

Terms of Reference

Events Safety Advisory Group

1. INTRODUCTION

1.1 The London Borough of Newham supports the provision of safe and successful public events in its area, where they are acting on behalf of the interests of local residents.

1.2 The role of the Council is to:

- Co-ordinate an Events Safety Advisory Group (ESAG) to review event planning applications and their supporting documentation
- To establish partnerships with selected agencies that can offer specialist advice and guidance to the Local Authority and event organisers
- To advise event organisers in the planning stages of their events so that event organisers can ensure the health, safety and protection of the public, participants and all persons involved with the event
- Enforce relevant laws and regulations concerning health, safety and welfare, food hygiene, event licensing and environmental protection
- Provide feedback to event organisers post-event in a timely manner

1.3 Aim of the ESAG

To assess event planning applications and proposals submitted by organisers for events held within Newham.

To assess large scale or special public events and their requirements. (In general, "large scale or special public event" means events where one or more of the following criteria apply:)

- 500 people or more are expected to attend
- Road closures and/or traffic management is necessary
- Alcohol is available or easily accessible
- Amplified music is played (live, recorded or synthesised)
- The use of leisure waters are part of the event (e.g. river or dock etc)
- There is an enhanced risk that crime and disorder may occur
- Events that take place after dark and during the night
- Events over 12 hours duration
- Major incident response requirements may need to be considered
- The event is considered unusual for the type of space that is being used or the area proposed is not usually used for events
- The event is a specialist event (e.g. festival)

1.4 Objectives of the ESAG

- Uphold high standards of public safety at all public events held in the borough
- Encourage the wellbeing of the public at public events
- Seek to minimise any inconvenience to residents, businesses and the general public arising from events
- Manage and operate the review of event planning applications principally on an electronic basis

2. MEMBERSHIP AND ADMINISTRATION

2.1 The ESAG will consist of a group of core members, comprising a senior officer (or a single representative on their behalf) from the following agencies:

- Chair
- Administrative Assistant (Minutes)
- Newham:
 - Food Safety
 - Neighbourhood Operations
 - Health and Safety
 - Licensing
 - Communications Team
 - Emergency Planning
 - Highways
 - Planning Enforcement
 - Public Health
- Metropolitan Police Service
- London Fire Brigade
- London Ambulance Service

2.2 The ESAG shall be chaired by the Team Leader for Licensing & Trading Standards, Newham Council. If a Safety Advisory Group (SAG) should need to be formed for a large scale or special public event, these meetings will be chaired by the Assistant Director of Environment & Sustainable Transport.

2.3 The core members may invite (either from time to time or by a standing invitation) representatives to ESAG meetings. Although not formally part of the group's decision making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

2.4 Invited representatives may be drawn from any body that the ESAG considers appropriate. These may include but are not limited to:

- London Borough of Newham's Events Team
- CCTV and Parking Manager

- Building Control
- Event Organisers
- Security contractors
- Environment Agency
- Highways Agency
- British Transport Police
- TFL and their representatives

2.5 Event planning notifications for events in Newham can be submitted to either the Events Co-ordinator in Licensing & Regulations or, if the application includes a road closure, then it may be submitted to the Network Management events co-ordinator in the first instance.

2.6 The following notification periods are required:

- Small events for less than 500 attendees – no notification required unless the event involves a road closure in which case a minimum of 3 months' notice is required
- Minor events for 500-1000 attendees require 3 months notification minimum (even if the event does not include a road closure)
- Significant events for 1000-5000 attendees require 6 months notification minimum
- Major events for more than 5,000 attendees require 9 months notification minimum

2.7 Each event will be assessed by the core members and placed in one of two categories: low-risk or high-risk events, based on the following criteria:

Low risk events:

- applications received in a timely manner
- small events (i.e. less than 500 people) with no significant safety concerns
- annual events with no previous history of significant issues
- consistent/experienced event organiser
- positive feedback received

High risk events:

- late submission of application
- large events (i.e. more than 1000 people)
- lack of event documentation and not submitted in a timely manner
- special events/one-off events
- change of event organiser
- unknown events that do not take place regularly
- carnivals
- negative feedback received in relation to the event
- events that involve road closures

All event applications will be emailed to the core members of the ESAG for review and comment. Associated event documentation (i.e. risk assessments) will be emailed to relevant departments/organisations. The event organiser will be informed/advised of any concerns the members of the group may have as soon as possible through the ESAG meetings.

A calendar of all events will be maintained each year by the Events Coordinator for Newham and distributed amongst the ESAG.

The minutes of the ESAG will be shared with the event organiser as appropriate and published on the Councils website. The observations and advice from the ESAG is always advisory.

Whilst the ESAG has no statutory powers of its own in respect of compliance and organisers are under no obligation to submit information, attend the ESAG meetings or follow the ESAG advice, each constituent member of the ESAG has their own regulatory powers, which they can use independently.

