Advisory Group

**Neath Port Talbot County Borough Council**

**South Wales Police**

**Mid and West Wales Fire and Rescue Service**

**Welsh Ambulance Services University NHS Trust**

**Swansea Bay University Health Board**

**Emergency Planning (EPRR)**

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## 1. INTRODUCTION

**1.1** Neath Port Talbot County Borough Council is responsible for the establishment of the Safety Advisory Group (SAG) and this document provides comprehensive details of the constitution and terms of reference, together with a brief outline of the roles of the group members.

**1.2** Safety Advisory Groups (SAGs) can be labelled as a vital centre-point, around which the health and safety organisation of all public occasions requiring their services can be deliberated.

**1.3** SAG members should balance all reasonable matters of safety and not permit specific members to focus on just one source of danger. The holistic view is essential to ensure all aspects of safety have been considered.

**1.4** Neath Port Talbot County Borough Council is responsible for the establishment of the SAG. SAG will advise on the relevant statutory provisions contained within legislation to ensure the health, safety and welfare of employees, members of the public and any other person affected by or involved in an event.

**1.5** The local authority will maintain the SAG for selected events and set up sub-groups, if required, for individual or groups of venues/events and technical issues. The SAG is purely an advisory body to provide guidance to event organisers. It is up to organisers to decide whether to follow their advice or not.

## 2. POLICY OF THE SAFETY ADVISORY GROUP

**2.1** The main role of the SAG is to provide professional advice to organisers in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those who could be affected by such events. In this context the 'public' includes not only those attending the event, but also those in the surrounding areas who may be affected by it.

**2.2** Advice provided is to help the event organiser to delegate their duties under public events legislation and their duty of care. The group shall consider all matters within its remit and make recommendations to organisers.

**2.3** In general, "public event" will be treated as being an event where more than 500 people are expected to attend, although smaller events may require the involvement of the SAG, depending on the event. The approach is therefore driven

by a risk based approach considering such aspects as location, audience profile and behaviour, new event, new event organiser, history, and traffic

**2.4 SAGs should be seen by organisers as supportive of their endeavours**

**2.5 The objectives of the SAG are:-**

- To promote the clarity of roles and responsibilities relevant to the event within the remit of the SAG and SAG members powers and policies in relation to events
- To promote the principles of sensible risk management and good practice in safety and welfare planning. In doing so to balance all reasonable matters of safety and not permit specific members to focus on just one source of danger. The holistic view is essential to ensure all aspects of safety have been considered.
- To promote a consistent, coordinated, multi-agency approach to event planning and management.
- To advise event organiser in the formulation of appropriate contingency and emergency arrangements.
- To advise event organiser of relevant legislation and guidance.
- To encourage arrangements to be made to minimise disruption to local communities.
- To consider the implications of significant incidents and events relevant to their events
- To consider emerging threats to events, such as terrorism methodologies, drone use
- To consider the implications of significant incidents and events relevant to the surrounding areas and facilities
- To discuss any noteworthy incident with potential safety implications or “near misses” at public events at SAG Event Debriefs

### 3. STATUS OF THE SAFETY ADVISORY GROUP AND CONFLICT OF INTEREST

- 3.1** The SAG cannot make any decisions on behalf of the Local Authority ; its role is purely advisory in nature and it has no authority to either approve or ban events. Whilst that decisions rests with the event organiser it may also rest potentially with the owner of the land where the event takes place and that includes where the land is owned or managed by the Local Authority.
- 3.2** Any members of the SAG must declare any material conflict of interest in relation to any item put before the group, prior to discussion on that matter. If the interest could be considered prejudicial, then that person should withdraw and be replaced by an alternative representative from that body agreed with the group.
- 3.3** The SAG is not responsible for reviewing safe systems or work of the event organiser. However, it will be relevant to consider the consequences of work-related incidents during periods of public access. The overall responsibility for the safety of persons at an event lies with the event organiser, their management team and contractors. This reflects the purely advisory nature of the group and ensures the line between the group and the event organiser is not blurred and that the overall culpability rests firmly with the organiser of the event.

### 4. STRUCTURE OF THE SAFETY ADVISORY GROUP

- 4.1** The Group shall consist of officers with sufficient seniority / experience/ competency / knowledge on their Service's strategic /policy / practical issues; to be able to notify on behalf of their service/body.
- 4.2** The group shall consist of core members and invited representations.
- 4.3** Core Members are as follows:-
- Chair (from Neath Port Talbot County Borough Council) with representatives as necessary from:
  - Neath Port Talbot County Borough Council Officers which include: -
    - Fire Safety, Health and Safety, Highways, Licensing, Environmental Health, Emergency Planning, and any relevant holding department operational reps.
  - South Wales Police
  - Mid and West Wales Fire and Rescue Service
  - Welsh Ambulance Services University NHS Trust
  - Swansea Bay University Health Board, EPRR (Emergency Preparedness, Resilience & Response)

**4.4** The SAG may also invite other such specialists / representative as it feels appropriate to assist the SAG to fully consider any issue.

## **5. ADMINISTRATION OF THE SAFETY ADVISORY GROUP**

**5.1** The administrative roles are as follows:-

- **Chair:** The Chair will be a senior representative from Neath Port Talbot County Borough Council
- **Secretariat:** Neath Port Talbot County Borough Council will provide the administrative support to the SAG and sub-groups or as agreed
- **Consultation:** The SAG will consult all core members of the SAG, invited representation, other council services and national bodies as considered appropriate.

