



Cheshire West
and Chester

**SAFETY OF SPORTS GROUNDS ACT
1975 AS AMENDED 1987**

**FIRE SAFETY AND SAFETY AT PLACES
OF SPORT ACT 1987**

GENERAL SAFETY CERTIFICATE

Address of the Premises
to which this Certificate is issued:

**DEVA STADIUM
BUMPERS LANE
CHESTER
CH1 4LT**

Occupier of the premises:

CHESTER FOOTBALL CLUB

Certificate Holder in relation to
the premises:

JAMES GREEN

Specified Activity:

ASSOCIATION FOOTBALL

GENERAL SAFETY CERTIFICATE

INFORMATION

It is important to know all the provisions of the above Acts, which are relevant to stadia within their scope and reference should be made to “Event Safety Management” the “Guide to Safety at Sports grounds published by the Sports Ground Safety Authority. The following points are particularly important.

i. Right of Entry and Inspection

Section 35 of the 1987 Act gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

ii. Alterations and Extensions

Section 32 of the 1987 Act requires notice to be given to the Council before work is begun of any proposed alteration or extension to the regulated stand at a sports ground.

iii. Offences and Penalties

For the following offences, that is to say: -

- (a) Contravening any term or condition of this certificate, admitting spectators to the sports ground at a time when a safety certificate is not in force or in contravention of a Court Order the penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine not exceeding level 5 on the standard scale.

vii. Prohibition Notices

Section 10 of the 1975 Act (as amended) provides that if the local authority are of the opinion that the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a “prohibition notice”) on the holder of the general safety certificate or the person responsible for the management of the ground prohibiting or restricting the admission of spectators.

viii. **Appeals**

Section 30(4) of the 1987 Act provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a safety certificate.

ix. **Transfer of the Certificate**

If the holder of the safety certificate ceases to be the person responsible for the management of the ground, an application must be made to the Council for the transfer of the certificate to some other qualified person.

x. **The Home Office publication**

"Guide to Safety at Sports Grounds" also gives advice on ground safety and ground operators, who have primary responsibility for the safety of their spectators, should apply the criteria in that document, enlisting professional expertise, where necessary, in order to help ensure safety conditions at their ground.

Note: No variation of the terms and conditions of the certificate will be permitted other than by formal revision.

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GENERAL SAFETY CERTIFICATE**

1. In exercise of the powers conferred by Section 26(6) of the Fire Safety and Safety of Places of Sport Act 1987, the Safety of Sports Ground Act 1975 and all other enabling legislation, Cheshire West and Chester Council Borough Council (“the Council”)

Hereby issue this General Safety Certificate to:

JAMES GREEN (“the Holder”)

in respect of:

Deva Stadium (‘The Sports Ground’), containing the following Regulated Stands; North Stand, East Stand, South Stand and West Stand as per the requirements of S34(1) of the Fire Safety and Safety of Places of Sports Act 1987.

including the means of access to entrances and exits from the Stand(s)) being Regulated Stand(s) as determined under Part III of the Fire Safety and Safety of Places of Sports Act, 1987.

2. The words used in this Certificate and the Schedules attached hereto shall have the meaning assigned to them by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and Schedule 1.
3. The Holder shall retain control over the whole and each part of the sports ground/regulated stand(s) and shall take all necessary precautions for the reasonable safety of spectators admitted to the regulated stand(s). The responsibility for the safety of spectators in the stand(s) lies at all times with the Holder.

The Holder shall produce a written statement of safety policy for spectators and employees covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations.

The Holder shall ensure the policy is kept under review and revised as necessary and a copy shall be annexed to this General Safety Certificate.

The Holder shall take such precautions as may be necessary for the reasonable safety of spectators and must ensure that the spectator capacities set out in Schedule 4 are not exceeded.

The Holder shall ensure that the measures for controlling crowds set out in Schedules 5 and 7 are observed.

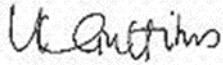
The Holder shall provide Stewards in the number, to the specifications, and for the purposes, detailed in Schedule 5.

4. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the Regulated Stands are in use for a Specified Activity.
5. The Holder shall notify the Council in writing within 14 days before any change of circumstances affecting this certificate.
6. The Holder shall produce a plan of action to deal with emergencies in consultation with the Police, the Fire Brigade, the Ambulance Service and the Council and a copy shall be annexed to this certificate. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and total evacuation of the Regulated Stand(s) and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure. The Holder shall regularly review, test and keep up to date the plan of action.
7. The use of the Regulated Stands for spectator events under this General Safety Certificate are restricted to Association Football and are subject to the terms and conditions set out in this Certificate.
8. The Holder shall give Notice to the Council, the Police, the Fire Brigade and the Ambulance Service of all forthcoming events and specified activities.
9. The Holder shall inform the Chief Constable, Chief Fire Officer, Chief Ambulance Officer and Cheshire West & Chester Borough Council of all forthcoming events. Where possible at least 28 days' notice shall be given.
10. The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the Regulated Stand(s) and to each part thereof shall not exceed the capacities specified in Schedule 4 and shall also ensure that the measures for controlling crowds prescribed in this certificate are observed
11. The Holder shall provide equipment, permanent staff, stewards and others, and shall monitor, direct, guide, control and assist spectators during specified activities and as set out in Schedule 5 and Schedule 7.
12. The Holder shall provide first-aid and medical staff, equipment, facilities and accommodation as set out in Schedule 11.

