

**LONDON BOROUGH MERTON  
SAFETY ADVISORY GROUP TERMS OF REFERENCE GUIDANCE DOCUMENT**

**AFC WIMBLEDON**

**SAFETY ADVISORY GROUP TERMS OF REFERENCE  
AFC WIMBLEDON FOOTBALL CLUB,  
PLOUGH LANE STADIUM, TOOTING, LONDON SW17 0BL**

**1. PURPOSE OF THE SAFETY ADVISORY GROUP**

- 1.1 The London Borough of Merton (LBM) ("the Council") has a statutory duty under the Safety of Sports Grounds Act 1975 (As amended) to issue a General Safety Certificate ("the Certificate") in respect of Plough Lane Stadium, Plough Lane, Tooting, London SW17 0BL ("the Stadium") containing such terms and conditions as it considers necessary or expedient to secure the reasonable safety of those present at an event at the Stadium.
- 1.2 It is the policy of the Council to uphold reasonable standards of public safety at all public events in the Borough, to encourage the wellbeing of the people attending those events, and ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised. The Council recognises the value of these events and encourages the undertaking of events which operating safely and in consideration of those impacted. To aid these objectives, the Council maintains a SAG for public events and a club-specific SAG for AFC Wimbledon, and has established partnerships with selected agencies which offer specialist advice to the authority.
- 1.3 The Council may serve a prohibition notice in respect of all or part of the Stadium, if it considers that the admission of spectators involves or will involve a risk to them so serious that the admission of spectators ought to be restricted or prohibited.
- 1.3 Responsibility for the issue or amendment of certificates and carrying out all associated functions including the authorisation of emergency action in connection with sports grounds and places of sports primarily sits with Licensing Committee. The Council within its scheme of delegation has delegated these powers to the Director for Environment and Regeneration.
- 1.4 To assist the Council in carrying out its statutory function, the Safety Advisory Group (SAG) has been established to provide specialist advice to the Council. The SAG will consider all matters within its remit and make recommendations. The SAG will operate within a defined recorded role, in order that it effectively carries out this function.

**2. SPECIFIC TERMS OF REFERENCE**

**The Safety Advisory Group will:**

- 2.1 Advise the Council on policies and procedures to be adopted in the implementation of the Safety of Sports Grounds Act 1975 ("the Act") and associated legislation/guidance in respect of the General Safety Certificate to the Stadium.
- 2.2 Monitor the implementation of the General Safety Certificate and give relevant advice.

- 2.3 Consider aspects of and possible changes to the terms and conditions in the General Safety Certificate.
- 2.4 Receive and review relevant reports or details of matters found during inspections/visits to the Stadium by SAG members.
- 2.5 Receive and review any significant incident with actual or potential safety implications to Stadium spectator safety.
- 2.6 Receive and advise on any proposals for alterations to the Stadium or safety management operations.
- 2.7 Advise the Council on activities or occurrences outside the Stadium which may affect the safety of spectators whilst they are in the Stadium.

### **3. AUTHORITY TO TAKE DECISIONS**

- 3.1 The SAG cannot take any decisions on behalf of the Council. The Chairman of the SAG will be a senior Manager, with appropriate delegated authority to take decisions on behalf of the Council. The Chairman will ensure due account is taken of the views of all SAG members and invitees and endeavour to seek a consensus view from the Group and ensure a reasonable final decision in formulating recommendations of the Group.

### **4. MEMBERSHIP OF THE SAFETY ADVISORY GROUP**

- 4.1 The SAG comprises authorised representatives from the following: -
  - a) LBM senior Manager (Chairman)
  - b) LBM Regulatory Services Partnership Officers, including Licensing, Noise & Nuisance & Food & Safety representation.
  - c) LBM Building Control
  - d) LBM Safer Merton/CCTV
  - e) LBM Emergency Planning
  - f) Metropolitan Police Service including representatives from the Counter-Terrorism Unit, Police Licensing and British Transport Police
  - g) London Fire and Emergency Planning Authority
  - h) London Ambulance Service
  - i) Sports Ground Safety Authority

4.2 Invited representatives are those invited to SAG meetings to make a presentation or offer advice to the Group but cannot be party to the decision making process of the Group. However, they will be permitted to freely contribute to any meeting to which they are invited and have their views considered and recorded. Such representatives to include but not limited to:-

- a) AFC Wimbledon or representatives thereof, including any event organiser, certificate or licence holder
- b) LBM Highways
- c) Transport for London (TfL)
- d) The developers and constructors of the Stadium and adjacent properties during the build phases.
- e) South West Rail
- f) Representatives from the London Borough of Wandsworth (as 'zone external')
- g) A representative from South London Legal Partnership

4.3 Individual supporters and supporter group representatives are not members of the SAG however they are able to engage with the Club at any engagement meetings that may be arranged and with other SAG members at any time. Supporter feedback is a standing item on the SAG agenda.

