

GWYNEDD EVENTS SAFETY ADVISORY GROUP (G-SAG).



TERMS OF REFERENCE & PROTOCOLS.

2020.

www.gwynedd.llyw.cymru/events

(G-SAG) TERMS OF REFERENCE AND PROTOCOLS.

INTRODUCTION.

Gwynedd Events Safety Advisory Group (G-SAG) meets when necessary, to review event plans and **advise** on public safety. The G-SAG operates within Gwynedd Council geographical boundaries.

The G-SAG does not have legal powers or responsibilities and is not empowered to approve or prohibit events from taking place. It provides independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. (Individual representatives of organisations forming the G-SAG may have powers to require event organisers to comply with their legal obligations.) Attending a G-SAG is voluntary although the venue landlord or others involved in the event, e.g. a Local Authority, may ask for.

G-SAG will advise the event organiser of the outcome of their assessment of the event plans. If any relevant subject has not been considered, e.g. fire or health and safety, it will be made clear to the organiser at the same time.

It is the event organiser's responsibility to take any appropriate action. **If the Local Authority is the event organiser or co-organiser, or has legal responsibilities by virtue of its control of premises / land, it cannot rely on the G-SAG process to discharge its legal responsibilities. Those legal responsibilities should be discharged separately.**

It can be difficult to strike the right balance in deciding which events should be considered by G-SAG. The guiding principle is that events presenting a significant public safety risk (whether in terms of numbers of people attending or the nature of the event and / or the challenge of the environment) should be considered. However, small events like village fetes, where large numbers are not expected and / or the event is routine in relation to the activity normally carried out, need not attend a G-SAG.

It is the aspiration of the G-SAG that all events held in Gwynedd uphold the highest standards of public safety and wellbeing of the public, attendees, operatives, participants and competitors at all events. All statutory bodies involved in public safety in Gwynedd are committed to sustaining G-SAG to support event organisers to stage safe, sustainable and successful events.

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THE MAIN ROLE AND PURPOSE OF G-SAG.

The main role of the G-SAG is to provide specialist advice to the event organiser to help them discharge their public safety and wellbeing functions. The G-SAG will operate in accordance with these agreed terms of reference, and keep and make available as appropriate records of its activities in order that it effectively carries out this function and to ensure transparency of advice given. The terms of reference are designed to be dynamic and will be reviewed on a regular basis at least once a year.

TERMS OF REFERENCE.

- To advise on an event, venues and its immediate environs as required.
- To advise on the exercise of the powers under the Health and Safety legislation and the Licensing Act 2003 for the events and venues and on any other relevant legislation relating to events and venues.
- To advise on the enforcing actions and duty of care of the local authority and other partners as defined in related legislation.
- To provide a forum within which the Local Authority and other partners can develop a coordinated approach to crowd and spectator safety and wellbeing.
- To receive reports in relation to matters found during inspections by group members.
- To receive notification of the issue of any prohibition notice and any prosecutions.
- G-SAG cannot take any decisions on behalf of the Local Authority, **its role is advisory.**
- The ultimate responsibility for the event safety lies with the event organiser and it's management team.
- Core members of the G-SAG must declare any material conflict of interest in relation to any item put before the G-SAG, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw.

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MEMBERSHIP OF THE G-SAG.

This section records the authorities or partners that will be represented on the G-SAG.

- The G-SAG shall consist of persons with sufficient seniority, experience, competency, knowledge and qualifications on their services strategic policies and practical issues to be able to take operational decisions on behalf of their service / body save where these raise new policy issues.

Core members will include:

- Chair (Gwynedd Council).
- Administration (Gwynedd Council).
- Gwynedd Council Lead service for Public Protection, Licensing, Environmental Health, Health & Safety and Licensing.
- Gwynedd Council Traffic and Street Care service.
- Gwynedd Council Parks and Maritime Service.
- North Wales Police.
- North Wales Fire & Rescue Service.
- Welsh Ambulance Trust.
- Snowdonia National Park.
- Natural Resources Wales.
- Welsh Traffic – Welsh Government.
- Mid and North Wales Trunk Road Agency.
- Maritime and Coastguard Agency.
- North Wales Mountain Rescue Association.

INVITED REPRESENTATION.

Those persons / partners who are invited to the SAG meetings to make a presentation or offer advice to the G-SAG but who may not be party to the formal processes of the G-SAG, however, they will be allowed to freely contribute to any meeting, to which they are invited and will have their view considered, reported / recorded.

The following may be invited either to all G-SAG meetings, or to a particular meeting as considered appropriate:

- NHS - Public Health Services.
- North Wales Councils – Regional Emergency Planning Service.
- Legal service representation – Gwynedd Council.
- Other relevant local authority service representation such as waste management service, Corporate Health and Safety etc.

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- Voluntary first aid services.
- Local tourism representative.
- Local businesses representation.
- British transport police.

The Chair in consultation with members may invite such other specialist as the Chair feels appropriate to assist G-SAG fully consider any issue.

ADMINISTRATION OF THE GWYNEDD EVENTS SAFETY ADVISORY GROUP.

This section gives information on the general administration of the G-SAG from the appointment of the Chair, through to the role of administrative support and consultation procedures for the G- SAG.

