



**DISTRICT SURVEYORS
ASSOCIATION**

Safety of Sports Grounds

No 3

**Guide to Control over Concessionaire Facilities and
other Services at Sports Grounds**

LONDON DISTRICT SURVEYORS ASSOCIATION PUBLICATIONS
1996



SAFETY OF SPORTS GROUNDS

THE DISTRICT SURVEYORS' ASSOCIATION

GUIDE TO CONTROL OVER CONCESSIONAIRE FACILITIES AND OTHER SERVICES AT SPORTS GROUNDS

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FOREWORD

The London District Surveyors' Association "Safety of Sports Grounds Specimen General Safety Certificate and Guide" published in 1992, related generally to designated sports grounds and was designed to help local authorities to draw up a general safety certificate based on the specimen format. This document provides further guidance on the matters to be considered when concessionaire facilities and other allied services are provided at sports grounds.

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March 1996

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DSA/LDSA Safety of Sports Grounds Committee

A.M. Phillips - London Borough of Hounslow - Former Chairman

April 1996

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INTRODUCTION

General safety certificates are issued to a “qualified person” under section 3(2) of the Safety of Sports Grounds Act 1975 (as amended) in respect of designated sports grounds. Under section 28(1) of the Fire Safety and Safety of Places of Sport Act 1987, the person who qualifies for the issue of a general safety certificate in relation to a regulated stand, is the person who is responsible for the management of the ground. In both cases, it is “the Holder” who, at all times, has responsibility for the safety of spectators at a sports ground and who needs to retain control over the whole and each part of the ground and to take all necessary precautions for the reasonable safety of spectators. The Holder could be a limited company.

The Holder of a general safety certificate should appoint a safety officer and deputy safety officer, who should be of sufficient competence, status and authority effectively to take responsibility for safety at the sports ground and be able to authorise and supervise safety measures. They should have technical expertise and ability to initiate any action necessary to secure compliance with the terms and conditions in a safety certificate on the day of the specified activity.

The internal management structure involving the Holder and safety officer(s) should ensure compliance with the terms and conditions of the safety certificate. **However, problems sometime occur where other individuals, agencies or organisations wish to provide facilities or services at sports grounds during specified activities, as a privilege granted by the Holder.**

Such concessionaire facilities at a sports ground may involve:

- catering and hospitality
- mobile and fast food stalls
- TV and radio broadcast equipment and facilities
- betting and gambling facilities
- programme and publication sales
- souvenir and other retail shops and kiosks

Each particular service provider may present the certifying authority with difficulties under the general safety certificate if they attempt to by-pass the normal certification process. The Department of National Heritage has reminded local authorities (ref. DNH Note SARDC1) of their powers and responsibilities under section 10 of the Safety of Sports Grounds Act 1975, where prohibition notices may be served on the Holder or person responsible for the management of the ground if they are of the opinion that spectators are likely to be at serious risk. Local authorities would be expected to treat prohibition orders as a last resort should acceptable arrangements not be agreed with the clubs concerned. The following guidance is therefore issued in an attempt to overcome potential problems at an early stage and to provide a consistent approach to control and enforcement.

CERTIFICATE REQUIREMENTS

The LDSA Specimen General Safety Certificate contains the following clauses which relate to, or have a bearing on, the provision of concessionaire facilities etc:

- B.4.16 Television cameras, commentary points, camera gantries and the location of outside broadcast vans, for the broadcast or recording of specified activities, and including cables and other portable equipment, shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- B.4.18 The parking of vehicles on the sports ground premises shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- D.3.1 No temporary sales kiosk or stall or other temporary structure (including any mobile stall) shall be installed without the prior consent of the Council in writing. Liquefied Petroleum Gas shall not be used unless consent is obtained from the Council in writing.
- D.3.2 Hazardous materials (including fuels, fertilizers, weed-killers and paints) and combustible materials, shall only be stored in a suitable room or storage area approved by the Council. The hazards arising from the keeping of petroleum spirit or petroleum mixture on the premises, including petroleum spirit kept in fuel tanks of plant such as motor mowers is subject to additional statutory control. The Petroleum Licensing Authority shall be informed of any proposal to keep petroleum at the premises.
- D.3.5 No marquees, tents, soft furnishings, artificial foliage or decoration, shall be installed unless suitable test evidence of material samples have been submitted to the Council and the Council's written consent has been obtained.
- D.3.7 Except as provided in paragraph D.3.8, or with consent of the Council in writing, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas or liquid under pressure shall be used or stored in the sports ground.
- D.3.8 Cylinders for the storage of CO₂, may be used for the supply of beer pumps provided that only one cylinder in use, chained in an upright position, plus one spare for each bar, may be kept in such bar or bar store. Any other CO₂ cylinder shall be kept in a store approved by the Council.
- D.3.9 No special effects, displays or other arrangements (including pyrotechnics, lasers etc.) shall be undertaken without the prior consent of the Council in writing.

