

Birmingham Event

Safety Advisory Group (SAG)

Terms of Reference – March 2024

Purpose

To provide advice and support to Event Organisers and Statutory Bodies to enable them to deliver and discharge their duties and operate a compliant and safe event in line with legislation and guidance.

The SAG will ensure a coordinated local approach to safety, providing support to both the Event Organisers, Local Authority and safety partners.

Aim

To ensure the Safety of visitors, the public and staff attending the events in Birmingham, supporting the organisers and statutory partners to deliver a safe operation.

Objectives

- To advise on the exercise of powers under and range of legislation including:
 - Regulatory Reform (Fire Safety) Order 2005 for enforcement of the relevant statutory provisions.
 - The Licensing Act 2003 for the event and venues
 - The Health and Safety Regulations 1998 & Health & Safety at Work Act 1974
- Provide a platform for Birmingham partners to share information and work together, providing a coordinated approach to crowd and spectator safety;
- To facilitate licensing requirements for the event;
- To advise on event safety, venue operations, zone EX and the immediate environs as required;
- To take on other safety and public protection functions as agreed;
- Provide consistent support to outdoor events.
- To input into the build, operation and de-rig phases of the events.
- To participate in any inspections and operational matters that link to the safety of the event
- To build in Protect and the protect duty into the event safety considerations.

Reporting, and Roles

The SAG shall consist of persons with enough seniority, experience, competency and knowledge to provide support and guidance on their services strategic/policy/practical issues as they relate to safety and to be able to take operational decisions on behalf of their service/body to ensure safety input within the area covered by the SAG, save where these raise new policy issues.

The Chair of the SAG is separated from the BCC regulation and event activities to ensure impartial support, oversight and guidance.

The SAG cannot take any decisions on behalf of the Council or statutory member.

The Chair will ensure due account is taken of the views of all SAG members and endeavour to seek a consensus view from the group when formulating recommendations of the SAG, to ensure a reasonable final safety decision.

The Chair is senior and responsible to make directions and represent the SAG as required.

The SAG, through its chair and members have a link, to wider BCC structures and resilience groups.

This group does not replace any statutory partner structures - all partners remain legally responsible as does the event organiser for their duties.

The SAG seeks to provide advice, support and coordinate activity – the SAG is a professional group, there to maintain a safety standard and support and guide the organisers in their activities, providing a platform to monitor and escalate issues.

Each Emergency Service will be represented by a person of appropriate experience/ competency (or his/her appointed deputy) who has the full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on:

- I. All technical/ legal aspects of legislation within the remit of the service as they relate event safety.
- II. Public safety and crowd management matters referred to in the.

The SAG will follow Purple guide principles for events, with due regard to Pink and Green Guides where appropriate.

The SAG is not a general forum for all matters relating to the event – the focus is on Safety and a review of safety management systems etc. Operational matters for the event may need to be taken elsewhere

The SAG will consider Public Health arrangements and ensure the Club apply best safe arrangements.

The SAG Chair (and SAG members) may need, from time to time, attend the event to inspect the on-site activity.

The SAG does not approve event plan.

Event paperwork is the responsibility of the organiser, the SAG would recommend an overarching Event Operational Plan, which would include Security, Medical, Transport, Operation, Communications and Emergency arrangements

Structure and Membership

Chair: Birmingham City Council's Head of Resilience will chair this meeting

Administration: Birmingham City Council's Resilience Service will provide administrative support to this meeting

Core membership

Birmingham City Council - Chair - Head of Resilience	
Local Authority	
Licensing Officer	Highways Officer
Regulation & Enforcement (Food, Noise, H&S)	Building Control
Emergency Planning	Trading Standards
Emergency Responders	
West Midlands	West Midlands Fire
West Midlands Ambulance	British Transport Police
Event Organiser	
Lead Organiser	Health and Safety Lead
Safety Officer	Transport lead
Security Team	Medical lead

Optional Membership

Wider Authorities	
Public Health	Legal Services
Other Category 1 or Category 2 Agencies	
Highways England	NHS Trusts
CT Policing	Transport Providers

Members of this group are to represent their organisation and to be a conduit between the group and their organisation(s) and other safety structure.

Each member also brings a professional understanding of their area of business and may be required to cascade information to relevant partners.

There may be occasions when several representatives are required from one agency; if this is the case it will be for that agency to agree the appropriate representation in consultation with the chair.

The SAG will consult all core members, invited representatives, other council services, bodies etc as required.

It is expected that members will feedback issues, concerns or comments through regular meetings or directly via the chair if required.

Core 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.

The SAG chair will agree any additional permanent or temporary members that may aid in the provision of safety advice.

Meeting actions and paperwork will be circulated post SAG. It will be responsibility of the organiser to deliver actions required, following SAG recommendation.

Meeting Frequency and Arrangements

Meeting Paperwork will be required from the event management 3 weeks before any scheduled SAG and distributed 2 weeks prior to any SAG – unless prior agreement with the SAG chair has been reached.

The number of SAG meeting will be flexible and responsive to circumstances and event. Initial meetings and development may require more frequent SAGs

Any core member can request a special SAG through the chair, who will consider that request.

Meetings will be physical at the ground where possible and via virtual MS Teams.