

FINAL SAFETY ADVISORY GROUP (SAG) TERMS OF REFERENCE - JULY 2023

1. INTRODUCTION

1.1 The Royal Borough of Kingston upon Thames 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:

- Coordinate a Safety Advisory Group (SAG) to review event planning applications and their supporting documentation.
- Establish partnerships with selected agencies that can offer specialist advice and guidance to the Local Authority and event organisers.
- 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.
- Advise event organisers of relevant laws and regulations concerning health, safety and welfare, food hygiene, event licensing and environmental protection.
- Schedule a post-event debrief, depending on the type of event, where feedback can be reviewed.

1.3 Aim of the SAG

To assess event planning applications and proposals submitted by organisers for events held within the Royal Borough of Kingston upon Thames.

To assess major or large scale public events and their requirements. (In general, "major or large scale 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)
- 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/carnival)

1.4 Objectives of the SAG

- Set and uphold high standards of public safety at all public events held in the borough.
- 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.
- To establish clear timelines for the provision of paperwork to the SAG and agree attendance and timelines with event organisers.

- Promote the principles of sensible risk management and good practice in safety and welfare planning. In doing so to balance all reasonable matters of safety and not permit specific members to focus on just one source of danger. The holistic view is essential to ensure all aspects of safety have been considered.
- Promote a consistent, coordinated, multi-agency approach to event planning and management.
- Encourage arrangements to be made to minimise disruption to local communities.
- Consider the implications of significant incidents and events relevant to the event and surrounding areas.
- Consider emerging threats to events, such as terrorism methodologies, drone use and the still developing threat of cyber terrorism and deniability of service.
- Aim to be carbon neutral in operations by the challenging target of 2030, and to widen our actions to help move our borough to carbon neutrality by 2038.

2. MEMBERSHIP AND ADMINISTRATION

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

- Kingston Council (representatives and service leads):
 - Chair
 - Administrative support
 - Neighbourhood Managers
 - Community Safety
 - Licensing
 - Resilience Planning
 - Highways
 - Green Spaces / Parks Contractor
 - Environmental Health
 - Waste Services
 - Food Safety
- Metropolitan Police Service
- London Fire Brigade
- London Ambulance Service
- Independent Member: Non CAT 1 representation to review and challenge SAG decisions.

2.2 The SAG shall be chaired by a representative from Kingston Council.

2.3 The core members may invite (either from time to time or by a standing invitation) representatives to SAG 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 and considered.

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

- CCTV Manager
- Parking Manager
- Building Control
- Communications Team
- Event Organisers

- Security contractors
- Traffic Management
- NHS/Public Health Services
- Voluntary Sector
- Transport Services and their representatives e.g. British Transport Police, South Western Railway, Transport for London (if event is big enough to warrant the closure of roads)
- River specialist organisations for events impacting on use of the river (i.e. RNLI, Environment Agency etc)
- Local business representation (Kingston First, Chamber of Commerce)
- The Chair may invite such other specialists as the Chair feels appropriate to assist the SAG fully consider any issue

2.5 Event planning notifications for events in the Royal Borough of Kingston upon Thames are to be submitted online.

2.6 Event organisers need to provide supporting documentation about their event within a set timescale before their event date. The below timescales are minimum notification requirements, prior to the event period start date. We cannot consider enquiries outside of these timescales.

- major scale events (over 5,000 attendees) at least 10 months
- large scale events (1,500-4,999 attendees) at least 8 months
- medium scale events (500-1,499 attendees) at least 4 months
- small scale events (up to 499 attendees) at least 3 months

All event applications and supporting documentation will be emailed to the core members of the SAG for review and comment. The event organiser will be informed/advised of any concerns and points of clarification that members of the group may have as soon as possible through the Kingston Council's Resilience Planning Team.

A calendar of known events will be presented to the SAG at its quarterly meetings by a Kingston Council Resilience Planning Officer.

The observations and advice from the SAG is always advisory.

If an event organiser fails to engage with SAG and to demonstrate the safety of their event, SAG can write to the land owner and/or enforcement bodies with their concerns and ask that they consider using their regulatory powers to address safety at the event or stop the event from taking place.

3. MEETINGS OF THE SAG

3.1 The SAG shall meet on a quarterly basis to address and discuss 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 SAG a meeting may be called at short notice.