3. MEETINGS OF THE ESAG

- 3.1 The ESAG shall meet on a monthly basis, where necessary, to address and discuss predominantly high-risk event applications. Any core member may request an additional meeting or meetings of the group.
- 3.2 Where matters arise which require urgent consideration by the ESAG a meeting may be called at short notice.
- 3.3 All relevant agencies should be represented at a meeting of the ESAG and representatives must be fully briefed to ensure a consistent approach.
- 3.4 If it is deemed that a meeting is not required, agreement must be sought from all parties to cancel the meeting.
- 3.5 An annual meeting will be established to re-affirm terms of reference, event notification and application forms and administrative issues.
- 3.6 Independent, voluntary safety advisory group (SAG) meetings will be held when deemed necessary and these will be chaired by the Team Leader for Licensing & Trading Standards or similar with minutes taken. A SAG meeting will act as a forum for responsible authority representatives to express their views on high-risk events or new large events. Similarly, if there were a specific safety concern this would trigger the need for a SAG meeting.
- 3.7 Event Management and administration via the Event Coordinator will predominately be conducted electronically on an 'as required' basis and therefore it is suggested

that core members only attend the meetings if they have a specific concern to raise with the group that relates to an item on the agenda.

4. TERMS OF REFERENCE

Purpose

- The ESAG is a multi partner forum and these terms of reference set out to clarify the role that each partner agency will make in their advisory capacity. The role of the ESAG is separate from the operational management of the event and the event organiser/management team ultimately retain the legal responsibility for ensuring a safe event.
- The ESAG can be utilised as a tool in planning the safety of community events and other similar public mass gatherings. The ESAG enables the Local Authority to develop a coordinated approach to event safety, whilst promoting the highest standards of public health and safety through the recommendation of good practice in safety, welfare and contingency planning for events.

Terms of Reference

- The ESAG will examine event plans and other documentation from organisers of events both internal and external to the Council where they fall within the criteria determined by the Event Safety Advisory Group.
- The ESAG will ensure as far as possible that event organisers are given adequate advice on how to minimise risks to public safety for large scale and special public events.
- The ESAG will maintain an overview of significant forthcoming events within the borough.
- The ESAG will offer advice to event organisers of their requirements for statutory compliance e.g. licensing, health and safety, food safety, noise etc.
- The ESAG will carry out a post event review as necessary for each large scale or special event, which may include debrief meetings so that recommended improvements can be effectively communicated to the event organiser.
- The ESAG will seek to produce an event toolkit, containing relevant documentation templates that aim to assist event organisers with the event planning process.
- The ESAG will monitor and report on compliance with agreed standards as necessary.

- The ESAG will produce online advice and documentation that is accessible to event organisers.

IMPORTANT NOTES

The ESAG cannot take any decisions on behalf of the Local Authority. Each of the constituent members has their own regulatory role and may exercise their powers independently.

The Local Authority's decision making power remains with the relevant Members, the Mayor or Officers within the Council's approved Scheme of Delegation.

Members of the ESAG must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

5. ROLES AND RESPONSIBILITIES

5.1 Chair

- (a) To ensure that the Events Safety Advisory Group properly discharges the responsibilities delegated to it by the Local Authority.
- (b) To ensure that meetings of the Events Safety Advisory Group take place on a regular basis.
- (c) To ensure that due account is taken of the views of all members of the Events Safety Advisory Group, including those attending by invitation.
- (d) To ensure accurate minutes including actions are taken at each meeting and that they are distributed within 10 working days of the meeting.
- (e) To co-ordinate an event debrief for all members and the event organiser.

5.2 Newham Council (Licensing)

To provide advice and guidance to event organisers and the ESAG in relation to the licensing requirements under the relevant legislation and the promotion of the four licensing objectives where applicable.

5.3 Newham Council (Public Health)

5.4 Newham Council (Food Safety)

- (a) To offer advice and seek legislative compliance in relation to food safety and health, safety and welfare.

- (b) To consider waste issues and seek to ensure these are addressed and catered for by the event organiser (e.g. litter, refuse and human waste disposal).
- (c) To liaise, as appropriate, with Public Health England regarding communicable disease controls.

5.5 Newham Council (Building Control)

To ensure compliance with relevant legislation/guidance in respect of temporary stands, seating and stages and other temporary structures.

5.6 Newham Council (Health & Safety)

To ensure compliance with relevant legislation, regulations, guidance and codes of practice with regards to the Health & Safety at Work Etc. Act 1974.