13. The Holder shall ensure that all buildings and structures, including means of ingress and egress, and all installations, including electrical, mechanical and heating, referred to in this Certificate are at all relevant times maintained in good repair and in such condition as to fulfil safely their required functions and shall comply with the requirements of Schedule 9. The Holder shall also control the use of such buildings, structures and installations in such a manner that spectators are not put at risk.
14. The Holder shall take all reasonable precautions to prevent the outbreak and spread of fire, shall maintain equipment and train staff to deal with an outbreak of fire, and shall comply with the requirements of Schedule 10.
15. The Holder shall take whatever measures which are reasonably practicable to ensure the safety of spectators should fire break out.
16. The Holder shall carry out the inspecting, testing and training sessions detailed in Schedule 9 at the frequency indicated, or such shorter period as may be necessary to ensure the reasonable safety of spectators, and the results of the inspections and testing shall be recorded.
17. The Holder shall keep the records specified in Schedule 12, and those records shall be available for inspection by the Council's authorised officers at all reasonable times.
18. The Holder shall obtain and submit to the Council the Certificates specified in Schedule 12.
19. The Holder shall appoint a person to be responsible for safety policy and its implementation.
20. The Holder shall appoint a Safety Officer who should be of sufficient competence, status and authority to take responsibility for safety at the sports ground/stand(s) and be able to authorise and supervise safety measures. The Holder shall ensure that the nominated person is accountable to the most Senior Management or the Board of Directors to who he/she will have direct access on safety matters. The Holder shall set out in writing the duties of the Safety Officer a copy of which shall be annexed to the General Safety Certificate.
21. The Holder has nominated as Safety Officer, Steve Povey and Deputy Safety Officer(s) Richard Prince and Les Perkins one of whom shall be in charge of the sports ground/stand(s) during the whole time it is in use for any Specified Activity.
22. The Holder may nominate a replacement Safety Officer who shall be a duly authorised officer of Chester Football Club or nominate a replacement Deputy Safety Officer, which nominations shall be subject to agreement by the Council. The nominations shall be made to the Council in writing.

23. Unless there is a nominated Safety Officer present whose appointment has been agreed by the Council no spectators may be admitted to the Regulated Stand for a Specified Activity.
24. No alteration or addition shall be made to the stand(s) its structures, installations, including the erection of temporary structures and fittings without the prior written consent of the Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.
25. Written notice shall be given to the Council of any proposed alteration or addition, and such notice shall be accompanied by 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 Council.
26. This Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds/stand or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder. The specific requirements of this certificate shall not be regarded as the limit of the obligation placed on the Holder to take all necessary precautions for the reasonable safety of spectators admitted to the sport ground/stand(s).
27. The Holder shall draw up and keep up to date plans showing the layout of the sports ground/stand, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate and shall upon request supply the Council with copies.
28. The Holder shall ensure that all means of ingress and egress are maintained in good condition and are unobstructed.
29. The Holder shall ensure that the containers in which liquid refreshments are sold or supplied to the public in the Regulated Stand areas are constructed from soft plastics or other soft material.
30. The Holder shall ensure that no vehicles other than those indicated on the plan are parked within the boundary of the Sports Ground during an approved activity.
31. All previous certificates and associated schedules are replaced by this certificate.
32. This Certificate will be reviewed by the Council annually and formal confirmation of this review will be issued to the Club and Safety Advisory Group (SAG) members by Cheshire West and Chester Council.

Signed

A handwritten signature in black ink, appearing to read 'V Griffiths', is positioned above the typed name.

**Vanessa Griffiths
Head of Public Protection
Cheshire West & Chester Borough Council
Chester HQ
58 Nicholas Street
Chester
CH1 2NP**

Date

25 May 2022

**LIST OF SCHEDULES ATTACHED TO AND FORMING PART OF THE
GENERAL SAFETY CERTIFICATE**

- SCHEDULE 1: **INTERPRETATION OF WORDS USED IN THE GENERAL SAFETY CERTIFICATE AND SCHEDULES ATTACHED TO THE GENERAL SAFETY CERTIFICATE.**
- SCHEDULE 2: **ANCILLARY ACTIVITIES COVERED BY THE SAFETY CERTIFICATE.**
- SCHEDULE 3: **REQUIREMENTS ON SAFETY OFFICERS, STATEMENT OF SAFETY POLICY, CONTINGENCY PLANS, CONSULTATION, CONTROL AND COMMUNICATIONS.**
- SCHEDULE 4: **DISPOSITION OF SPECTATORS, ENTRANCES AND ACCESS ROUTES, TICKETING.**
- SCHEDULE 5: **STEWARDING.**
- SCHEDULE 6: **POLICE REQUIREMENTS AND THE DIVISION OF RESPONSIBILITIES BETWEEN THE HOLDER AND POLICE.**
- SCHEDULE 7: **MEANS OF INGRESS AND EGRESS.**
- SCHEDULE 8: **STRUCTURE OF THE SPORTS GROUND AND OTHER RELATED ISSUES.**
- SCHEDULE 9: **ELECTRICAL INSTALLATIONS, CABLES AND CONDUCTORS, EMERGENCY POWER SUPPLIES, LIGHTING.**
- SCHEDULE 10: **FIRE ALARMS, EQUIPMENT AND PROCEDURES.**
- SCHEDULE 11: **FIRST AID FACILITIES AND PERSONNEL, DOCTORS, AMBULANCES.**
- SCHEDULE 12: **INSPECTIONS, TESTS AND RECORDS**

SCHEDULE 1

DEFINITIONS

- A.1 Definitions
- A.1.1 'specified activity'- means Association Football; and shall be construed as including the whole period when spectators are in the Regulated Stand(s).
- A.1.2 'the Police' - means the Chief Constable of Cheshire Constabulary or such officer designated by him/her.
- A.1.2 'the Fire Brigade'- means the Chief Officer of the Cheshire Fire Brigade or such other officer designated by him/her.
- A.1.4 'the Ambulance Service' - means the Chief Officer of the North West Ambulance Service, or such other officer designated by him/her.
- A.1.5 'the staff' - means the Holder, the Safety Officer and all persons under their control who are engaged in duties during a specified activity relating to the management of the sports ground/stand(s) and the safety, direction and control of spectators; and shall include those staff employed by franchise holders etc. for that purpose.
- A.1.6 'the plans' - means the documents attached to this Certificate marked 'plans referred to in the General Safety Certificate' and any other document or documents which may be added thereto.
- A.1.7 'the Regulated Stands' - means the North Stand, East Stand, South Stand and West Stand; hereinafter called THE STANDS and includes the means of ingress and all exits therefrom including the area in its immediate vicinity.
- A.1.8 'the sports ground' - means the sports ground known as Lookers Vauxhall Stadium, Chester Football Club, Bumpers Lane, Chester and the means of access to it.
- A.1.9 'fire resisting' - means the construction is capable of resisting the action of fire for not less than half-an-hour, or such other period as may be specified by the Fire Service, in accordance with the conditions of test of the appropriate part of the current British Standard (BS).

