

Events Advisory Group

Terms of Reference Document

A Safety Advisory Group may be formed in relation to a specific event or with a much broader value, in regard to a range of different events. Each year thousands of events, both small and large scale take place in the UK. Although most of these occur with little or no incidents, others have inherent risks attached to them. Within Leicester many different types of events take place throughout the year. We have a positive history of working across different agencies and with event organisers to ensure a positive and safe experience.

The overall aim of the Events Advisory Group is to ensure through positive inter-agency working and via a supportive approach with events organisers, that events in Leicester are planned and organised such that they deliver an enjoyable and safe experience for all involved.

Aim and Objectives:

- To provide a forum within which different organisations may develop a collective approach to public safety.
- Examine potential risks and safety aspects of events in Leicester, to allow such events to proceed in as safe a way as possible.
- To advise the local authority and/or event organisation where necessary in order to ensure a high standard of health and safety and in respect to contingency planning.
- To consider the implications of significant incidents and events relevant to the surrounding areas, the venues and/or events. (i.e. Building work, demolition, road works, etc.)
- To consider the city wide impact of the events schedule including any potential concerns arising from events due to take place at the same time
- To receive and discuss any proposals for future events.
- To receive any reports in relation to matters found during any inspections or significant matters arising from event debriefs.

Membership:

Core and invited members will cover the following organisations:

- Leicestershire Police Service
- East Midlands Ambulance
- Fire and Rescue Service
- Leicester City Council
- Relevant Venue Owners eg DMH, Highcross, Haymarket
- Event Organisers
- Public Transport

As the lead organisation, Leicester City Council representation includes:

- Festivals and Events
- Emergency management
- Highways
- Traffic Management
- Health and Safety
- Local Services and Enforcement
- City Centre Management
- Risk Management and Insurance
- Markets
- Parks and Open Spaces

Administration:

- Chair/Lead Service: The Chair of the group is appointed from within the local authority and is currently Graham Callister (Head of Festivals, Events and Cultural Policy)
- Secretariat:

Roles and Responsibilities:

Chairperson:

- Ensure the group discharges its responsibilities fairly and effectively.
- Ensuring appropriate representation within the group.
- Ensure all members are given the opportunity to participate.
- To ensure the recommendations made by the group reflect the policies of Leicester City Council.

Local Authority:

- May be the venue operators and/or owners.
- May be the event organisers.
- May be lead for environmental health matters.
- Responsible for some health and safety and duty of care matters.
- May be responsible for the appointment of the chair.
- May be responsible for the issue, review and monitoring of safety and licenses.
- May be responsible for traffic management and infrastructure support.
- Category One Responder under the Civil Contingencies Act 2004.

Emergency Services:

Each emergency service will be represented by an appropriate officer, who will attend all meetings of the group and advise on:

- Current Legislation within the Emergency Services that may impact the work of the group, events and/or its members.
- Public safety and crowd management referred to in civil contingencies legislation, if applicable.
- Matters relating to the issue of a licence, under the Licensing Act 2003 and any breaches of this, if appropriate.

Leicestershire Police Service:

- May be providing policing for an event if applicable.
- Incident response when appropriate.
- Crime investigation and reduction.
- Health and Safety and a duty of care to their staff.
- Intelligence gathering.
- Category One Responder under the Civil Contingencies Act 2004.

Leicestershire Fire and Rescue Service:

- Provide specialist advice on event, fire and safety issues.
- May Provide a fire safety resource where deemed appropriate.
- Provide an Incident response to fire or rescue related incidents.
- Health and Safety and a duty of care to their staff.
- Category One Responder under the Civil Contingencies Act 2004

East Midlands Ambulance Service:

- May provide medical and first aid advice/assessments.
- May be a medical provider for an event if applicable.
- Incident response when appropriate.
- Health and Safety and a duty of care to their staff.

- Category One Responder under the Civil Contingencies Act 2004.

Venue Owner:

May have responsibility for:

- Insurance cover.
- Ensure only authorised equipment is allowed on site.
- Establishing licensing requirements.
- Ensure land/premises on offer is in such a condition so no to cause danger to uses/visitors.

Event Organisers:

May have responsibility for:

- Responsibilities towards employees/to protect other persons.
- Health and Safety.
- Record keeping.
- Fire Safety.
- Risk assessment.
- Traffic, crowd, medical, stewarding and security planning and management.
- Communications arrangements.
- Insurance Cover.
- Cooperation with the SAG

Emergency Management Unit:

The service will be represented by an officer who will attend meetings and advise on:

- Current legislation within the remit of emergency planning that may impact on the work of the group and its members and/or events.
- Public safety and crowd management issues referred to in the relevant civil contingencies legislation.

Highways:

The service will be represented by an officer who will attend meetings and advise on:

- All technical aspects in relation to events held on, or affecting, the public highway.
- The implications of highway related legislation in regards to the holding of an event.

Local Services and Enforcement:

- Protects the health, safety and well-being of local citizens in regards to any events happening.

- Ensure the event does not impose any threat to the environment.
- Ensuring that the city's air is clean, food is safe to eat, noise is minimised, the public are protected from unfair and illegal trading, buildings, workplaces, private sector rented homes, places of entertainment and taxis are safe.
- Parks and open spaces are maintained to a high standard providing accessible well designed and looked after public spaces, offering a free venue for events and activities supporting social cohesion and bio diversity.

Frequency of Meetings:

The group shall meet a minimum of once a month on the first Thursday of every month unless any additional meetings are requested.

Minutes of the group:

Each meeting will be pre-arranged to an agenda published in advance of the meeting, with minutes recorded.

The minutes for the meeting will be circulated to all members of the group in the week after the meeting has taken place.