## **5 ROLES AND RESPONSIBILITIES OF MEMBERS**

### **5.1 LBM Regulatory Services**

- 5.1.1 Fulfil the statutory duties of the Council under the Safety of Sports Grounds Act 1975 (As amended).
- 5.1.2 To provide a named Officer as a lead officer to co-ordinate correspondence between the Club and the Council. To provide technical advice and appraisal of published documents relating to safety of sports grounds and public events and to inform on any implications arising.
- 5.1.3 Act in a co-ordinating role for all members of the SAG and arrange meetings as appropriate.
- 5.1.4 Ensure that SAG meetings are properly constituted and documented and information is published on the Council's website.

- 5.1.5 Ensure that SAG meetings are chaired by a person of suitable experience and status. In the event of clear divisions on matters of policy emerging amongst members of the SAG, this person will endeavour to seek a consensus view and ensure a reasonable final decision.
- 5.1.7 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.2.1 Arrange provision for Officer attendance at SAG meetings in the specialist areas of Health & Safety, Noise & Nuisance and Licensing.
- 5.2.2 Ensure that recommendations made by the SAG are considered and progressed as appropriate.
- 5.2.3 To conduct or arrange inspections and monitoring at the Stadium as appropriate and report back as necessary.
- 5.2.4 Arrange for reports to be made to inform relevant Council Cabinet Members of developments at the Stadium and action taken on the recommendation of the SAG.

## **5.2 LBM Building Control**

- 5.2.1 Provide technical advice within the remit of the service regarding constructional and drainage matters, provision for disabled persons, means of escape in case of fire and general health and safety matters, together with compliance with the provisions of the Building Act 1984 and the Building Regulations 2010 as they relate to sports grounds.
- 5.2.2 Arrange provision for Building Control Officer attendance at SAG meetings and other inspections or meetings as required providing support to the SAG.
- 5.2.3 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the Safety Certificate on the day.

## **5.3 Metropolitan Police Service**

- 5.3.1 Advise the SAG on issues of compatibility and compliance of the Club's spectator safety and security plan and contingency plan with the Department for Culture Media and Sport - Guide to Safety at Sports Grounds ("The Green Guide"), and the Emergency Services Liaison Panel (LESP) Major incident procedure manual.

- 5.3.2 Advise of the Police classification (in line with National guidelines), for forthcoming football fixtures based on current intelligence and agree with AFC Wimbledon, the Police resourcing levels for each individual match.
- 5.3.3 Advise in relation to possible public disorder issues inside or in the immediate vicinity of the Stadium on football match days and other Stadium uses, in so far as they may impact upon the reasonable safety of spectators at the Stadium.
- 5.3.4 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.3.5 Arrange for local representative(s) to attend SAG meetings and to ensure appropriate contact between the Police Football Liaison Officer and Police Commanders of football events, with the football club and with the Safety Officer for the Stadium.
- 5.3.6 Participate in inspection of the Stadium relating to Policing provisions and facilities and report the findings to SAG.

#### **5.4 London Fire & Emergency Planning Authority**

- 5.4.1 Assist the Council with regard to all matters related to fire safety at the Stadium and in particular to provide professional advice in respect of building design and construction in consultation with LBM Building Control.
- 5.4.2 Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the Emergency Services Major Emergencies plan to the Stadium and surrounding areas.
- 5.4.3 Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of spectators at the Stadium, remembering that the operations of the Stadium are under the control of the holder of the General Safety Certificate on the day.
- 5.4.4 Arrange for a Fire Officer to attend SAG meetings and to ensure appropriate contact between the Fire Brigade with the Club and with the Safety Officer for the Stadium.
- 5.4.5 Participate and co-operate in an annual visual inspection of the Stadium relating to Fire Safety provisions and report the findings to the SAG.

#### **5.5 London Ambulance Service**

- 5.5.1 Advise on all matters relating to the provision of first aid and medical services at the Stadium to ensure compliance with relevant current guidelines and requirements.