5.7 Newham Council (Neighbourhood Operations & Noise Team)

- (a) To ensure compliance with relevant legislation in respect of community safety and antisocial behaviour in and around events.
- (b) To liaise with the event organisers and provide advice/seek legislative compliance in relation to preventing unreasonable disturbance from noise, odour and light associated with the event.
- (c) Review event plans and risk assessments and provide advice and guidance. To ensure that the Council and/or the relevant sponsored or supported body provides suitable and sufficient event plans and risk assessments for Council associated events.

5.8 Newham Council (Emergency Planning)

To offer advice and guidance to the event organiser on preparing a strategic emergency plan.

To advise on any cross boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority and the ability to provide mutual aid determined).

5.9 Newham Council (Highways)

It is the responsibility of the authority under the Traffic Management Act 2004 to effectively manage Newham's road network. LBN highways may not support an event application if it appears that the road network might be adversely disrupted or affected. It is the responsibility of the event organisers to prepare and present traffic

plans and signage schedules for their event, this would include the mitigation measures such as, event signage or implementing road diversions including effective stewarding which will need to be acceptable to LBN Highways

LBN Highways will offer advice and guidance on the following:

- (i) The maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
- (ii) The event organiser to arrange road closures or other temporary traffic management measures. Usually a road closure will be processed by Newham. Temporary Traffic Orders on public roads are processed by Newham Highways and require at least 12 weeks' notice.
- (iii) Liaise with the statutory undertakers to avoid conflict with or minimise the effect of roadworks on an event. Event applications should be made at the earliest opportunity to avoid conflict with planned works. 12 weeks should be regarded as the minimum notice period to secure road space.
- (iv) Newham Highways will give directions where any activity is deemed to be working on the highway (placing traffic management measures etc.) or in any circumstances where it is considered there are any perceived or actual safety issues on the highway.

5.10 London Fire Brigade (LFB)

London Fire Brigade will provide representatives to attend Event Safety Advisory Groups as a requirement of the Category 1 Emergency Responder statutory duties and as a regulator for Fire and Public Safety.

The scope and extent of their role is provided through the following legislation:

- Fire and Rescue Services Act 2004
- Regulatory Reform (Fire Safety) Order 2005
- Civil Contingencies Act 2004

LFB Responsibilities

Site Issues

- Location and layout
- Crowd density factors
- Emergency evacuation requirements
- Emergency response access

Planning Issues

- Emergency water supplies for fire fighting
- Fire service emergency response

- Validation of Site emergency plan
- Development of CBRNE emergency plan – where necessary
- Emergency evacuation procedures
- Validation of Fire Risk Assessments

Fire Safety Regulatory Enforcement

- General Fire Precautions
- Fire prevention
- Means of escape
- First aid fire fighting
- Fire detection and alarms
- Arrangements for instruction and training
- Mitigating the effects of fire
- Permanent structures
- Tents or moveable structures

5.11 Metropolitan Police Service (MPS)

The role of the MPS within the local authority Events Advisory Group is to:

- Provide advice and where appropriate, take action relating to the prevention and detection of crime.
- Provide advice and where appropriate, take action relating to the prevention of/or stopping of breaches of the peace.
- Provide advice and offer guidance regarding the development and implementation of on and off site Traffic Management plans.
- Provide advice regarding the development, activation and implementation of contingency plans for foreseeable incidents. Where appropriate, coordinate emergency service activities.

Police resources will not deploy to tasks which, the event organisers risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers to do so.

The police role at any event is to carry out their duties and policing objectives contained within their Operational Order under the direction of the Police Commander and will include:

- To prioritise requests for police attendance to incidents that may occur at the event.
- To respond to incidents that come under their core responsibilities as detailed above.

- To liaise with event organisers and other agencies as and when required, and co-ordinate the activation of a contingency plan.

In any circumstance where the Police decide that they are duty bound to take overall control of all safety or public order aspects at the event by virtue of their duty to preserve life and protect property, they shall notify the event organiser of that decision. During this period of Police primacy, the employees and agents of the event will work in conjunction with and under the direction of the Police Commander.

Should officers be deployed to a pre-planned event, the MPS reserves the right to recover all or part of the police costs for the use of resources in accordance with policy. A written estimate of policing costs will be supplied to the event organiser at an early stage of the planning process and an invoice prepared to facilitate the payment. Once resources have been agreed charges and costs will be negotiated in accordance with force policy and legal guidelines.

Further information can be found by visiting the Metropolitan Police website at www.met.police.uk

5.12 London Ambulance Service

- (a) To act as a communication link for all first aid, Paramedics, Doctors and other Emergency Services who are required to attend events and ensure adequate cover for the events.
- (b) While on site to coordinate all ambulance service resources, Doctors and First Aid agency volunteers within the event.
- (c) To ensure that the event cover is all within the event safety guidelines and major incident site evacuation plan.
- (d) Also to supply a communications system that links the ambulance service and all other First Aid, Emergency Services and Emergency Liaison Teams when it is necessary to do so.