

NORFOLK COUNTY COUNCIL

**MANAGING SAFETY AT DESIGNATED SPORTS
GROUNDS**

1. Introduction

This policy document has been produced by the Resources Department, Norfolk County Council, and is the agreed policy and procedure for managing safety at designated sports grounds within the county. It identifies the roles and responsibilities of the Council in undertaking its statutory duties and has been consulted on with both the Emergency Services and the Sports Grounds Safety Authority.

2. Definitions

The 1975 Act defines a sports ground as a place where sports or other competitive activities take place in the open air, where accommodation has been provided for spectators consisting of artificial structures or natural structures artificially modified for the purpose.

Under the provisions of section 1 of the 1975 Act the Secretary of State for Culture, Media and Sport may designate as requiring a safety certificate any sports ground that has accommodation for more than 10,000 spectators, or 5,000 in the case of Premier League and Football League grounds in England and Wales. These sports grounds are referred to as designated grounds.

The Safety Advisory Group (SAG) is a multi-agency advisory group consisting of the appropriate members of local authority staff, representatives of Norfolk Constabulary, Norfolk Fire and Rescue Service, East of England Ambulance Service, CNC Building Control, the Certificate Holder (Norwich City Football Club) and the Sports Grounds Safety Authority.

3. Policy Aim

Norfolk County Council's policy aim, working in conjunction with its partner agencies, is to ensure the reasonable safety of spectators attending any designated sports ground.

4. Legislative Duty

Under the Safety of Sports Grounds Act 1975 (as amended) “the 1975 Act” Norfolk County Council (“the Council”) has a statutory duty:

- To issue a General Safety Certificate for each designated sports ground within the county, containing such terms and conditions as the County Council considers necessary or expedient to secure reasonable safety. These are sports grounds that have accommodation for more than 10,000 spectators – 5,000 in the case of Premiership or Football League grounds in England and Wales.
- To serve a prohibition notice in respect of a sports ground if the Council consider that the admission of spectators to the sports ground involves or will involve a high risk to them, so serious that until steps have been taken to reduce the risk to a reasonable level, admission of spectators to the ground or the part of the ground ought to be prohibited or restricted.
- To issue a special safety certificate where appropriate.

Currently, the only sports ground within the county that is designated is Carrow Road Football Ground, Norwich.

In the Final Report of the Inquiry into the Hillsborough Stadium disaster, Lord Taylor recommended that local authorities set up advisory groups to provide specialist advice to assist them in the effective discharge of their duties under the 1975 Act.

Note: The Fire Safety and Safety at Places of Sport Act 1987 Act lays a similar responsibility upon the Council in relation to regulated stands at non-designated sports grounds. Regulated stands are stands that provide covered accommodation for 500 or more standing or seated spectators, as determined by the local authority under section 26 of the 1987 Act. The Council’s policy in respect of these stands is captured in a separate policy document.

5. Responsibility for Safety

The primary responsibility for the safety of spectators at the sports grounds rests at all times with the sports ground management.

In respect of Carrow Road Football Ground the responsible person is the Stadium Safety Manager, Norwich City Football Club.

This responsibility for safety should not be assumed by either the Council nor should the Council become involved in the management of events or take any action that could be interpreted as involvement.

The County Council's statutory duties and powers imposed by the 1975 Act have been delegated to the Head of Democratic Services, Assistant Head of Democratic Services and the Head of Registration and Coroner's Service. The Assistant Head of Democratic Services will act as Chair of the Safety Advisory Group. As lead officer, the Head of Democratic Services is responsible for ensuring that new or revised legal requirements relating to safety of sports grounds are implemented.

6. General Safety Certificate

The general safety certificate for the designated sports ground is to contain those terms and conditions that the Council considers necessary or expedient to secure the reasonable safety of spectators at the sports ground when it is being used for the activities specified in the certificate. When all matters related to safety are in place, a Safety Certificate can be issued and may cover or be limited to one or more specific events.

For Carrow Road Football Ground the general safety certificate is to cover the activity of football matches and for other specified ancillary uses for an indefinite period.

The most important condition in the safety certificate is the setting of the maximum number of spectators that may be accommodated. At a designated sports ground,

the safety certificate should prescribe the capacities for the premises as a whole and for each separate area.

The Head of Democratic Services or his/her appointed officer(s) are to sign the safety certificate on behalf of the Council.

7. Applying for a Safety Certificate

An application for a safety certificate for a designated sports ground must be on the standard application form provided for the purpose.

The application should be accompanied by detailed information as to the structure, capacity and safety management systems. The Council may, by notice in writing, require the applicant to submit within a reasonable period such information and plans as it considers necessary to enable it to determine what terms and conditions to include.

Before it may issue safety certificate for a designated sports ground, the Council must determine whether the applicant is a “qualified” person. This is defined in the 1975 Act as a person who is likely to be in a position to prevent any contravention of the terms and conditions of a safety certificate. The certificate holder should hold a position of authority within the management of the sports ground. This could include the chairman, chief executive, club secretary, sports ground manager, safety officer or a director, depending upon the sports ground and/or club.

The applicant has the right to appeal to the Magistrates Courts against any refusal of a safety certificate.

8. Special Safety Certificate

Where it is intended to hold an event of a type not specified in the general safety certificate, an application should be submitted to the local authority for a special safety certificate. The applicant may be required to supply whatever information is

necessary for the local authority to discharge its functions. This should include details of any proposed changes to the normal accommodation or arrangements.

As with a general safety certificate, there is a right of appeal by the applicant for any refusal of a special safety certificate.

9. Consultation and Co-ordination

The Council is under a statutory duty to consult with the Chief Officer of Police regarding an application for the safety certificate. The Council needs to ensure that there is no conflict between its requirements on spectator safety and those relating to the safety of staff and visitors under the Management of Health and Safety at Work Regulations 1992 and the Fire Precautions (Workplace) (Amendment) Regulations 1999. As such, liaison will also take place with the Fire Service and other council services whose responsibilities encompass health and safety at work. The Council will also consult the Ambulance Authority, the Building Authority and have regard to the views of the certificate holder.

10. Review of the General Safety Certificate

The Council will formally review the general safety certificate on an annual basis and also following any incident in which the safety of the public may have been put at risk or where doubts have been cast on the condition or management of the sports ground. A “near miss” should be always be treated as an incident for these purposes.

The Council may also need to amend the safety certificate to reflect changes at the sports ground. Planned changes may include improvements or alterations to the physical structure, safety management improvements or changes in the personnel identified in the safety certificate.