- A.1.10 'non-combustible' - means material capable of being classified as non-combustible if subjected to the test for non-combustibility prescribed in the appropriate part of the current British Standard (BS), or such other material or combination of materials as the Fire Service accept as being non-combustible.
- A.1.11 'surface spread of Flame classification'- means the class into which a material falls when tested for surface spread of flame in accordance with the appropriate part of the current British Standard (BS) or as defined in the Approved Document to Part B (Fire Safety) of the Building Regulations 1991 (as amended).
- A.1.12 'normal lighting' - means all lighting other than escape lighting, permanently installed throughout the stand(s). The term may include purely decorative lighting, but not lighting installed solely for advertising purposes.
Note: Also known as 'General Lighting'.
- A.1.13 'maintained normal lighting' - means a portion of the normal lighting which remains illuminated in the absence of natural daylight during specified activities to allow free movement within the stand(s) and exits therefrom.
- A.1.14 'emergency lighting'- means lighting provided from a source independent of the normal lighting supply.
- A.1.15 'escape lighting' - means the portion of emergency lighting provided in the absence of natural daylight, to allow free movement within the stand(s) and exits therefrom.
- A.1.16 'maintained escape lighting' - means a system of escape lighting in which the lamps remain illuminated during specified activities to allow free movement within the stand(s) and exits therefrom.
- A.1.17 'non-maintained escape lighting' - means a system of escape lighting in which the lamps are illuminated automatically only on failure of the normal lighting supply.
- A.1.18 'emergency telephones' - means a monitored telephone system with dedicated telephone points around the sports ground/stand(s) and connected to the sports ground/stand(s) control room.
- A.1.19 'Control Room' - means a room containing fire alarm warning systems, public address, emergency telephone system and general communication equipment, CCTV control and provided with turnstile monitoring equipment.

- A.1.20 'steward' - is a person trained, or being trained to a recognised national standard, employed or contracted by management to act in accordance with the general recommendations of the *Guide*, and where appropriate the specific requirements of the safety certificate. Individuals such as members of ground staff, security guards, hospitality staff and commissionaires should not be considered as stewards, unless suitably trained.
- A.1.21 'Guide' - The Guide to Safety at Sports Grounds.

SCHEDULE 2

ANCILLARY ACTIVITIES COVERED BY THE SAFETY CERTIFICATE

1. Subject to the terms and conditions hereof and general statutory requirements, the Sports Ground may be used, ancillary to a Specified Activity for one or more of the following:
 - (a) the playing of music, singing, displays by cheer leaders, dancers, gymnasts, mascots (or other like activities) and the use of compressed air powered confetti cannons.
 - (b) the provision of news or comment associated with the Specified Activity,
 - (c) the sale of tickets for forthcoming activities, programmes, news sheets and souvenirs,
 - (d) the sale and consumption of refreshments,
 - (e) any 'football' related activity which takes place during the half-time interval,
 - (f) any other use ancillary to a Specified Activity, which has the prior approval in writing of the Council.

SCHEDULE 3

REQUIREMENTS ON SAFETY OFFICERS, STATEMENT OF SAFETY POLICY, CONTINGENCY PLANS, CONSULTATION, CONTROL AND COMMUNICATIONS

1. The Holder shall appoint a Safety Officer and a Deputy Safety Officer who shall be of sufficient competence, status and authority to ensure that all matters relating to spectators are carried out promptly and efficiently.
2. The holder shall, in consultation with the Police, Fire Service, Ambulance Service and the Council, produce a contingency plan to deal with emergencies. The plan shall cover all reasonably foreseeable contingencies and shall identify individuals and their respective tasks. A copy of the plan shall be given to all stewards and all other staff employed in the Sports Ground during a Specified Activity.
3. The Holder shall produce a written policy of safety for spectators which shall be made known to and understood by all staff and voluntary workers involved. The Holder shall keep the policy under review and revise as necessary.
4. There shall be a communications system capable of clearly relaying messages to all parts of the ground in both normal circumstances and in an emergency.
5. A person who is capable of transmitting messages on behalf of the Safety Officer or Police Commander shall staff the public address system for the duration of each specified activity. This member of staff shall be familiar with the emergency procedures for the ground.
6. The Holder shall provide a suitably equipped Control Room.
7. The Control Room should:
 - (a) have a good view of the whole pitch and as much of the spectator area surrounding it as possible,
 - (b) accommodate the necessary communication equipment and CCTV monitors and the staff required for their operation and supervision,
 - (c) be suitable to serve as a command post in the event of an emergency, and
 - (d) be capable of being evacuated safely if necessary.

8. The following information will need to be displayed in the Control Room: -
 - (a) a plan of the ground and its immediate approaches,
 - (b) a plan showing the location of fire alarm points and firefighting equipment,
 - (c) a list of key point telephone extensions,
 - (d) details regarding the deployment of stewards,
 - (e) details regarding the deployment of police officers when applicable,
 - (f) details regarding the location of ambulance service personnel, voluntary agency personnel and the crowd doctor.
 - (g) any other information thought relevant by the Safety Officer and Police Commander.
9. As an aid to communication within the Control Room, storage space should be provided for documentation that might be required for quick reference. Such documentation is likely to include:
 - (a) copies of the ground's contingency plans,
 - (b) relevant details of appropriate emergency plans,
 - (c) a copy of the Safety Certificate and any other records required as a condition of the Safety Certificate,
 - (d) where possible, copies of detailed scaled drawings of each section of the ground.
10. To complement radio communications, there shall be a completely separate system of landlines with telephone links between the Control Room and key points around the ground, e.g., fire points and first aid points.
11. The public address equipment shall be installed so that broadcast messages can be heard under reasonable conditions (including emergencies) by all persons of normal hearing in any part of the ground to which the public has access. Installation shall conform to the relevant guidance contained in the relevant British Standard (Code of Practice for Planning and Installation of Sound Systems).