- The Chair is a representative from Gwynedd Council agreed on an annual basis.
- Gwynedd Council will provide the administrative support to the G-SAG and sub-groups or as further agreed.
- The G-SAG will consult all core members of the G-SAG, invited representation, other Council services and national bodies as considered appropriate.

FREQUENCY OF SAG MEETINGS.

- The number of G-SAG meetings will be flexible, determined by particular circumstances and will be event specific. Any core member may request an additional special meeting or series of meetings; such requests shall be considered by the Chair.
- It will be within the remit of the G-SAG to constitute smaller working parties to address specific issues relating to the event and venues. The outcome of any such groups will be reported to the next available G-SAG.

MINUTES.

- Each meeting of the G-SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded.
- The minutes of the meetings will be circulated to all G-SAG members, the event organisers and to such other parties as may be determined by the Chair following each G-SAG meeting for agreement.

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- A summary of meetings of the G-SAG will be held by Gwynedd Council as a public record and be subject to the Freedom of Information Act 2000 and the Data Protection Act 2018.
- The Freedom of Information Act Inter-Agency protocol adopted by Gwynedd Council and other public authorities will operate where information is requested from the G-SAG records.

ROLES AND RESPONSIBILITIES OF CORE MEMBERS OF G-SAG.

Role of the Chairperson of the G-SAG:

- To ensure that the G-SAG properly discharges its responsibilities.
- To ensure that the membership of the G-SAG reflects the need to address relevant risks associated with public safety and wellbeing issues.
- To ensure that due account is taken of the views of all members of the G-SAG, including those attending by invitation.
- To keep an overview of all plans to facilitate a consistent and coordinated approach.
- To act as the conduit between the G-SAG and the event organiser and / or management team of the event.
- To audit the event to ensure compliance with the plans submitted and draw attention to any deficiencies which may require urgent action or improvement.
- It is helpful that the Chair of the G-SAG has appropriate status, authority, qualifications and experience as well as the time to commit to the role.

Role of Gwynedd Council Public Protection, Licensing, Environmental Health, and Health and Safety Enforcement.

- The service will be represented by an officer or his / her appointed deputy who will attend all meetings of the G-SAG.
- To act in a coordinating role to the G-SAG on all matters relating to Local Authority Public Protection, Licensing, Environmental Health and Health and Safety.

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- To provide technical advice and appraisal of published documents relating to public safety and wellbeing at public events and inform on any implications arising.
- To provide technical support to the G-SAG in relation to all relevant matters concerning the event.
- To prepare, monitor, enforce, and review guidance and any relevant licensing conditions and advice in consultation with members of the G-SAG. This may include: advice and guidance on ensuring compliance with food safety, health and safety, street trading, advice on water supply, taking samples for examination for microbiological safety, pest management, environmental controls, minimising the risk of statutory nuisance occurring, carrying out related monitoring.
- All technical / legal aspects of legislation within the remit of the service as they related to public events.
- Public safety and crowd management.

Role of Gwynedd Council – Traffic and Projects Service.

- The service will be represented by an officer or his / her appointed deputy who will attend all meetings of the G-SAG.
- To act in a coordinating role to the G-SAG on all matters relating to local authority traffic and street care matters.
- To provide technical advice and appraisal of published documents relating to traffic management, control and public safety at public events and inform on any implications arising.
- To provide technical support to the G-SAG in relation to all relevant matters concerning the event.
- To advise, monitor, and review guidance in relation to the Road Traffic Act 2004 and any further associated regulations in consultation with members of the G-SAG. This may include: preparing a road closure order, advice and guidance on ensuring robust traffic management to include advice and guidance on public protection in relation to matters to do with traffic, the flow and running of traffic always looking to minimise the risk of traffic difficulties and relevant monitoring.

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Role of the Emergency Services.

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

- All technical / legal aspects of legislation within the remit of the service as they relate to public events.
- Public safety and crowd management.

GWYNEDD SAFETY ADVISORY GROUP.

Chair : Gwynedd Council Events Unit.
Administrator : Gwynedd Council Admin Service.

GWYNEDD SAFETY ADVISORY GROUP OPERATIONAL SCHEDULE.

As of the 1st of January 2020 the G-SAG will adopt these Terms of Reference which will be made widely available to event organisers and other interested parties.

“The guiding principle for inviting events to a G-SAG meeting should always be events that present a significant public safety risk (whether in terms of numbers of people attending or the nature of the event and / or the challenge of the environment). The G-SAG group may decide to invite certain events to attend a formal G-SAG meeting or a G-SAG sub group meeting, these decisions will be made based upon the type of event criteria set out underneath.

CRITERIA FOR EVENT TO BE CONSIDERED FOR INVITATION TO G-SAG MEETINGS.

- New event or new event organisers to the County if the event is of concern to any G-SAG member /s.
- Any event that is recognised or is raised as a concern by any of the members of G-SAG who have statutory responsibilities.
- Any high profile event that takes place in Gwynedd where there are safety concerns.
- Event organisers who request to attend a G-SAG meeting.

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DE BRIEFS.

If deemed necessary and advantageous events who have engaged in formal meetings with G-SAG during a calendar year may be invited to attend a formal de-brief which will be organised and administered by G-SAG.

MEETINGS.

All meetings will be held in the desired language of the Event organisers (Welsh or English). All meeting Agenda's and meeting requests will be prepared and sent out bilingually to all. All minutes of meetings will be written in the language of the meeting and translated upon request.

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