The Council’s policy for the issue and review of Safety Certificates is attached at Appendix 1.

11. Monitoring by the Council

The Council must monitor the holder's compliance with the terms and conditions and under the 1975 Act. It has a duty to enforce the provisions of the Act and to arrange for the periodical inspection of the designated sports ground.

Home Office Circulars prescribe what is to be examined by or on behalf of the local authority. In summary, this should encompass:

- the certificates covering structural and electrical tests;
- the records maintained by the management of the sports ground, in particular of attendances, accidents, maintenance, equipment tests, steward training and contingency plans;
- the condition of the sports ground and its fixtures and fittings; and
- the lighting, public address, fire warning and entry control equipment.

The physical inspection of the sports ground by the Council in compliance with the Home Office Circulars is not to duplicate work that should be undertaken on behalf of the certificate holder. Instead it is for checking that the sports ground and its fittings have been properly maintained and, ideally, for noting and agreeing remedial action on problems already identified by the certificate holder. The Council will inspect the structures and fittings annually, at a time when the sports ground is empty. Further inspections are likely to be necessary only in the event of significant structural modifications.

The General Safety Certificate for Carrow Road Football Ground identifies the requirement for the annual structural appraisal and other required inspections or tests.

The Council remains free to carry out sample testing if it considers this to be necessary.

Any complaints or identified issues, relating to safety are to be immediately investigated by the Council, with a view to ensuring appropriate action is taken to secure the continuing safety of persons attending the sports ground.

12. Inspections During Events

Management of safety at sports grounds is seen as an important factor in determining the sale capacity of a ground. The Council should therefore monitor not merely the holder's general compliance with the terms and conditions of the safety certificate but also other general matters such as:

- the competence of the safety officer;
- the competence of the stewards; and
- whether there are effective systems for identifying and tackling problems.

For designated sports grounds, the 1975 Act defines periodical as "as least once every twelve months". There is nothing to preclude the Council from inspecting the sports ground more frequently, this will be for the Council to determine, having regard to its duty to monitor the suitability of the terms and conditions of the certificate and to ensure that these are being observed. Relevant factors will include the capacity, design and layout of the sports ground, the management's level of commitment to safety, and the quality of the safety staff and safety management procedures.

Based upon the above factors the minimum number of match day inspections to be carried out over a season in respect of Carrow Road Football Ground is to be four. The criteria in deciding which specific fixtures the Council attends include:

- Time of fixture in the football season.
- Envisaged attendance.
- High/low profile fixture.
- Policing levels, or police free fixture.

- Daytime/Evening fixture.
- Televised fixture.
- Following specific concerns in respect of observations with the safety certificate.
- Following improvements or alterations as previously described.

Inspecting officers are required to be competent for the intended purpose and detailed records of all inspections are to be kept as part of an audit trail. The inspecting officers are the Engineering Services Surveyor (Lead Officer) supported by the Fire Safety Officer who are adequately trained and experienced in the discipline of safety of sports grounds with this training being supplemented by relevant continuous professional development as required. Any remedial actions resulting from an inspection by the Council are to be conveyed to the certificate holder.

The Council's Safety of Sports Grounds Monitoring and Inspection Policy is attached at Appendix 2.

13. Enforcement

The Council has a range of options to deal with incidents which put the public at risk, safety weaknesses and breaches of safety certificate terms and conditions. Any action by the Council will be proportionate.

The enforcement options are:

- Reducing the permitted capacity of all or part of the sports ground – this is done by the application of reduction factors on capacity relating to the physical condition (the (P) Factor) and the quality of the safety management (the (S) Factor) of the sports ground.

- The issue of a prohibition notice – Section 10 of the 1975 Act empowers the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that spectators cannot be accommodated in reasonable safety. The prohibition may be general or may apply to a particular event. The Council needs to ensure that it can, if necessary, issue a prohibition notice at very short notice and without reference to senior officers or to members. Council Procedural Rules identifies the Head of Democratic Services, the responsible officer for safety of sports grounds legislation. As safety of sports grounds is a specialist area, delegated authority is also conferred upon the Assistant Head of Democratic Services and the Engineering Services Surveyor.
- In the event of a breach of safety certificate conditions, a warning, formal caution or prosecution.

In extreme cases, where none of the above would sufficiently control an expected public safety hazard, the Council also has the option of seeking an injunction.

Rights of appeal exist in respect of prohibition notices and any reduction in capacity.

The Council's Safety of Sports Grounds Enforcement Policy is attached at Appendix 3.

14. Safety Advisory Group

The role of the Safety Advisory Group (SAG) is to develop as a body of expertise and to provide a forum within which the Council can maintain a consistent approach to spectator safety.

With the delegated powers and authority to act quickly and appropriately to protect public safety and prevent dangerous situations arising, the Chair of the SAG is to be the Assistant Head of Democratic Services.

The SAG fulfils an important safety role. This could well come under scrutiny in the event of a serious safety failure at a sports ground. Accordingly the SAG is properly

constituted, has written terms of reference and effective procedures. These terms of reference encompass all matters falling within the purview of the local authority on spectator safety. The terms of reference identify the roles and responsibilities of the SAG and its members.

The composition of the SAG includes core members and invited representatives, along with other Council Services and national bodies as considered appropriate. Democratic Services provides the secretariat support to the SAG. SAG minutes constitute an important part of the audit trail that demonstrates the Council is properly exercising its legal duties.

The Constitution and Terms of Reference Document of the SAG for Carrow Road Football Club is attached at Appendix 4.

15. Review of (P) and (S) Factors

(P) and (S) factors used in determining the safe capacity of a sports ground are to be subject to on-going review by the Council. The calculation and methodology in determining these factors is to be formally reviewed by the SAG on an annual basis or after major safety failure.

16. Role of the Sports Grounds Safety Authority

The Sports Grounds Safety Authority (SGSA) has the task of keeping under review the discharge by the Council of its safety certification functions under the 1975 Act. It may require the Council to include in any safety certificate such terms and conditions as it may specify. The Sports Grounds Safety Authority promotes the adoption and maintenance of a safety culture and is a source of advice and good practice. The SAG meeting is often the forum in which the Sports Grounds Safety Authority can best engage with and assist the Council in a proactive and constructive manner.

The Sports Grounds Safety Authority undertakes audits of the Council's safety certification procedures.

