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Warwick District Safety Advisory Group (SAG)

TERMS OF REFERENCE

Purpose

To promote a strong culture of safety, risk management and responsibility for public events held within Warwick District.

Terms of Reference

- To promote high standards of public health & safety
- To promote good practice in safety and welfare planning
- To promote a coordinated multi agency approach to event management
- To promote the formulation of appropriate contingency and emergency arrangements
- To provide advice to minimise any adverse impact from events
- To advise, but not assist event organisers in the safe facilitation of events and reporting process of accidents/incidents

The role of the SAG is to provide advice to event organisers to ensure their events are run safely. The SAG is not involved in the operational management of any event. It is the event organiser/management team that will be ultimately responsible for the health and safety planning.

The SAG has an advisory capacity only and provides independent advice to event organisers. The event organisers retain the legal responsibility for ensuring a safe event.

Event booking forms and pre-event advice are available from WDC events team at https://www.warwickdc.gov.uk/downloads/download/1343/event_organisers_downloads

Core Membership

- Warwickshire Police
- Warwickshire Fire & Rescue
- West Midlands Ambulance Service
- Warwickshire County Council (including Highways)
- Warwick District Council (including Events, Building Control, Environmental Health, Health & Safety, Licensing and Emergency Planning)
- NHS England

Invitees

Event Organiser (inc. medical, security, traffic management) / British Transport Police / WCC Child Protection / Venue/Land Owner / Environment Agency / Governing Bodies / Warwick District Council reserves the right to invite additional representatives determined by the nature of the event.



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Protocols

The SAG is chaired by a Warwick District Council representative.

Minutes of meetings will be circulated to members and event organisers in attendance at the meeting and retained by the Council for seven years. Minutes may be circulated to additional third parties where necessary, however this is at the discretion of Warwick District Council. Any confidential information may be redacted from the minutes.

Any member should declare any personal interests or potential conflicts of interest.

- The SAG cannot take any decisions, its role is advisory only.
- Decision making powers are delegated to the local authority or others as designated.
- The responsibility for the event safety lies with the event organiser and any management team.
- Members of the SAG must declare any material conflict of interest in relation to any item put before the SAG, 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 SAG.
- Any member representing another Service Area or Organisation must state this during the introductions of the meeting.

Legislation

- There is no legal requirement for organisers of events to refer their event to, or liaise with the SAG, however, if they do there are considerable benefits to the organisers and enforcement agencies to help ensure compliance with legislation.
- The organisers may be required to obtain the following **before** an event goes ahead:
 1. Street Closure Order
 2. Premises Licence/temporary event notice (under the Licensing Act 2003)
 3. Street Trading Consents
 4. Planning Permission
 5. Public liability and other insurances
 6. Landowner consents(this is not exhaustive and you may wish to take your own legal advice)
- In all cases the responsibility to comply with the Health and Safety at Work Act 1974 and relevant statutory provisions **rests with the organisers**. Further advice on health and safety requirements and how these may be met by event organisers are available on the Health and Safety Executive (HSE) website at <http://www.hse.gov.uk/>.
- The event organisers will be encouraged to seek their own legal advice on all matters relating to health and safety.

Meetings

Meetings of the SAG will be called at the discretion of Warwick District Council.



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Generally, the SAG will meet at regular intervals, upon request from an event organiser, or in circumstances where intelligence suggests that an event of potential high risk is due to take place within the boundaries of Warwick District.

The SAG will meet as required, subject to event documents being received at least 2 - 3 months prior to the event date; (depending on the details of the event plans). Where documents are not received by the SAG within the time period the SAG may defer the meeting until such time as the event documents are provided.

Meetings are usually held the first Wednesday of each month throughout the year, with some exceptions, or if additional meetings are required.

The SAG have a right to establish sub-groups to consider specific events that may require more attention, particularly early on in the event planning process.

It is encouraged that comments are made electronically prior to the meeting if possible, so that they can be shared with the organiser in advance, so they can address any issues prior to the meeting.

Meetings are recorded for the verification of the accuracy of the minutes of the meeting, unless there is a request not to at the time of the meeting.

Minutes will be circulated usually within 2 weeks of the SAG meeting.

Advisory Role

It should be noted that the decisions of the SAG are non-binding and non-enforceable. The SAG will make recommendations to the event organisers and provide advice on the safety of an event.

- Any recommendations made by the SAG will be made by a consensus of the group.
- It will be the responsibility of all organisations or service areas named above to ensure that they have relevant representation at any meeting of the SAG and provide relevant comments either prior to, or at the meetings.

Venue

Normally at Warwick District Council offices, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ (but could vary).

Currently conducted remotely on MS Teams.

Chair

Local Authority Officer

SAG contact: safetyadvisorygroup@warwickdc.gov.uk

For details on how we handle and process personal data, please visit our website www.warwickdc.gov.uk/privacynotices.

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