12. The power supply to the system shall either be such as to enable it to continue to operate in an emergency or loudhailers should be available in the control room to enable effective communication in the event of an emergency.
13. The Holder shall ensure that the communications systems, including the public address are maintained and inspected. Inspections and/or tests shall be recorded, and the results made available for inspection by an Authorised Person.
14. The Holder shall provide and maintain an effective system of CCTV. The system should be capable of monitoring crowd densities and the safety of spectators both in viewing areas and in passageways and exits.

SCHEDULE 4

DISPOSITION OF SPECTATORS, ENTRANCES AND ACCESS ROUTES, TICKETING

1. Using the guidelines found in the Guide, the Council has calculated that the maximum number of spectators that may be admitted to the Sports Ground is **5,126**.
2. The maximum number of spectators permitted to enter each stand is given in the table below.

STAND	'P' Factor	'S' Factor	FINAL CAPACITY
NORTH	0.89	0.87	1206
SOUTH	0.94	0.94	742
WEST	0.94	0.94	1178
EAST	0.94	0.94	2000
TOTAL			5126

THE FINAL CAPACITY OF EACH STAND MUST NOT BE EXCEEDED UNDER ANY CIRCUMSTANCES.

The above figures specify the maximum number of permitted spectators; the Holder will be notified in writing by Cheshire West and Chester Council of the current P&S Factor calculation in writing and must ensure that the permitted capacity of each stand is not exceeded.

3. Note: The spaces in the West Stand include 20 seats for disabled spectators and 16 spaces for wheelchairs. The spaces in the East Stand include 20 seats for disabled spectators and 16 spaces for wheelchairs and 26 seats for the Press
4. It must always be possible to monitor accurately the number of spectators entering specific sections of the sports ground, and relay these numbers quickly, accurately and regularly to the control room. In the absence of computerised screen displays or read-outs, an effective system of communication must be established between the turnstiles and the control room.
5. There shall be inter-communication between the Control Room and all turnstiles or banks of turnstiles and all entry and exit gates used by the public.
6. Where entrance is by ticket, each ticket shall specify the gate/turnstile by which the ticket holder shall enter the ground and where possible shall include a diagram showing the layout off the Sports Ground and position of entrances.

7. At events designated as “all ticket”, the Holder shall prohibit the sale of any tickets at the ground on the day of the event. When unreserved seats are sold by ticket or cash the number of available seats should be reduced by between 5 & 10%.

8. Capacity Calculation Guide.

S/P Factor	NORTH	SOUTH	WEST	EAST	TOTAL
1.00	1386	789	1253	2128	5556
0.99	1372	781	1240	2107	5500
0.98	1358	773	1228	2085	5445
0.97	1344	765	1215	2064	5389
0.96	1331	757	1203	2043	5334
0.95	1317	750	1190	2022	5278
0.94	1303	742	1178	2000	5223
0.93	1289	734	1165	1979	5167
0.92	1275	726	1153	1958	5112
0.91	1261	718	1140	1936	5056
0.90	1247	710	1128	1915	5000
0.89	1234	702	1115	1894	4945
0.88	1220	694	1103	1873	4889
0.87	1206	686	1090	1851	4834
0.86	1192	679	1078	1830	4779
0.85	1178	671	1065	1809	4723
0.84	1164	663	1053	1788	4667
0.83	1150	655	1040	1766	4611
0.82	1137	647	1027	1745	4556
0.81	1123	639	1015	1724	4500
0.80	1109	631	1002	1702	4445
0.75	1040	592	940	1596	4168
0.70	970	552	877	1490	3889
0.65	901	513	814	1383	3611
0.60	832	473	752	1277	3334
0.55	762	434	689	1170	3056
0.50	693	395	627	1064	2778
0.40	554	316	501	851	2222
0.30	416	237	376	638	1667
0.20	277	158	251	426	1111
0.10	139	79	125	213	556

S & P Factor

S Factor

SCHEDULE 5

STEWARDING

1. The Holder shall appoint personnel for each Specified Activity for the purposes and in the number as follows:

1). EAST STAND

- 1 x Safety Officer
 - 1 x Deputy SO/Chief Steward
 - 1 x CCTV Operator
 - 1 x Supervisor
 - 4 x Exit Gate Stewards
 - 2 x Crowd/Pitch Gate Stewards
 - 1 x Tunnel / Players Entrance Steward
 - 1 x Directors Box (Blue Coat)
 - 1 x Front Door (Blue Coat)
 - 1 x First Floor (Blue Coat)
 - 1 x Car Park Supervisor
 - 2 x Car Park Stewards
- PLUS 1 Steward per 250 anticipated spectators**

2). NORTH TERRACE

- 1 x Supervisor
 - 4 x Exit Gate Stewards
 - 2 x Crowd /Pitch Gate Stewards
- PLUS 1 Steward per 250 anticipated spectators**

3). WEST STAND

- 1 x Supervisor
 - 5 x Exit Gate Stewards
 - 2 x Crowd /Pitch Gate Stewards
- PLUS 1 Steward per 250 anticipated spectators**

4). SOUTH STAND

1 x Supervisor
4 x Exit Gate Stewards
2 x Crowd /Pitch Gate Stewards
PLUS 1 Steward per 250 anticipated spectators

5). LOW ATTENDANCE EVENTS (EAST STAND ONLY) MAXIMUM OF 250 SPECTATORS

1 x Safety Officer
1 x Deputy Safety Officer/CCTV Operator
1 x Supervisor
2 x Exit Gate Stewards
1 x Crowd Steward
1 x Tunnel Steward
1 x Car Park Steward

PLUS (if Legends Lounge used)
2 x Blue Coat Stewards (Front door and first floor)

6). LOW ATTENDANCE EVENTS (EAST STAND ONLY) MAXIMUM OF 500 SPECTATORS

1 x Safety Officer
1 x Deputy Safety Officer/CCTV Operator
1 x Supervisor
2 x Exit Gate Stewards
2 x Crowd /Pitch Gate Stewards
1 x Tunnel Steward
1 x Car Park Steward

PLUS (if Legends Lounge used)
2 x Blue Coat Stewards (Front door and first floor)

NOTE:

If it is anticipated that more than 500 spectators will attend, then the existing staffing arrangements as required by paragraph 1 (1) of Schedule 5 of the Safety Certificate will apply.