17. Role of the Emergency Services – Police, Fire and Ambulance

Each of the emergency services has its own policy guidance on how it undertakes its duties and responsibilities. Each service is represented on the SAG by an appropriate person or persons who assist the local authority in exercising its functions, thereby serving to ensure a co-ordinated approach to spectator safety. The SAG Terms of Reference Document identifies the role of the emergency services within the group to achieve these purposes.

18. Cost Recovery

The Council may charge an applicant the cost of work reasonably and actually involved in the processing of an application for the issue, amendment, replacement, transfer or cancellation of a certificate. The Council may not charge for the annual review of a general safety certificate.

19. Revisions to this Document

This policy and procedures will be reviewed at intervals not exceeding 12 months and amended at any stage to reflect any changes that may occur in operational procedure or to legislation. Following any amendment, a complete replacement will be issued.

Date of Last Review – 11 July 2019

NORFOLK COUNTY COUNCIL

MANAGING SAFETY AT DESIGNATED SPORTS GROUNDS

Appendix 1

Policy for the Issue and Review of Safety Certificates

CONTENTS

1.	Introduction
2.	Legislation and Guidance
3.	Purpose
4.	Scope
5.	Delegated Powers
6.	Qualified Person
7.	Safety Certificate Applications and Information Required
8.	Timetable
9.	Contents of a Safety Certificate
10.	Rights of Appeal
11.	Review of Safety Certificate
12.	Public Access
13.	Suitably Trained and Competent Staff

1. Introduction

Norfolk County Council recognises its statutory duty for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) (1975 Act) and the Fire Safety and Safety of Places of Sport Act 1987 (1987 Act), and also recognises its responsibilities for spectators safety at all sports grounds within its boundary. In undertaking this role the Council will:

- delegate its power to take and implement decision in respect of safety of sports grounds legislation to designated council officers;

- provide for adequate resources and appoint appropriate council officers as necessary, to assist the Council in carrying out its statutory duties relating to the safety of spectators at sports grounds under the 1975 and 1987 Acts;
- convene regular Safety Advisory Group (SAG) meetings to assist in its statutory duty in respect of Carrow Road Football Ground, whose membership will include representatives of the County Council, police, fire service, ambulance service, building control, the relevant certificate holder and by invitation, the Sports Grounds Safety Authority where applicable;
- put in place policies and procedures for monitoring by inspection/audit compliance with the terms and conditions of any safety certificate issued and taking appropriate and proportional action in response to any identified defect or incident compromising spectator safety;
- provide prompt advice on spectator safety on request from sports ground venue operators, and
- keep under review its procedures and arrangements in pursuit of ensuring the reasonable safety of spectators at sports grounds within its responsibility.

2. Legislation and Guidance

This policy and procedures should be read in conjunction with the following legislation that applies to the safety of spectators at sports grounds:

Safety of Sports Grounds Act 1975

Fire Safety and Safety of Places of Sport Act 1987

Safety of Sports Grounds Regulations 1987

Safety of Places of Sport Regulations 1988

Guidance on the application of the legislation referenced above can be found in the following Home Office Circulars –

Home Office Circular No. 7/1986 – Annexes A to D of which provides guidance on the procedure regarding applications for general safety certificates under the provisions of the Safety at Sports Grounds Act 1975.

Home Office Circular No. 96/1988 – Which includes advice on the issuing of safety certificates for designated sports grounds.

Home Office Circular No. 71/1987 – Which provides advice on the issuing of safety certificates for designated sports grounds.

Further advice is contained in “Guide to safety certification of sports grounds” published by the Sports Grounds Safety Authority.

3. Purpose

This document sets out Norfolk County Council’s approach to discharging its powers and responsibilities in respect of the issue and review of safety certificates for sports grounds.

4. Scope

The sports ground covered by these arrangements is:

- Carrow Road Football Ground, Norwich

The powers of issue and review of the safety certificate are vested solely in Norfolk County Council officers with delegated authority for this activity.

5. Delegated Powers

The Council has delegated powers in relation to safety of sports grounds legislation to The Head of Democratic Services, Assistant Head of Democratic Services and the Head of Registration and Coroner's Service.

The delegated powers allow for the designated council officers to issue and amend safety certificates.

6. Qualified Person

Upon receipt of an application for a safety certificate the Council must determine if the applicant is a "qualified person". This is defined in the 1975 Act as a person who is likely to be in a position to prevent any contravention of the terms and conditions of the safety certificate. The certificate holder should be in a position of authority within the management of the sports ground and could include the chairman, chief executive, club secretary, ground manager, safety officer or a director, depending on the sports ground/club. If the Council determines the applicant is not a qualified person, it must notify him/her in writing. The applicant may then appeal against this determination to a magistrate's court within 28 days or 7 days in the case of a special safety certificate.

7. Safety Certificate Applications and Information Required

The format of an application for a safety certificate for a designated ground is set out in the Safety of Sports Ground Regulations 1987. In accordance with the European Services Directive of December 2006 the Council is required to make provision for online safety certificate applications.

Applications are processed through the Council's Democratic Services Section. The Council must supply the chief officer of police and the fire authority with a copy of any application received. It will also formally consult them and the local Building Authority about the terms and conditions of the certificate.

The application should be accompanied by detailed information as to structure, capacity and safety management systems. The Council may, by writing, require the applicant to submit within a reasonable period such additional information and plans it considers necessary to enable it to determine what terms and conditions to include.

8. Timetable

The Council's aim will be to issue a safety certificate within 3 months of an application being made, subject to the receipt of all information requested and to a decision being made that the issue of a certificate is appropriate.

9. Contents of a Safety Certificate

In accordance with section 2 of the 1975 Act the Council is required to include in the safety certificate such terms and conditions it considers necessary or expedient to secure the reasonable safety of spectators. Safety certificates issued by the Council will include the capacity of the designated ground, as well as capacities for each part thereof. The certificate will also include the terms and conditions with which the holder must comply to maintain that capacity. In determining the contents of a safety certificate the Council will take account of the guidance contained in the Guide to Safety at Sports Grounds and that published by the Sports Grounds Safety Authority in its "Guide to the safety certification of sports grounds".

10. Rights of Appeal

The 1975 Act provides a right of appeal to the magistrate's court to:

- any person against a determination by the local authority that he/she is not qualified to hold a safety certificate;
- any interested party against the inclusion of anything in or omission of anything from a safety certificate or the refusal of the local authority to amend or replace it; or

Appeals must be lodged within 28 days if they relate to a general safety certificate.