3.3 All relevant agencies should be represented at a meeting of the SAG 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 reaffirm terms of reference, event notification and application forms and administrative issues.

3.6 All communication between SAG Members and the event organisers will be conducted through a generic email account - events@kingston.gov.uk and will be administered by the Kingston Council's Resilience Planning Team.

4. PURPOSE

- The SAG 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 SAG 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 SAG can be utilised as a tool in planning the safety of community events and other similar public mass gatherings. The SAG 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.
- The SAG will examine event plans and other documentation from organisers of events both internal and external to the Council.
- The SAG 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 SAG will maintain an overview of significant forthcoming events (where known) within the borough.
- The SAG will offer advice to event organisers of their requirements for statutory compliance e.g. licensing, health and safety, food safety, noise etc.
- The SAG 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 SAG will seek to produce an event toolkit, containing relevant documentation templates that aim to assist event organisers with the event planning process, accessible via the Kingston Council website.

IMPORTANT NOTES

The SAG 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.

Members of the SAG 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 Kingston Council (Chair)

- To ensure that the SAG properly discharges the responsibilities delegated to it by the Local Authority.
- To ensure that meetings of the SAG take place on a quarterly basis.
- To coordinate an event debrief for all members and the event organiser.

5.2 Kingston Council (Admin Support)

- An agenda and all material for consideration at SAG will be circulated to members a minimum of 7 days before the meeting is due to take place (if it is not available 7 days prior to the SAG it will be circulated at the earliest possible time).
- To ensure that due account is taken of the views of all members of the SAG, including those attending by invitation.
- To ensure accurate actions are taken at each meeting and that they are distributed within 10 working days of the meeting.

5.3 Kingston Council (Licensing)

- To provide advice and guidance to event organisers and the SAG in relation to the licensing requirements under the relevant legislation.

5.4 Kingston Council (Environmental Health)

- 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.

5.5 Kingston Council (Waste Services)

- 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).

5.6 Kingston Council (Food Safety)

- To offer advice and seek legislative compliance in relation to food safety and health, safety and welfare.
- To liaise, as appropriate, with Public Health England regarding communicable disease controls.

5.7 Kingston Council Green Spaces / Parks Contractor

- To ensure there are no clashes in Council owned parks and open spaces
- To provide advice and guidance to event organisers and the SAG in relation to the requirements based on the event location.

5.8 Kingston Council (Building Control)

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

5.9 Kingston Council (Community Safety Team)

- To ensure compliance with relevant legislation in respect of community safety and antisocial behaviour in and around events.

5.10 Kingston Council (Neighbourhood Managers)

- Attendance is required for the area in which the event takes place to liaise with their respective communities, voluntary groups, businesses etc.

5.11 Kingston Council (Resilience Planning)

- To offer advice and guidance to the event organiser on preparing a more resilient event.

5.12 Kingston Council (Highways)

- It is the responsibility of the authority under the Traffic Management Act 2004 to effectively manage Kingston's road network. Kingston Council 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 Kingston Council Highways.

- The maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians.
- The event organiser to arrange road closures or other temporary traffic management measures. A road closure or Temporary Traffic Orders on public roads are processed by Kingston Highways and require a minimum of 3 months notice to process the legal documents.
- 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. 3 months should be regarded as the minimum notice period to secure road space.
- Kingston Council 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.

5.13 London Fire Brigade (LFB)

- London Fire Brigade will provide representatives to attend SAGs 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

5.14 Metropolitan Police Service (MPS)

The role of the MPS within the local authority SAG 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 where appropriate, offer guidance regarding the development and implementation of on and off site Traffic Management plans.
- Provide advice and where appropriate, regarding the development, activation and implementation of contingency plans for foreseeable incidents. Where appropriate, coordinate emergency service activities.
- Provide information and recommendations on Counter Terrorism initiatives which could help to keep the public safe.

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.
- respond to incidents that come under their core responsibilities as detailed above; and
- 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.

5.15 London Ambulance Service to:

- advise on all matters relating to the provision of first aid and medical services at an event;
- advise in relation to compliance with current guidelines and legislation;
- ensure that emergency service access is maintained; and
- coordinate the response to a major incident once on site and be the communication link between the incident site and the wider NHS.

6. GOVERNANCE

SAG will report to the Safer Kingston Partnership (SKP) or successor body.

Prepared by Resilience Planning and endorsed by SAG on 13th July 2023