2. The total number of Stewards is the minimum required to be on duty at each specified activity. The Club shall further liaise with the Chief Constable prior to each Specified Activity deemed to be a Category B and C fixture to provide a stewarding plan and staffing risk assessment to ensure that increased stewarding numbers in excess of the minimum requirements are adequate to ensure crowd safety.
3. Stewards should be fit and active and have the character and temperament to carry out the duties required of them. The certificate holder must ensure that all stewards are risk assessed as to their suitability to perform their duties, and where appropriate a medical examination should be obtained. Records of all risk assessments will be kept for 6 years.
4. All Stewards shall be readily identifiable, e.g., by the wearing of distinctive clothing such as high visibility tabards or jackets which are numbered and distinctive from those worn by police, fire and ambulance services. Supervisors shall be distinguishable from the Stewards. Armbands are not acceptable.
5. Any supplementary Stewards from visiting clubs requested to attend and assist by the home club shall be under the control of the appointed Safety Officer and Chief Steward. They shall be:
 - (a) Suitably qualified (see 11 below),
 - (b) properly dressed,
 - (c) attend with their own Supervisor/s,
 - (d) attend prior to the ground opening to the public and in time to be fully briefed as to the construction and configuration of the ground, the safety arrangements and their specific duties,

N.B. Visiting Stewards when attending shall assist the home Stewards with supervising the visiting supporters. They shall not be requested to replace the normal home Stewards allocated to that task.

6. Before beginning duty at a specified activity, each Steward shall be briefed by the Safety Officer or Chief Steward.
7. An accurate record of briefings should be kept. For this reason, it is recommended that they are scripted by the Safety Officer and retained.
8. A de-brief of Stewards is also necessary, to ensure that any incidents or problems are referred to the Safety Officer for follow up action. The arrangements for the de-briefing will vary according to the number of Stewards involved. As part of the de-briefing

procedure, incident forms shall, if appropriate, be completed by Stewards and handed to the supervisor, Chief Steward or Safety Officer.

9. Every Steward should be fully appraised in writing of his or her duties and responsibilities. The issue of a safety handbook or card can achieve this.

A suggested list of headings is as follows:

- (a) introduction to the Sports Ground; its layout and management,
 - (b) general requirements of Stewards
 - (c) communications and radio call signs,
 - (d) duties before an event,
 - (e) duties during an event,
 - (f) duties after an event, and
 - (g) emergency procedures.
10. It is the responsibility of management to ensure that all safety personnel, whether employed in-house or under contract, are trained and competent to undertake both their normal duties and their roles under its emergency and contingency plans. The training should also cover the specific needs of vulnerable and juvenile spectators.

Training must be conducted by occupationally competent persons using suitable training resources and material that will provide the relevant underpinning knowledge to satisfy the requirements of the National Occupational Standards for those relevant vocational qualifications.

During the training programme, stewards should be assessed by occupationally competent assessors to demonstrate their competency against the National Occupational Standards and performance criteria of the relevant vocational qualification. It is recognised that, at any given time, some stewards will probably not have had the opportunity to complete their training and assessment. However, no steward should be deployed at the sports ground until they have undertaken all aspects of relevant familiarisation and induction 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 National Occupational Standards for Spectator Safety:
 - i. C29 – Prepare for spectator events
 - ii. C35 – Deal with accidents and emergencies
 - iii. C210 – Control the entry, exit and movement of people at spectator events.

b. they have attended four events as a steward.

All stewards should complete their training, assessment and qualification within 12 months thereafter.

11. The Duty Safety Officer (who shall be either the Safety Officer or Deputy Safety Officer) shall be responsible for ensuring that checks, inspections, testing, training records, remedial works and all matters relating to spectator safety are carried out promptly and efficiently.
12. The Duty Safety Officer (who shall be either the Safety Officer or Deputy Safety Officer) shall be responsible on behalf of the Holder for all safety matters, inspections, tests and training immediately prior to, during and after every Specified Activity and shall sign all records which are required.
13. No Steward shall leave his/her place of duty during a specified activity without the permission of the appropriate supervisor, who shall provide a replacement Steward before the position is vacated.
14. The Holder shall ensure that where new safety equipment systems, policy changes or procedures are introduced which affect safety management operation, appropriate training and assessment is provided to relevant staff.
15. All Stewards shall be made aware of the exact location of emergency telephones, communications equipment and firefighting equipment within the Sports Ground and how to operate the equipment. Stewards shall be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Safety Officer. Stewards shall also be fully conversant with methods or signals used to alert staff that an emergency has arisen.
16. The stewarding operation should be co-ordinated from the Control Room, which should maintain an efficient means of communication with Stewards and/or their supervisors.
1. Duties of Stewards may vary, depending on the nature of the event. The basic duties of Stewards shall be to enforce the management's safety policy, the requirements of the Safety Certificate, where applicable, and all ground regulations. The basic duties of Stewards are to be found in paragraph 4.7 of the Guide, and can be summarised as follows:
 - (a) to understand their general responsibilities towards the health and safety of all spectators, other Stewards, ground staff and themselves,
 - (b) to carry out pre-event safety checks,
 - (c) to control or direct spectators who are entering or leaving the ground, to help achieve an even flow of people into and from viewing areas,