11. Review of Safety Certificate

The Council will undertake a review of issued safety certificates on an annual basis or at a lesser time in response to physical changes at sports grounds, incidents or “near misses’ brought to their notice, changes in safety management performance or in response to changes to legislation or spectator safety guidance.

The review will consider the terms and conditions of safety certificates to validate they remain relevant for providing for the reasonable safety of spectators at the designated sports ground. The review will be undertaken by the Assistant Head of Democratic Services who shall consult the Safety Advisory Group as appropriate.

12. Public Access

The safety certificate is a public document, to which any person who is either responsible for applying it or likely to be affected by it should have access. The Safety at Sports Grounds Regulations 1987 and 1988 require the Council to notify every interested party, as defined by the Regulations as:

- the holder of a safety certificate;
- any other person who is or may be concerned in ensuring compliance with the terms and conditions of a safety certificate;
- the chief officer of police; and
- where the local authority is in Wales, Greater London or a metropolitan county, the fire authority or, in any other case, the building authority.

This notice must specify that a copy of the safety certificate and any application is available for inspection at a specified time and place. The Council must also publish a similar notice in a local newspaper.

13. Suitably Trained and Competent Staff

Individual officers who are responsible for the issue and review of safety certificates under the 1975 Act will be suitably trained and qualified to ensure their competency.

The Council will ensure that:

- all advisers have professional qualifications, experience in other sectors and are on CPD cycles as well a regular participation in sports grounds work and SAGs; and
- appropriate succession planning is in place to ensure that staff have the necessary training and experience to undertake the roles they may be expected to undertake.

Date of Last Review – 11 July 2019

Appendix 1 – Issue & Review – (Sports Ground Directory)
July 2019

NORFOLK COUNTY COUNCIL

MANAGING SAFETY AT DESIGNATED SPORTS GROUNDS

Appendix 2

Monitoring and Inspection Policy

CONTENTS

1.	Introduction
2.	Legislation and Guidance
3.	Purpose of Monitoring and Inspection
4.	Scope
5.	Delegated Powers
6.	Annual Inspection
7.	During Performance Inspection
8.	Suitably Trained and Competent Staff

1. **Introduction**

Norfolk Council will implement the following procedures and arrangements in respect of monitoring and inspection of designated sports grounds.

In discharging its monitoring and inspection responsibilities the Council will:

- delegate its power to take and implement decisions on safety certification to a designated council officer;

- appoint a designated council officer to chair the Safety Advisory Group (SAG) and to have delegated powers to make decisions on behalf of the Council;
- provide for adequate resources to assist the Council in carrying out its statutory duties relating to the monitoring and inspection of designated sports grounds under the provisions of the 1975 Act;
- convene regular SAG meetings to assist in its statutory duties in respect of designated sports grounds;
- regularly monitor by inspection/audit compliance with the terms and conditions of any safety certificate issued; and
- keep under review its procedures and arrangements in pursuit of ensuring the reasonable safety of spectators at designated sports grounds within its responsibility.

2. **Legislation and Guidance**

The legislation that applies to the monitoring of the safety of spectators at sports grounds should be read in conjunction with this policy and procedures. The relevant legislation is as follows –

Safety of Sports Grounds Act 1975 – Section 10B of which provides that it shall be the duty of every local authority to enforce within their area the Act and regulations made under it and for that purpose to arrange for the periodical inspection of designated sports grounds. “Periodical” is defined in that section as meaning at least once in every 12 months.

The Act also requires local authorities to act in accordance with such guidance as the Secretary of State may give them. Such guidance has been given in the following Home Office Circulars.

Home Office Circular No. 72/1987 – Which provides guidance on the inspection of designated sports grounds.

In addition the “Guide to Safety Certification of Sports Grounds” published by the Sports Ground Safety Authority provides further guidance on monitoring by local authorities.

3. Purpose of Monitoring and Inspection

The monitoring and inspection regime is intended to provide reassurance to the Council that the terms and conditions of safety certificates issued under the provisions of the 1975 Act are being complied with and that ground management are maintaining the sports ground and its safety management regime at a level which provides for the reasonable safety of spectators.

The regime will include:

- annual inspections; and
- during performance inspections

4. Scope

The monitoring and inspection procedures set out in this document will apply to Carrow Road Football Ground.

5. **Delegated Powers**

The Council has delegated its powers in respect of the Safety of Sports Grounds legislation to the Head of Democratic Services, Assistant Head of Democratic Services and the Head of Registration and Coroner's Service.

6. **Annual Inspection**

An inspection will be undertaken of the designated ground (Carrow Road Football Ground) at least once every 12 months. The annual inspection will be undertaken by members of the SAG.

The annual inspection of Carrow Road Football Ground will include all items detailed in the Secretary of State's statutory guidance as set out in Home Office Circular 72/1987.

7. **During Performance Inspection**

During Performance Inspections will be made from time to time, on event days, to that the terms and conditions in the safety certificate are suitable and appropriate for the use taking place and to monitor the ground management's compliance with the terms and conditions of the safety certificate.

When undertaking during performance inspections the council's inspecting officers will:

- make their presence known to the duty safety officer and others in the control room;
- tour all or specific parts of the sports ground, depending upon the objectives of the inspection;
- observe the safety management arrangements and crowd, recording any problems and noting the time of the incident etc;
- record items examined on an inspection check sheet a copy of which will be annexed to the officer's report of the inspection; and

- after the event produce a report of the inspection which shall be sent to the Chair of the Safety Advisory Group SAG. A copy will be sent to the certificate holder. In the case of inspections of Carrow Road Football Ground they will be considered by the SAG at its next meeting.

Where breaches in the terms and conditions of safety certificates are noted, these will be brought to the attention of the holder and duty safety officer immediately. This will be followed up by formal letters of confirmation to accompany the inspection report.

The responsibility for the safety of spectators lies at all times with the holder of the general safety certificate. Therefore, when the inspecting officer is at the ground, he should not try to enforce the terms and conditions of the safety certificate on the spectators, but should refer breaches and concerns immediately to the club's duty safety officer.

The frequency of during performance inspections will be determined by risk assessment which will take account of the safety management culture at the ground and ground management's compliance with the safety certificate. Under normal circumstances, there will be at least 4 inspections of Carrow Road Football Ground per year.

The template of the Match Day Inspection Record and Check Sheet to be used in respect of Carrow Road Football Ground is attached at Annex A.

8. Suitably Trained and Competent Staff

Individual officers who undertake inspection duties under the 1975 Act will be suitably trained and qualified to ensure their competency.