**5.2** The SAG shall meet for a minimum of four times a year; however, any core member can request an additional special meeting or series of meetings. Such requests will be considered by the Chair.

**5.3** Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded in accordance with the Local Authority's set procedures. The minutes of the meetings will be circulated to all group members and to such other parties as may be deemed necessary by the Chair. Formal minutes will not normally be recorded for sub-group meetings, however sufficiently detailed notes will be taken and retained by individual members.

## **6. ROLES AND RESPONSIBILITIES OF THE CORE MEMBERS OF THE SAFETY ADVISORY GROUP**

**6.1** It is important that the core members' responsibilities are recorded, in order to clarify the level/limitations of accountability within the SAG that is offering recommendations to event organisers on compliance with national legislation. It is the responsibility of each member to respond to the Events Administrator, where an event is relevant to the service, in a timely manner.

### **6.2 Role of the Chair of the SAG**

To ensure that the Safety Advisory Group properly discharges the responsibilities delegated to it by the Local Authority.

To ensure meetings are organised to give sufficient planning time prior to any major event

### **6.3 General Expectations and Role of SAG members**

All members of the SAG and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in section 1 above .

Objections to any proposed event by a member of the SAG will be in line with their identified roles and responsibilities as mentioned in section 1 above .

All attendees will maintain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group

### **6.4 Role of Neath Port Talbot County Borough Council Departments**

Relevant services will be represented at SAG Meetings by an officer or appointed deputy who has the appropriate experience/competency and who also has the full authority of the relevant service to give advice and guidance on safety issues

The current NPTCBC departments who have representatives on the SAG, Environmental Health, Highways, Licensing, Emergency Planning, Corporate Health & Safety (for events organised by NPTCBC) Transport, Streetworks, Structures, and Trading Standards. This is because the areas these departments cover are considered to transcend what organisers need to be considering when organising their events, and are therefore best placed to provide the relevant guidance and advice on compliance with legislation as required.

### **6.5 Role of the Emergency Services**

Each Service will be represented by an officer of appropriate experience/competency (or his/her appointed deputy) who has the full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advice.

Specific areas of concern in respect of each Emergency Service are outlined below:

#### ***Role of Fire and Rescue Service***

To advise on:

- a. The suitability of Fire Risk Assessments prepared by event organisers.
- b. The impact on Fire Service operational response an event might present.
- c. The access requirements for Fire Service vehicles.

#### ***Role of South Wales Police***

- a. To provide advice relating to the prevention and detection of crime.
- b. To provide advice relating to the prevention of disorder or breaches of the peace.
- c. To provide advice with relation to traffic management.
- d. To provide advice regarding the activation and implementation of contingency plans for foreseeable incidents.

***Special note: Police resources will not be routinely deployed to tasks which the event organiser suggests are necessary but for which there are no legal responsibilities or powers.***

***In the event of a deployed police presence, a memorandum of understanding will be agreed and signed by all relevant parties highlighting areas of responsibility.***

**Role of Welsh Ambulance Services University NHS Trust (WAS), Swansea Bay UHB and EPRR**

- a. Advice on the provision of First Aid/Ambulance and medical facilities.
- b. Advising on the standards required in respect of First Aid facilities and equipment.
- c. Advising on the standards expected to ensure that proper equipment and properly trained staff are available with any ambulance provision at an event.
- d. Advising on the requirements in respect of attendance of medical practitioners at events.
- e. Agreeing arrangements for access and egress of emergency ambulances, before, during and after events.
- f. To ensure that wherever arrangements are made in respect of ambulance and first aid provision, that these arrangements link in with the Welsh Ambulance Service to ensure that no problem exists between the provisions of services and to be satisfied there is appropriate co-ordination. Organisers and anyone providing first aid cover at events should aim to provide minimum disruption to the Welsh Ambulance Service's normal service delivery.
- g. WAST will liaise with SBUHB as appropriate. SBUHB will take receipt of appropriate medical plans and ensure the ED's and MIU's are aware of the medical provision at an event.

**NB: in discharging their roles within the SAG, each core member Service should bear in mind that the operation of the event and its installations on the day are under the control of the Event Organiser.**

The event organiser is the person in control and is most familiar with the activities connected with that event until conclusion. It is accepted that on occasions unforeseen hazards may present themselves close to or at the time of the event, however it remains the responsibility of the event organiser to continue to assess the risks created by the event in light of such occurrences and to seek to eliminate hazards before resorting to managing them if avoidance is not practicable. Such practices, whilst eligible for advice from the SAG and the bodies contained within, should be considered entirely the responsibility of the event organiser.

**Please Note: The SAG will operate on a majority/consensus based means of advice distribution, and where dissenting views are present; these will also be communicated to the event organiser for completeness' sake.**

## **7. DATA PROTECTION**

Each of the bodies represented will ensure that they, and all information gathered under their remit complies with the General Data Protection Regulation Act (2016) and Data Protection Principles and the clauses therein when processing personal data brought before the group.

Event registrations and details are not to be discussed or shared outside of SAG unless it is in the professional capacity of that member – e.g. referring details of the event onto a colleague in relation to service, planning or support action.

**Disclaimer: The Core Members of the SAG do not intend that any requirement of these Terms of Reference are legally binding and should be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999**

**The information contained in this form will be processed by members of the Events Group in order for them to carry out their relevant statutory functions.**