**Mid Devon Safety Advisory Group Constitution**

# **Introduction**

This document outlines the roles and responsibilities of the Safety Advisory Group (SAG) that operates within Mid Devon, providing some governing principles (terms of reference) and specific detail on how the group will operate.

Direct reference has been made to the Emergency Planning College document; The UK guide to working in Safety Advisors Groups.

The constitution has been agreed by core members of the SAG and will be reviewed on an annual basis, or as required in response to other factors, such as changes in legislation.

# **Terms of reference**

## To advise the event organiser in order to promote high standards of Health and Safety.

## To 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.

## To promote a consistent, coordinated, multi-agency approach to event planning and management.

## To advise the event organiser in respect of the formulation of appropriate contingency and emergency arrangements.

## To advise the event organiser in respect of relevant legislation and guidance.

## To encourage arrangements to be made to minimise disruption to local communities.

## To request provision of paperwork to the SAG 3 months prior to the attendance at SAG and final documentation not less than 7 days prior to the event taking place.

## To consider the implications of significant incidents and events relevant to their venue(s) and events, especially in view of the new definition of safety within the Green Guide and considerations regarding ‘Zone X’.

## To consider emerging threats to events, such as terrorism methodologies, drone use and the still developing threat of cyber terrorism and deniability of service.

## To consider the implications of significant incidents and events relevant to the surrounding areas and facilities.

## To consider the impact of nearby events on each other.

## To receive reports relevant to debriefs, visits and/or inspections of the venue or event.

# **SAG membership**

* Mid Devon District Council (Chair)
* Mid Devon Licensing
* Mid Devon Environmental Health
* Devon County Highways
* Devon and Cornwall Police
* Devon and Somerset Fire and Rescue
* South West Ambulance Service Trust

Invited members will be considered on an individual event basis. May include, but not limited to, event organiser, land owner, other relevant departments or agencies.

# **Operating policy**

## The SAG will convene monthly. In the event that no events are put before the SAG, the monthly meeting will not take place. Meetings will be held remotely via Microsoft teams, exceptions will be made where attendees are not able to join via this method, or a site visit is deemed necessary. Documents will be shared on the Knowledge Hub.

## The SAG will offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those who could be affected by such events. In this context the ‘public’ includes not only those attending the event, but also those in the surrounding areas who may be affected by it.

## Advice given will be appropriate for the risks associated with an event. Some risks, such as terrorism, may have severe consequences attached, but the likelihood of them happening may be very unlikely. Whereas the same event may have risks, with less severe consequences, but with a greater likelihood of them happening. These risks must be considered in a balanced and objective way to ensure that events can continue to take place without overly onerous measures being put in place.

## The SAG is not responsible for reviewing safe systems of work of the event organisation or crew. However, it will be relevant to consider the consequences of work-related incidents during periods of public access.

## The SAG does not make any decisions on behalf of the Local Authority or other agencies as its role is advisory and as such it has no authority to either approve or ban events.

## Where there is a significant concern that an event could result in harm to the public or those involved in the event, the SAG may make recommendations that an event does not take place.

## The overall responsibility for the safety of persons at an event will lie with the event organiser, venue owner or operator and management team.

## Members of the SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing, to be replaced by an appropriate party agreed with the group.

## Where a conflict of interest exists between the Chair and event under consideration, (e.g. the event is being organised by Mid Devon District Council) the Chair will seek an appropriate alternative, either within the regional chair group or another core SAG member.

## The SAG will have arrangements to ensure that appropriate records of meetings are maintained.

## Individuals from each represented authority will have adequate knowledge, training and experience to fulfil the role within SAG. SAG members will not advise outside their own knowledge or their organisations’ responsibilities and will be realistic and fair in their expectations.

## Core SAG member authorities will be represented at each meeting. Where the normal representative cannot attend, they will endeavour to provide an appropriate alternative.

## The lessons learned via the SAG’s processes and procedures will be applied for the benefit of all events within its area of responsibility.

## Members of the SAG are also responsible for ensuring that other departments or members of their own agency are aware and conversant of the SAG, its constitution and roles and responsibilities.

## Advice may be provided outside of the SAG scheduled meetings, where this is part of the SAG process, representatives will liaise directly with the relevant party, ensuring that core SAG members are copied in (this will not come via the chair).

# **SAG – Triggers**

Mid Devon will use a consistent methodology to refer events to the SAG. Triggers for referral to SAG include, but are not limited to:

* History of incidents at previous events.
* Activities that present inherent significant risk, e.g. motor racing, axe throwing, horse eventing.
* Location that presents inherent risks. What is the site access / topography i.e. are there physical hazards present at site e.g. drowning in river, falling down steep slope, restricted or difficult access
* Likely to have adverse impact on community, through noise or other nuisance, or traffic and highway management challenges.
* Who are the targeted audience/attendees, will children or vulnerable adults be on site?
* Length and hours. The longer the event goes on and the later it operates, the higher the risk. Events operating into the evening and after 11pm will be higher risk. Will there be overnight camping at the event?
* Structures. Will there be large structures erected on site – e.g. tiered seating, stage, large marquee / tents / other large inflatable structures
* Will there be vehicle movement around the event e.g. car parking, reversing vehicles, carnival floats etc.

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