The Council will ensure that:

- all inspection officers have professional qualifications and experience as well as a regular participation in sports grounds work and SAGs; and
- appropriate succession planning is in place to ensure that staff have the necessary training and experience to undertake the roles they may be expected to undertake.

Date of Last Review – 11 July 2019

Appendix 2 – Monitoring & Inspection
July 2019

Annex A – Monitoring and Inspection policy

NPS Property Consultants Ltd



**SAFETY OF SPORTS GROUNDS ACT 1975
FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987**

DURING PERFORMANCE INSPECTION REPORT

Venue:

Event:

Date:

Inspecting Officer:

Other Officers in Attendance:

Inspection Commenced:

Inspection Completed:

SAFETY PERSONNEL IN ATTENDANCE

Club Safety Officer:

Police Match Commander:

Fire & Rescue Service Officer:

Ambulance Service Officer

ATTENDANCE		
Are turnstiles or method of monitoring entry working satisfactorily?		Yes/No
Are the number of spectators admitted to the ground being recorded?		Yes/No
Is the maximum capacity within permitted numbers?	a) Stand / section b) Ground	Yes/No Yes/No
Are the capacities of each section of the ground being recorded?		Yes/No
Comments:		

STEWARDS		
Easily identified?		Yes/No
In agreed positions?		Yes/No
Are they competent	<ul style="list-style-type: none"> - trained - aware of fire - aware of coded instructions - familiar with location - have written instructions 	Yes/No Yes/No Yes/No Yes/No Yes/No
Is all escape / emergency lighting in good order		Yes/No
Are vehicles being controlled / parked correctly		Yes/No
Briefing carried out		
Comments:		

COMMUNICATIONS	
Is the P.A. sufficiently audible?	Yes/No
Is the CCTV functioning properly?	Yes/No
Are the Steward's radios working correctly?	Yes/No
Comments:	

FIRE	
Has the fire alarm been checked?	Yes/No
Are concessionaire facilities compliant with safety conditions?	Yes/No
Is the Senior Fire Officer satisfied?	Yes/No
Comments:	

EVENT LOG	
Has the Safety Officer carried out a pre-event check?	Yes/No
Is this recorded?	Yes/No
If any action is required has it been carried out?	Yes/No
Emergency power check carried out?	Yes/No
Comments:	

EVENT MONITORING	
Do entry flow rates appear satisfactory?	Yes/No
Are all gangways monitored?	Yes/No
Are there any bottlenecks?	Yes/No
Is segregation a problem?	Yes/No
Are there any signs of crowd discomfort? (Disabled persons viewing area)	Yes/No
Are there any problems of crowd control?	Yes/No
Any signs of smoking in non-smoking areas?	Yes/No
Comments:	

ATTENDANCE

Sports Ground

Home

Visitors

OBSERVATIONS:

NORFOLK COUNTY COUNCIL

MANAGING SAFETY AT DESIGNATED SPORTS GROUNDS

Appendix 3

Enforcement Policy

CONTENTS

1.	Introduction
2.	Legislation and Guidance
3.	Purpose
4.	Scope
5.	Delegated Powers
6.	Consistency
7.	Risk Assessed Approach to Enforcement
8.	Enforcement Considerations
9.	Choices of Enforcement Action
10.	Appeals
11.	Penalties
12.	Suitably Trained and Competent Staff

1. Introduction

This enforcement policy sets out the arrangements that Norfolk County Council has put in place for enforcement action in relation to its statutory duties concerning the safety of designated sports grounds.

2. Legislation and Guidance

The relevant legislation that applies to sports grounds safety enforcement and which should be read in conjunction with this policy are as follows –

Safety of Sports Grounds Act 1975 – 10B Enforcement – The duty of every local authority to enforce within their area the Act and regulations made under it and to arrange periodical inspection of designated sports grounds.

Fire Safety and Safety of Places of Sport Act 1987 – 25 Enforcement – It shall be the duty of every local authority to enforce within their area the provisions of this Act and of regulations made under it for designated grounds.

Home Office Circular 71/1987 – Which provides guidance relating to the issuing of prohibition notices.

Department of Culture, Media and Sports Circular – 16 November 1995 – Which reminds local authorities of their powers and responsibilities regarding the issuing of prohibition notices.

It is an offence for any responsible person, not merely the certificate holder, to contravene the terms and conditions of a safety certificate or a prohibition notice. The penalties for contraventions of the safety certificate are listed in section 12 of the 1975 Act and section 36 of the 1987 Act.

Further advice is contained in “Guide to Safety Certification of Sports Grounds” published by the Sports Grounds Safety Authority.

3. Purpose

The Council seeks to ensure that in enforcement and regulation, the interests of the public are protected.

The purpose of this policy is to ensure that the law is applied in a fair, equitable and consistent manner and to guide officers into taking the appropriate action.

In general and where appropriate, consideration will be given to alternatives to prosecution, for example giving advice and assistance, or obtaining assurances about future conduct.

Before formal action is taken, officers will normally provide an opportunity to discuss the circumstances of the case and, if possible resolve points of difference, unless immediate action is required (for example, in the interests of spectator safety, health and safety or to prevent evidence being destroyed).

The Council will take into account the comments of any victim, injured party or other relevant person to establish:

- his or her views about the circumstances in which enforcement action is deemed appropriate; and

- the nature and extent of any harm or loss, and its significance relative to the individual circumstances.

4. **Scope**

The sports ground covered by these arrangements is Carrow Road Football Ground.

Under the provisions of section 10 of the Safety of Sports Grounds Act 1975 the Council has the power to issue a prohibition notice to limit the capacity, or totally prohibit the admittance of spectators to any sports ground within the County of Norfolk.

5. **Delegated Powers**

The Council has delegated its powers for the enforcement of the Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 to:

The Head of Democratic Services, Assistant Head of Democratic Services and the Head of Registration and Coroner's Service.

6. **Consistency**

The Council will see to ensure that enforcement of the safety of sports grounds legislation is fairly applied by committing to the following principles of fairness:

Proportionate – Any action taken by the Council, to achieve compliance or to bring regulated entities to account for non-compliance, will be proportionate to the risk to public safety, or to the severity of non-compliance, which includes any actual or potential harm arising from the failure under the law. We will seek to minimise the costs of compliance by ensuring that any action we require is in proportion to the risk.

Consistency – There will be a consistent approach from the Council in relation to any advice given, enforcement action, prosecutions and in response to incidents and complaints.