- (d) to assist in safe operation of the ground, not to view the activity taking place,
 - (e) to staff entrances, exits and other strategic points; for example, segregation, perimeter and exit doors or gates which are not continuously secured in the open position while the Sports Ground is in use,
 - (f) to recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of overcrowding, particular on terraces or viewing slopes,
 - (g) to assist the Emergency Services as required,
 - (h) to provide basic emergency first aid,
 - (i) to respond to emergencies (such as the early stages of fire); to raise the alarm and take the necessary immediate action.
 - (j) to undertake specific duties in an emergency or as directed by the Duty Safety Officer or appropriate emergency services officer.
18. The Holder shall prepare a procedure for emergencies during a Specified Activity which shall be submitted to the Council for approval. A copy of such procedure shall be given to Stewards and all other staff employed at the sports ground during a Specified Activity.
19. A record of the training and instruction given, and exercises held shall be kept and made available to authorised persons.

SCHEDULE 6

POLICE REQUIREMENTS AND THE DIVISION OF RESPONSIBILITIES BETWEEN THE HOLDER AND POLICE

1. The Holder shall use his best endeavours to enter into a written Statement of Intent with the Chief Constable which shall set out their respective responsibilities. A copy of the Statement of Intent should be kept with this Safety Certificate.
2. The Holder shall arrange with the Chief Constable at least 28 clear days before a specified activity (unless the Chief Constable agrees to a shorter period) for the attendance at the expense of the Holder of an adequate number of police officers at the Sports Ground. The number of police officers and the extent of their services shall be determined by the Chief Constable.
3. The Holder or his nominee shall provide the Police Commander with a completed written Safety Report prior to the commencement of the Specified Activity.

SCHEDULE 7

MEANS OF INGRESS AND EGRESS

1. All entrances, exits and means of access shall be kept free from obstruction. No standing shall be allowed in gangways. Gangways in standing accommodation shall be painted in a conspicuous colour.
2. A comprehensive system of signposting which clearly indicates routes to the various parts of the Sports Ground and to exits from the Ground shall be provided. Signs relating to egress and fire safety shall be in accordance with the relevant British Standards. Exit gates themselves shall be clearly signposted, preferably using illuminated signs in accordance with the relevant British Standards. Directional signs shall be provided to encourage crowds in any particular section to flow in one direction when leaving the Ground and shall, wherever practicable, provide information on the destination of the exit route so as to provide confidence to people using them, especially if they are evacuating the premises.
3. All gates in radial or perimeter fences or self-contained areas should be painted in a different colour from the rest of the fence.
4. During a Specified Activity, all doors and gates which form an egress route between any spectator accommodation and the public highway or other space outside the Sports Ground shall be capable of being opened immediately and easily from inside by a Steward in an emergency.
5. For clearance of the Sports Ground at the end of the Specified Activity, such gates or doors shall be opened not less than 10 minutes before the end of the activity.
6. Gates or doors and other strategic points, as indicated by the symbol for Steward on the Plan, shall be manned at all times during a Specified Activity.
7. The direction of opening of all doors indicated on the Plans shall not be altered without prior written approval of the Council.
8. Doors fitted with self-closing devices and specified on the Plans shall be maintained self-closing at all times and shall not be kept in an open position.
9. All stairs and steps comprising parts of the means of ingress and egress shall be maintained with non-slip and even surfaces, and stair coverings shall be secured and maintained so that they will not in any way be a source of danger to persons using them.

SCHEDULE 8

STRUCTURE OF THE SPORTS GROUND AND OTHER RELATED ISSUES.

1. The design and construction of buildings and installations shall be in accordance with good engineering and building practice, as set out in the relevant British Standard specifications and Codes of Practice. They shall be properly maintained and repaired by suitably qualified persons. Specialist advice from appropriately qualified engineers belonging to a recognised relevant Institution shall be sought to assess the safety and strength of load-bearing elements in buildings and installations such as crush barriers, brick/block wall etc.
2. Where any Inspection of the ground by an Authorised Officer of the Council indicates that remedial works are necessary to prevent danger to spectators, such works shall be carried out before the next Specified Activity takes place. If this is not possible or practical the area of the Sports Ground which may be dangerous to spectators shall be fenced off and made inaccessible to spectators and the maximum number of spectators permitted under Schedule 4 shall be reduced accordingly.
3. No permanent or temporary alteration or additions to the Sports Ground, including any change to the number and situation of crush barriers as shown on the plan, or its heating, lighting and ventilation arrangements shall be made except with prior written consent issued on behalf of the Council. Notice in writing shall be given to the Council of any alterations or additions proposed to be made, and such notice shall be accompanied by full details and where necessary, by drawings and calculations. The work shall not be started until the consent of the Council has been given.
4. The Sports Ground shall be kept in a clean and tidy condition; in particular, at a time when the public is admitted, there shall be no rubbish, loose gravel or other material left in the Sports Ground which could be used as a missile.
5. The siting in any part of the Sports Ground of television cameras and ancillary equipment shall be agreed by the Holder with the Council prior to their use. Particular reference should be made to the structural stability and safety of the equipment. A minimum of 7 days' notice of the installation of such equipment shall be given to enable an appropriate inspection to take place before the contractor leaves the site.

SCHEDULE 9

ELECTRICAL INSTALLATIONS, CABLES AND CONDUCTORS, EMERGENCY POWER SUPPLIES, LIGHTING

1. The holder shall ensure that electrical fittings, wiring, switches and all electrical apparatus or appliances shall be maintained safe and free from any hazard. Any alteration to them shall be subject to the prior written approval of the Council.
2. All electrical installations should be inspected and tested at least annually by competent qualified persons, and an inspection certificate supplied to ground management. This annual inspection and test will be in addition to the regular pre-event tests. The results of all inspections and tests should be recorded in writing.
3. A competent person or persons shall be present or readily available at every Specified Activity to deal with any problems arising in relation to the electrical or mechanical installations at the ground.
4. An alternative electrical supply which functions for a minimum of three hours in the event of a failure of the normal supply shall be provided to the following installations:
 - (a) Emergency lighting
 - (b) Emergency Telephones
 - (c) Fire Alarm System
 - (d) Public Address System
5. Emergency lighting for use in the event of a failure of general lighting shall be provided in all parts of the premises accessible to the public and along all exit routes, with exit signs illuminated. Installation shall be in accordance with BS 5266: Part 1: 2005 Code of practice for the emergency lighting of premises. The system shall be completely separate from normal lighting systems, although a one-circuit system incorporating staggered sub-circuits would be an acceptable alternative.
6. The emergency lighting shall operate automatically on the failure of the normal lighting.
7. Emergency lighting systems shall be tested before each specified activity in accordance with the above standard.