- 5.5.2 Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the Emergency Services Major Emergencies Plan to the Stadium and surrounding areas.
- 5.5.3 To act as a liaison point for the Stadium first aid and medical service providers, the Certificate Holder and local hospitals as required.
- 5.5.4 Arrange for an appropriate London Ambulance Service representative to attend SAG meetings.
- 5.5.5 Participate and co-operate in an annual visual inspection of the Stadium relating to first aid and medical services provision and report the findings to the SAG.

## **5.6 AFC Wimbledon**

- 5.6.1 To attend as an invited representative, participating in the discussions of the SAG and providing information on the Club's arrangements regarding safety management and general operations of the Stadium and surrounding areas.
- 5.6.2 Advise the SAG of any proposed alterations to the Stadium.
- 5.6.3 Report to the SAG on the performance of safety management arrangements and of any occurrences which did or could have affected the safety of the spectators at the Stadium or surrounding areas.
- 5.6.4 Take primary responsibility for the reasonable safety and security of spectators at the Stadium and own the operational and contingency plans. These plans should be developed, reviewed and tested with effective consultation involving members of the SAG and others as appropriate.
- 5.6.5 Report to the SAG on the application of the standards and recommendations of the Department for Culture Media and Sport - Guide to Safety at Sports Grounds ("The Green Guide"), Football Licensing Authority Safety Management ("Pink book") and any other relevant legislation, guidance and best practice in order to achieve safe conditions.
- 5.6.6 Participate in discussions and respond to consultation on any decision to be taken affecting the provisions of the General Safety Certificate.
- 5.6.7 Keep the SAG apprised of any matter or information known to the Club relating to football matches and other events to be held at the Stadium that may impact on spectator safety arrangements at the Stadium.
- 5.6.8 Arrange for representative(s) including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for matchday operations to attend SAG meetings and ensure appropriate contact between the Club and other SAG members.

- 5.6.9 To ensure appropriate contact between representatives including the Safety Officer, Deputy Safety Officer, and senior personnel with responsibility for matchday operations with the Police Football Liaison Officer and Police Commanders of football events, and with the LBM Lead Officer.

## **5.7 LBM Highways**

- 5.7.1 To provide advice and guidance on road closure arrangements
- 5.7.2 To provide advice and guidance on Emergency Planning and Civil contingency matters

## **5.7 Sports Ground Safety Authority**

- 5.7.1 Arrange for the Regional Inspector to attend SAG meetings and inspections of the Stadium in an advisory capacity.

## **6 FREQUENCY OF MEETINGS**

- 6.1 Due to the infancy of the new ground, a SAG meeting will take place on a monthly basis. The frequency will be reviewed when the SAG is satisfied that the frequency of those meetings can be reduced. During any season the SAG shall hold a minimum of two scheduled meetings in any season with the date being flexible and responsive to any particular circumstances. Any member of the SAG may request the Chairman to call an additional special meeting or a series of meetings.
- 6.2 It will be within the remit of the SAG to constitute smaller working parties to address specific issues relating to the stadium operations, development or alteration. The outcome of any such groups will be reported to the next full SAG meeting.

## **7 MINUTES**

- 7.1 Each meeting of the SAG will be pre-arranged to an agenda published in advance of the meeting with minutes recorded.
- 7.2 Minutes of the meetings will be circulated to all SAG members and other parties as may be determined by the Chair. A summary of meetings of the SAG will be held by the Local Authority as a public record and be subject to the Freedom of Information Act (FOIA) and the Data Protection Act.
- 7.3 Any changes to the terms of any Safety Certificate in force shall be clearly recorded within the minutes.
- 7.4 Written reports shall be produced regularly for the Licensing Committee, these shall include the results of monitoring by members of the SAG and also details of exercises by the certificate holder to test contingency plans.



## **8 DISPUTE RESOLUTION**

On occasions where the Police and the Club have failed to agree on the attendance of Police within the stadium for the purposes of preventing and dealing with crowd disorder or antisocial behaviour, the following process should generally be applied:

- i. The Club or Police to contact SAG Chair to provide background and outline of concern.
- ii. SAG Chair to communicate with the Club and strategic Police leads in an effort to informally resolve matter.
- iii. Where such resolution cannot be achieved, extraordinary SAG will be called with attendance invited from relevant parties. At this meeting both the Club and Police will be asked to present evidence of their concerns supported by written documentation where appropriate. A written record of the meeting will take place. Following the initial presentations other partners will be asked to comment as appropriate and the SAG chair will then decide on the next steps. The focus of any outcome will be the safety of those at the sports ground.
- iv. Any requests for supporting evidence or input from non-regular SAG attendees (Football Authorities or other interested parties) shall be considered by the SAG chair with all parties being involved in the request and the outcome.