Targeted – By adopting a risk based system for prioritising regulatory action the Council aims to make sure, through targeting, that the direction of regulatory effort

takes into account the level of risk and ensure action will be targeted at those situations that give rise to the more serious risks or the least well controlled risks.

Transparent – The Council will be open about how we set about our work and will provide information and advice in plain language. We will ensure we help those we regulate to understand the standards expected from them and the standards that they should expect from the local authority.

Accountable – The Council will be able to justify all enforcement decisions and be accountable for the efficiency, effectiveness and cost. Consultation and feedback opportunities are given to stakeholders.

7. Risk Assessed Approach to Enforcement

Norfolk County Council's risk based enforcement will consider the combined effect of:

- the potential impact of non-compliance on safety; and
- the likelihood of non-compliance.

8. Enforcement Considerations

The Council's enforcement officers will consider a number of factors and questions before deciding when to act, these questions will include:

- The seriousness of compliance failure i.e. could the offence lead to a serious risk or injury or has serious injury or death already occurred, if the problem is not rectified will it lead to a significant risk?
- The degree of wilfulness involved i.e. does the certificate holder concerned appear to be willing to carry out the necessary action immediately or in a specified time frame or has the problem resulted from a deliberately ignoring condition or the law?
- The ground management's past performance and its current practice i.e. is this a recurring problem, has the certificate holder had a previous high standard of practice?

- The risks being controlled and their consequence – what type of risks are involved and will they have serious consequences that could affect the public?
- Legal, official or professional guidance – has all legislation and guidance been taken into consideration when taking a decision? Has the issue been referred to the local authority legal department for their consideration and interpretation?

9. Choices of Enforcement Action

There are several courses of action open to the council's enforcement officers depending on the different circumstances that may be encountered or apply to the situation. The choices of enforcement action are:

- Informal Warning
- Reduction in Capacity
- Simple Caution
- Prohibition Notice
- Prosecution

The following gives a more detailed explanation of each of the enforcement options:

Informal Warning

Informal action includes offering advice, verbal warnings and requests for action; the use of letters/informal notices and reports.

Informal action is appropriate where:

- the act or omission is not serious;
- it can reasonably be expected that informal action will achieve compliance;
- confidence in the certificate holder's management is reasonably high; and
- the consequences of non-compliance will not pose a significant risk to health, safety or the public.

An informal warning will be in the form of a written letter that clearly and in plain language will:

- contain all information necessary to ensure that the certificate holder knows what is required and why it is necessary;

- indicate the regulations contravened and the measures that will achieve compliance with the legal requirements and that other means of compliance may be chosen;
- where recommendations of good practice are included make it clear that they are not legal requirements; and
- set out the timescales for compliance.

Reduction in Capacity

Reducing the capacity of all, or part of, a sports ground is a formal action which would be appropriate in the following situations:

- if an incident suggests that the management of a sports ground is performing poorly; or
- if the Council's inspecting officers identify any deficiencies in the fabric, equipment, records or management systems, which the authority has not already taken into account when accepting calculating the permitted capacity

Any new capacity should be properly calculated having regard to the change in circumstances and the procedures to be followed will be the same as during the routine annual review of the safety certificate. Ground management should be invited to submit its proposed revised (P) or (S) factor, but the Council reserve the right to overrule this if appropriate.

When reducing a capacity it is important that:

- officers act reasonably and in accordance with due process, not least because the certificate holder has a right of appeal against any reduction in capacity; and
- a formal amendment to the safety certificate is issued.

Simple Caution

A simple caution should only be issued where there is no imminent risk or where the offence is readily admitted and immediate action has removed the imminent risk. A caution can be used to:

- deal quickly and simply with the issue
- to divert certificate holders from unnecessary appearance in the criminal courts and
- to reduce the chances of their further offences

If a further offence is committed, the caution may influence the Safety Authority's decision regarding prosecution.

Simple cautions will not be used as an alternative to prosecutions where insufficient evidence is available. The Safety Authority will be prepared to prosecute where a certificate holder refuses to accept a simple caution.

Prohibition Notice

Unlike the other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds, as defined in section 17 of the 1975 Act, including those that are neither designated nor contain a regulated stand.

Section 10 of the 1975 Act empowers the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that "the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious, that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the sports ground or that part of the sports ground ought to be prohibited or restricted". A prohibition notice is therefore a measure of last resort and should only be used where an amendment of the safety certificate (where issued) is not considered an effective way of dealing with the risk(s).

When issuing a prohibition notice consideration should be given as to whether the risk to spectators is or may be imminent and if so the notice should take effect as soon as it is served. In all other cases it should come into force at the end of the period specified in the notice.

A prohibition notice must specify:

- the nature of the risk to spectators; and

- the number of spectators that may be admitted to the sports ground, or any part of the sports ground, until appropriate steps have been taken to address those risks.

The notice may also include directions as to the steps which will have to be taken to reduce the risk to a reasonable level.

A template Prohibition Notice is set out at Annex A of this document.

Prosecution

The decision to prosecute is very significant and must be related to risk. In general, it should be reserved for those who:

- blatantly disregard the law;
- refuse to implement basic legal requirements and who put the public at risk.

Factors to consider are:

- The seriousness of the offence, including the seriousness of the outcome of the offence.
- The previous history of the defendant/organisation.
- Availability, co-operation and reliability of witnesses.
- The willingness of persons involved to put matters right.
- The probable public benefit and importance of the case.
- Whether other action e.g. prohibition notices would be more effective (it may be appropriate in some circumstances to serve a prohibition notice as well as to prosecute if the risk to employees or the public remains high).
- Any explanation offered by the defendant/organisation.

Before deciding to proceed with a prosecution officers must be satisfied that there is relevant admissible, substantial and reliable evidence that the offence has been committed by the defendant and that there is a realistic prospect of conviction. Any prosecutions should be brought without delay.

10. Appeals

Appeals against a reduction in capacity imposed by way of an amendment to a safety certificate or against a prohibition notice are to a Magistrates Court. Where an appeal is made against an amendment to a safety certificate the amendment

cannot take effect until the appeal is heard. However, in the case of an appeal against a prohibition notice any reduction in capacity remains in place until the appeal is heard.

11. Penalties

It is an offence for any responsible person, not merely the certificate holder, to contravene the terms and conditions of a safety certificate or a prohibition notice. These offences and associated penalties, along with the defences of absence of consent and due diligence, are listed in section 12 of the Safety of Sports Grounds Act 1975.