SCHEDULE 10

FIRE ALARMS, EQUIPMENT AND PROCEDURES

1. The Holder shall in accordance with the Regulatory Reform (Fire Safety) Order 2005 ensure that there is a written (suitable and sufficient) fire risk assessment including the general fire precautions that he needs to take to avoid placing people at risk of death or serious injury. It should be reviewed regularly at least once a year and kept up to date in the event of any changes likely to affect it. (See Chapter 15 the Guide)
2. The Holder shall provide and maintain appropriate firefighting equipment in accordance with BS 5306, Parts 3 and 8: 2000 and train staff to deal with an outbreak of fire.
3. The Holder shall provide and maintain a fire alarm system in accordance BS 5839: Part 1: 2002 Fire detection and alarm systems for buildings and record all results.

SCHEDULE 11

FIRST AID FACILITIES AND PERSONNEL, DOCTORS, AMBULANCES

1. The Holder shall provide and maintain a suitably equipped first aid room.
2. The Holder shall ensure the attendance at a specified activity of at least one person appropriately qualified in first aid for every 1,000 spectators, except that the attendance of these persons shall not be necessary when the public is admitted to the Sport Ground for the sale of tickets only and no other activity. No event should have less than two first aiders. For events where the need for first aiders may be greater than above, the Holder shall consult with the Chief Ambulance Officer.
3. First aiders shall:
 - (a) Have the maturity, character and temperament to carry out the duties required of them,
 - (b) have no other duties or responsibilities,
 - (c) be in post at the ground prior to spectators being admitted,
 - (d) remain in post until all spectators have left the ground,
 - (e) be briefed prior to deployment as to their roles and responsibilities as well as emergency and evacuation procedures.
4. At an event where the number of spectators is expected to exceed 2,000 (or a higher figure if substantiated within a Medical Plan and supported by alternative nursing or paramedic cover) a crowd doctor, trained and experienced in immediate care, shall be present. This doctor's first duty must be to the crowd. The whereabouts of the crowd doctor in the Sports Ground shall be known to all first aiders and ambulance staff and to those stationed in the Control Room, who shall be able to make immediate contact with him or her. The crowd doctor shall be at the Sports Ground prior to spectators being admitted and remain in position until all spectators have left the Sports Ground.
5. The crowd doctor shall be made aware of:
 - (a) the location and staffing arrangements of the first aid room and details of ambulance cover, and
 - (b) the local emergency plan for dealing with major incidents (the Major Accident Plan) and how these relate to contingency plans for the Sports Ground.
6. At least one ambulance from or approved by the appropriate ambulance authority fully equipped and staffed at paramedic level shall be in attendance at every specified

activity with an expected crowd of 5,000 or more. The ambulance(s) shall be at the Sports Ground prior to spectators being admitted and remain in position until all spectators have left the Ground.

7. The Major Accident Plan shall identify areas for dealing with casualties in multiple casualty situations and identify access and egress routes and rendezvous points for emergency service vehicles. Consultation shall take place between the Holder, Police, Fire Service and Ambulance Service and the Council, in order to produce an agreed plan of action for all foreseeable incidents.
8. All first aiders and medical staff who will be on duty shall be briefed on their role in the Major Accident Plan. Preferably this shall take place before they undertake event-day duties. A copy of the Major Accident Plan shall be kept in the first aid room.

SCHEDULE 12

INSPECTIONS, TESTS AND RECORDS

Structural Inspection

1. The Holder should arrange a detailed structural inspection of all structures, components and installations.

This inspection should:

- (a) ensure that all standing surfaces, seats, stairs, ramps, doors, gates, boundary walls, fences, and claddings are fit for their intended purpose,
 - (b) ensure that load-bearing elements are capable of withstanding the loads (including dynamic loads) to which they are likely to be subjected and that they perform properly their required functions.
2. The inspection shall be carried out by a competent person with the appropriate qualification and experience. The report shall recommend when the next inspection should be completed, \ and barriers tested.
3. The Holder shall provide to the Council a copy of the Inspection Report, which should include details of any work that is necessary to remedy any defects identified during the inspection.

Barriers

4. All barriers (including crush barriers) should be subject to a risk assessment to determine the time period or periods at which all barriers should be tested. Every barrier identified by the risk assessment as a potential risk should be tested immediately.
5. The risk assessment (which, in practice, will be carried out in a similar fashion to an annual inspection) should be conducted and recorded by a chartered engineer, architect or surveyor of the appropriate skill and experience. It should take into account all relevant recommendations in the *Guide*, combined with a detailed appraisal of each of the following specific considerations:
 - (a) any available recorded information concerning the barrier's design compliance,
 - (b) the adequacy of the barrier's construction,
 - (c) the age of the barrier,

- (d) any visual evidence of weakening or general deterioration of the barrier, including signs of corrosion, cracks, holes, misalignment, undue distortion, missing bolts or fittings,
 - (e) the barrier's exposure to moisture,
 - (f) the possibility of water or moisture ingress into hollow steel sections,
 - (g) the barrier's location within the sports ground.
6. Those barriers which need to be tested immediately might include those whose theoretical strength is indeterminable, those which have suffered visible decay and those where there is potential for undetected deterioration.
7. Responsibility for appointing a competent person to undertake and record the results of a risk assessment of barriers lies with the management of the sports ground.