12. Suitably Trained and Competent Staff

Individual officers who undertake enforcement duties under the 1975 and 1987 Acts will be suitably trained and qualified to ensure their competency.

The Council will ensure that:

- all advisers have professional qualifications, experience in other sectors and are on CPD cycles as well as regular participation in sports grounds work and SAGs; and
- appropriate succession planning is in place to ensure that staff have the necessary training and experience to undertake the roles they may be expected to undertake.

Template for a prohibition notice

Norfolk County Council
Safety of Sports Grounds Act 1975

PROHIBITION NOTICE

Name (*insert name of person on whom notice is being served*)

Address (*insert address at which it is intended to serve the notice*)

being:

*the holder of a general safety certificate for (*insert the name of sports ground*)

*the holder of a special safety certificate for (*insert the name of sports ground*)

*the person who appears to the Norfolk County Council to be responsible for the management of (*insert the name of sports ground*)

*a person who appears to the Norfolk County Council to be responsible for organising an activity at (*insert the name of sports ground*) on (*insert date of event covered by a special safety certificate to which the notice applies*)

Notice is hereby given that Norfolk County Council are of the opinion that the admission of spectators to *[the (*insert name of sports ground*) sports ground] *[parts of the (*insert name of sports ground*) sports ground which are] specified in the Schedule to this notice *[involves] *[will involve] a risk to them so serious that until steps have been taken to reduce it to a reasonable level the admission of spectators to *[the ground] *[that part of the ground] ought to be *[prohibited] *[restricted].

The matters which in the Council's opinion *[give] *[will give] rise to that risk are as follows
.....
.....

The Norfolk County Council hereby direct that *[no spectators] *[no more than the number of spectators specified in the schedule which forms part of this notice] shall be admitted to *[that sports ground] *[the parts of that sports ground specified in the schedule] until those matters detailed above have been remedied.

*The Norfolk County Council is of the opinion that the risk to spectators *[is] *[will be] imminent, and the *[prohibition] *[restriction] is to take effect immediately.

The *[prohibition] *[restriction] is to take effect after , and relates to the admission of spectators *[generally] *[on the occasion(s) specified in the schedule].

*The Norfolk County Council further direct that the steps specified in the schedule which forms part of this notice will have to be taken to reduce the risk to a reasonable level.

Signature

Date

Name

Position held in council

[Being a person authorised by Norfolk County Council under section 101 of the Local Government Act 1972 to issue such a notice.]

**delete as appropriate*

Schedule

1.* No more than the following numbers of spectators may be admitted to the ground/the parts of the ground specified below*:

2.* The following steps must be taken to reduce the risk to spectators to a reasonable level:

3.* The prohibition/restriction* applies to the admission of spectators on the following occasions:

**delete as appropriate*

NOTES

Offences

Contravention of any prohibition notice or restriction imposed by a prohibition notice is an offence provided by section 12 (1) (e) of the Safety of Sports Grounds Act 1975 (the 1975 Act) as amended by the Fire Safety and Safety of Places of Sport Act 1987 (the 1987 Act) and renders the offender liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £2,000) or, on conviction on indictment, to an unlimited fine, or imprisonment for not more than two years, or both.

Where any person is charged with an offence under section 12 (1) (e) of the 1975 Act it shall be a defence to prove:

a) that the admission of spectators in contravention of the notice was without his consent; and

b) that he took all reasonable precautions and exercised all due diligence to avoid the commission of such an offence by himself or any other person under his control.

Section 12(7) of the 1975 Act provides that where an offence under that Act which has been committed by a body corporate is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of a director, manager, secretary or other similar officer of the body corporate, or any person who was purporting

to act in any such capacity he, as well as the body corporate, shall be guilty of that offence and be liable to be proceeded against and punished accordingly.

Where the affairs of a body corporate are managed by its members, section 12 (7) of the 1975 Act shall apply in relation to the Acts, and defaults of a member in connection with his functions of management as if he were a director of the body corporate.

The validity of a prohibition notice served on any person shall not be affected by a failure to serve another person required to be served with such a notice.

Appeals

Your attention is drawn to the provision for appeal to a magistrates' court against this notice in section 10A of the 1975 Act as inserted by the 1987 Act.

Regulations made under section 10A (1) of the 1975 Act stipulate that a person on whom a prohibition notice is served may appeal to the court within 21 days after the day on which the notice is served on him.

Where an appeal is brought under this section against a prohibition notice or an amendment of it, the bringing of the appeal does not have the effect of suspending the operation of the notice.

Date of Last Review – 11 July 2019

Appendix 3 Enforcement Policy

July 2019

NORFOLK COUNTY COUNCIL

MANAGING SAFETY AT DESIGNATED SPORTS GROUNDS

Appendix 4

Safety Advisory Group – Constitution and Terms of Reference

1. Introduction

In paragraph 31 of the Final Report of his inquiry into the Hillsborough Stadium Disaster, the then Lord Justice Taylor recommended that –

To assist the Local Authority in exercising its functions, it should set up an Advisory Group (if this has not already been done) consisting of appropriate members of its own staff, representatives of the police, of the fire and ambulance services and of the building authority. The Advisory Group should consult representatives of the club and of a recognised supporters' organisation on a regular basis. The Advisory Group's terms of reference should encompass all matters concerned with crowd safety and should require regular visits to the ground and attendance at matches. The Advisory Group should have a chairman from the local authority, and effective procedures. Its resolutions should be recorded.

The Sports Grounds Safety (SGSA) Authority recommends that Local Authorities consider written policy statements identifying the specific responsibilities of particular individuals or groups of staff and that the Safety Advisory Group (SAG) should be properly constituted and have written terms of reference with effective procedures.

2. Local Authority Policy for the Safety Advisory Group

It is the policy of Norfolk County Council to uphold reasonable standards of public safety at Carrow Road Football Ground and to encourage the well-being of the public at the ground. To aid this, the Council maintains a Safety Advisory Group (SAG) for the stadium and partnerships with selected agencies to offer specialist advice to the Local Authority.

The Local Authority will exercise its powers under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of Carrow Road Football Ground.

The Local authority has a statutory duty under the above legislation to –

- Issue General and Special Safety Certificates for the Carrow Road Football Ground containing “such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety at the ground”.

And;

- If necessary, serve a Section 10 prohibition notice in respect of the stadium if the Authority are of the opinion that – “the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or to that part of the ground ought to be prohibited or restricted.

3. Aim of the Norfolk Safety Advisory Group (SAG)

- To assist Norfolk County Council (the Council) in the exercise of its powers under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of Carrow Road Football Ground.

4. Objectives

- To provide specialist advice to the Council so that it may effectively carry out its functions under Safety of Sports Grounds legislation in respect of Carrow Road Football Ground.
- To provide a forum within which the Council and other agencies can develop a co-ordinated approach to the safety of all those present during a specified activity at Carrow Road Football Ground.

To consider, continually review and react to the advice published in legislative and all available guidance documents.

- To receive any relevant reports in relation to matters found during inspections by Group members.
- To discuss any significant incident or “near miss” with potential safety implications at the Carrow Road Football Ground.

5. Membership

An officer nominated by the Head of Democratic Services chairs the SAG and will have the status and authority to act quickly where necessary and with sufficient time to commit to the post. The nominated officer is the Assistant Head of Democratic Services.

The SAG should consist of persons with sufficient seniority and knowledge of their service in relation to strategic/policy/practical issues to be able to advise on matters raised at SAG meetings.

The SAG will include as its core membership, senior representatives of:

Norfolk County Council

Norfolk Constabulary

Norfolk Fire and Rescue Service

East of England Ambulance Service

CNC Building Control

Norfolk Property Services

NPLaw

The roles of the core members are set out at the end of this document.

Invitation to attend is extended to the appropriate representatives of:

Norwich City Football Club

The Sports Grounds Safety Authority

The above list is not exhaustive. The Chair may invite such other persons as the Chair feels appropriate to assist the Group fully consider any issue. This may include police counter terrorism officers in appropriate circumstances.

6. Meetings

The SAG will meet at least four times a year with additional meetings arranged as necessary. Meetings of the SAG are not open to the press or public.

The SAG will meet to

- Receive reports of inspections of Carrow Road Football Ground.
- Receive and discuss proposals for any material alteration to the structure or to the activities permitted within Carrow Road Football Ground.
- Consider any matters concerning the conditions contained in the General Safety Certificate.
- Liaise with the management of Carrow Road Football Ground to promote good working practices.
- To consider reports relating to any significant incident at Carrow Road Football Ground.

It will be within the remit of the SAG to constitute smaller working groups to address specific issues relating to the stadium and its development. The outcome of any such groups will be reported to the next SAG.

Each meeting of the SAG will be to an agenda published in advance of the meeting with minutes recorded and circulated to all Group members.

The Council's Democratic Services Department will prepare agendas and minutes of SAG meetings. Any member of the Group wishing to raise an issue at a meeting should give advance notice so that it can be included on the agenda.

Any written papers relating to confidential counter terrorism information and/or intelligence shall be marked according to the Government Security Classification Policy (GSCP).

The minutes of meetings will be adapted to ensure that, in relation to counter terrorism information and/or intelligence, the aims of the GSCP are not compromised.

7. Roles of Safety Advisory Group Membership

Role of the Chairperson of the Safety Advisory Group

- To ensure that the Safety Advisory Group properly discharges its responsibilities as set out in this document.
- To ensure that the conditions of the safety certificate issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis.
- To ensure that meetings of the SAG are conducted effectively and that all members are able and encouraged to contribute.
- To ensure that members of the SAG are kept up to date in relation to relevant matters that arise between meetings.
- To take decisions relating to safety of sports grounds matters after taking account of advice from the SAG.

Role of Norfolk Constabulary

The Constabulary will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the SAG.

- To advise on all technical/legal aspects of legislation within the remit of Norfolk Constabulary.
- To advise in policing, public order and safety and crowd management matters referred to in the Guide to Safety at Sports Grounds and other relevant publications.

- To advise on matters relating to the issue of the Safety Certificate in relation to the Police role and Policing issues.
- To advise on any breaches of the Safety Certificate in relation to the Police role and policing issues.
- To advise on matters related to counter terrorism
- To advise on matters relating to crowd disorder and anti-social behaviour
- To contribute to SAG discussions on all matters relating to Carrow Road Football Ground.

Role of Norfolk Fire and Rescue Service

The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the SAG.

- To advise on all technical/legal aspects of legislation within the remit of the Fire and Rescue Service.
- To advise on Fire Safety and access for Fire Service personnel referred to in the Guide Safety of Sports Grounds and other relevant publications.
- To advise on matters relating to the issue of the Safety Certificate in relation to the Fire Service role.
- To advise on any breaches of the Safety Certificate in relation to the Fire Service role.

- To be a member of the officer group carrying out the SAG's annual inspection of Carrow Road Football Ground and reporting back to the SAG.
- To contribute to all SAG discussions on matters relating to Carrow Road Football Ground.

Role of East of England Ambulance Service

The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend all meetings of the SAG.

- To advise all technical/legal aspects of legislation within the remit of the East of England Ambulance Service.
- To advise on medical provision referred to in the Guide to Safety at Sports Grounds and other relevant publications.
- To advise on matters relating to the issue of the Safety Certificate in relation to the Ambulance Service role.
- To advise on any breaches of the Safety Certificate in relation to the Ambulance Service role.
- To contribute to all SAG discussions on matters relating to Carrow Road Football Ground.

Role of CNC Building Control

CNC Building Control will ensure an appropriate representative is appointed who will attend meetings of the SAG.

- To provide technical support and advice to the SAG in relation to all matters concerning building control and relevant legislation.
- To provide technical advice and interpretation of published documents relating to Safety of Sports Grounds, including the Green Guide.
- To be a member of the officer group carrying out the SAG's annual inspection of Carrow Road Football Ground and reporting back to SAG.
- To contribute to SAG discussions on all matters relating to Carrow Road Football Ground.

Role of NpLaw

NpLaw will be represented by a senior solicitor who will attend meetings of the Safety Advisory Group.

- To provide the SAG with legal advice and support in relation to the Council's functions and responsibilities under Safety of Sports Grounds legislation.
- To contribute to SAG discussions on all matters relating to Carrow Road Football Ground.

Role of Norfolk Property Services (NPS)

NPS will be represented by a senior officer who will attend meetings of the Safety Advisory Group.

- To provide technical advice and interpretation of published documents relating to Safety of Sports Grounds, including the Green Guide.
- To be a member of the officer group carrying out the SAG's annual inspection of Carrow Road Football Ground and reporting back to the SAG.
- To carry out match day inspections and prepare reports of those inspections for consideration by the SAG.
- To contribute to SAG discussions on all matters relating to Carrow Road Football Ground

Date of Last Review – 11 July 2019

Appendix 4 – SAG Terms of Reference (Sports Ground Directory)
July 2019