Records

8. The Holder shall make and keep the records described below. These shall be available at all reasonable times to Authorised Persons. Responsibility for the keeping of comprehensive and accurate records lies with the Holder. The quality of these records may also be regarded as a good indicator of the overall quality of the safety management system that is in operation.
9. Records shall be kept in a specified place at the ground for a period of six years, and shall indicate:
- (a) the level of competence required of those carrying out inspections, tests and risk assessments,
 - (b) the qualifications and status of the persons responsible for carrying out inspections, tests and risk assessments, and
 - (c) the results of inspections, tests and risk assessments, and any remedial action taken.
10. The Record Book shall be kept available for examination at any time within normal working hours by an Authorised Person of the Council.

Barrier Tests - Records

11. Detailed written records should be made and kept of all observations, loadings and deflection/recovery readings in respect of each barrier tested. The documentation should include a standard record sheet including the following information:
 - (a) identify each barrier tested,
 - (b) its location, including a cross-reference to the ground plan,
 - (c) the date of inspection,
 - (d) all relevant results and comments arising from the test, and
 - (e) a clear statement as to whether the barrier has passed or failed.

Attendance and Accident Records

12. A record of the number of spectators admitted to the stands/terraces during each Specified Activity should be kept. So too should a record of any accident or incident occurring whilst the stands/terracing are in use for a Specified Activity which causes injury to a spectator. Such records should include the nature of the injury and how it was caused, (as far as can be ascertained by diligent enquiry) the location of the incident and if the person stayed at the event, returned home, went to hospital or to their own doctor.

Inspections and Tests 24 Hours before an Event

13. Management should ensure that at least 24 hours before each event, the following structures, installations and components are inspected and tested by competent persons, and the test results recorded.
 - (a) fire warning and other fire safety systems,
 - (b) stewards' radio systems,
 - (c) emergency telephones,
 - (d) public address system (including its intelligibility i.e., the ability to clearly hear and understand a message from the public address system over and above other sounds in the local area), hearing enhancement systems and back-up loud hailer,
 - (e) closed circuit television system,

- (f) emergency lighting systems,
- (g) temporary television camera platforms and gantries and other media installations,

If any of the above systems are not operating properly and if the faults cannot be rectified before the event, contingency plans should provide for the use of acceptable substitute measures or, if necessary, the closure of the relevant areas of spectator accommodation.

Inspections and Tests before an Event

14. Management should ensure that, before each event, structures, installations and components are inspected and tested by competent persons, to check that:
 - (a) all structures are free from any damage, corrosion or deformation which might create a potential danger to the public,
 - (b) exit doors, emergency exit doors, gates and pitch perimeter gates, whether operated manually or electronically, are functioning,
 - (c) all entry and exit routes are clear of obstruction, free from trip hazards, and their surfaces are not slippery; and all such routes can be safely and effectively used,
 - (d) turnstiles and metering or entry monitoring systems are functioning,
 - (e) there are no accumulations of combustible waste or litter, particularly in voids and other areas vulnerable to fire; and all areas to which the public have access are generally clean,
 - (f) containers used to store combustible waste or litter are secure,
 - (g) hazardous materials have been removed, or safely stored, well away from public areas,
 - (h) fire fighting equipment is in position and in good order,
 - (i) areas to which public access is prohibited are appropriately locked or sealed off,
 - (j) where appropriate, the ground does not contain any accessible items which could be used as missiles,
 - (k) directional signs are in place and, where appropriate, illuminated,
 - (l) temporary signs and fittings are secure and in their appropriate positions,

- (m) the means instantly to remove or breach any fence, advertising material or other obstruction that might impede the exit of spectators into the area of activity in an emergency are in place,
- (n) any temporary equipment that has had to be installed on the day is working satisfactorily before the event commences.

In each case, if problems are identified, remedial action should be taken before the public is allowed access to the affected area.

Inspection after Specified Activities

15. Following each event, management should ensure that:
- (a) a general visual inspection of the ground identifies any signs of damage or deformation which might create a potential danger to the public, with particular attention to the condition of seats, terraces, viewing slopes, barriers and stairways,
 - (b) combustible waste and litter is cleared (particularly from voids) and either removed or stored in secure containers,
 - (c) any outstanding matters of concern are recorded, and arrangements made for remedial action before the next event.

Stewards

16. A record shall be made of the names of Stewards on duty at each Specified Activity, positions allocated to them within the stands and the briefing on their general and emergency duties.

A record of the training and instruction given, and exercises held shall be kept and shall include the following matters:

- (a) the date and time of the instruction or exercise,
- (b) duration of the instruction or exercise,
- (c) name of the person 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, and
- (f) a record shall be kept in a form agreed by the Council of evacuation training exercises carried out.

First Aid

17. Numbers and posts of all first aiders present at every specified activity shall be recorded. The attendance and name of the crowd doctor shall also be recorded.

Emergency Lighting

18. Testing and maintenance should be undertaken in accordance with BS 5266: Part 1: 2005 Code of practice for the emergency lighting of premises. It should be carried out at prescribed intervals and records and certificates retained by the holder. Records should be made available to authorised persons upon request.

Fire Alarm System

19. Testing and maintenance should be undertaken in accordance with BS 5839: Part 1: 2002 Fire detection and alarm systems for buildings. It should be carried out at prescribed intervals and records and certificates retained by the holder. Records should be made available to authorised persons upon request.

Fire Fighting Equipment

20. Testing and maintenance should be undertaken in accordance with BS 5306, Parts 3 and 8: 2000. It should be carried out at prescribed intervals and records and certificates retained by the holder. Records should be made available to authorised persons upon request.

Electrical Installations

21. The results of inspections and tests of the electrical installations shall be submitted to the Council. The certificate shall be in the form prescribed in the current edition of the "Regulations for Electrical Installations" issued by the Institution of Electrical Engineers. The certificate shall confirm that the installation is in a safe working condition and shall be signed by a competent person. These tests need to be completed every five years.