The Holder is obliged to comply with the above terms and conditions where these form part of the general safety certificate. However, other individuals, agencies or organisations who provide concessionaire facilities, may be unaware of the general safety certificate requirements as they affect their area of activity. It is therefore the responsibility of the Holder to ensure that all persons involved are made aware of the legal requirements and their obligations.

DURING PERFORMANCE INSPECTIONS

Many problems encountered with concessionaire facilities are found in the course of "during performance" inspections of sports grounds, by authorised officers of the local authority. Further guidance on "during performance" inspections can be found in the LDSA publication, 'Guide to During Performance Inspections of Specified Activities at Sports Grounds', which is in the course of preparation. Breaches in the terms and conditions of the general safety certificate must be brought to the Holder's and Duty Safety Officer's attention immediately.

GUIDANCE

It is important to seek early discussions with the Holder of the general safety certificate regarding conditions to be placed on service providers with regard to concessionaire facilities etc. Such matters should be discussed at the regular Advisory Group meetings, where the safety officer is in attendance, and agreed conditions and resolutions should be accurately recorded in the minutes. Particular service providers should also be invited to attend such meetings to ensure that problems are sorted out well in advance of any specified activity.

With regard to particular services, the following guidance considers the potential problems and reasonable solutions proposed for each:

CATERING AND HOSPITALITY

Potential Problems:

1. Staff unfamiliar with emergency procedures and certificate terms and conditions;
2. Installing equipment without notification;
3. Heat sources in kitchens not quickly and easily disconnected;
4. Obstructions caused to escape routes and exits;
5. Unauthorised vehicle parking;
6. Fire rating of materials not known and lack of portable fire fighting equipment.

Proposed Solutions:

1. Arrange early meeting with organisation and the Holder to confirm conditions and ensure staff training in fire fighting equipment;
2. List of equipment needing consent should be given to the Holder well in advance and early meeting with organisations etc. made to agree specific conditions;
3. Each cooking appliance or the whole kitchen should be provided with a manually operated cut-off device which can quickly and easily be operated without endangering staff. Further guidance can be obtained from the DSA publication 'A Guide to Electrical and Mechanical Services in Sports Grounds'.
4. Outside catering and hospitality vehicles should be kept clear of access and egress routes. The layout and construction of hospitality units should be agreed well in advance which should include the need for clear identification, installation of emergency telephones, public address speakers and emergency lighting systems; portable fire fighting equipment and first-aid packs;
5. Outside catering and hospitality vehicles should occupy agreed parking spaces as shown on the certificate drawings;
6. Suitable test evidence of material samples to be submitted to the Council for approval well in advance and ensure appropriate fire extinguishers and fire blankets are provided and positions are also agreed in advance.

MOBILE AND FAST FOOD STALLS

Potential Problems:

1. Installing equipment without notification;
2. Installing unauthorised portable gas fired food warmers and/or petrol generators;
3. Lack of portable fire fighting and first-aid equipment;
4. Mobile stalls not located in accordance with agreed positions shown on the certificate drawings;
5. Staff unfamiliar with emergency procedures and certificate terms and conditions;
6. Accumulation of refuse.

Proposed Solutions:

1. List of equipment needing consent should be given to the Holder well in advance and early meeting with organisations etc. made to confirm conditions. Ensure liaison with appropriate agencies concerning health and safety and food hygiene legislation;
2. The attention of the Holder of the general safety certificate should be drawn to the certificate conditions relating to the storage of petrol and the need to inform the Petroleum Licensing Authority in advance. Liquefied Petroleum Gas should not be used unless consent is obtained in writing. Storage of cylinders in lockable, 30 minute fire resisting cabinets, should be provided and cylinders should be fitted with armoured hosing and stored or displayed with their valves uppermost. The organisation and Holder should also be made aware of the Health and Safety Executive Guidance Note CS 4, which relates to the keeping of LPG in cylinders and similar containers.

Alternatively, and probably more appropriately, the Holder of the general safety certificate should provide a permanent electricity supply for mobile stalls, including necessary cables etc. Further guidance can be obtained from DSA publication 'A Guide to Electrical and Mechanical Services in Sports Grounds'.

3. Ensure appropriate fire extinguishers and fire blankets are provided and positions agreed in advance. Ensure appropriate and comprehensive first-aid packs are provided on catering vehicles;
4. Facilities to occupy agreed positions shown on certificate drawings. Ensure queues are adequately stewarded and kept clear of access and egress routes;
5. Arrange early meeting with organisation and the Holder to confirm conditions and ensure staff training in fire fighting equipment;
6. Ensure adequate refuse storage containers are provided in agreed positions and liaise with the Fire Service,. During performance, collection may be required for day long events. Drinks and refreshments should not be sold in glass bottles or metal cans.

TV AND RADIO BROADCAST EQUIPMENT AND FACILITIES

Potential Problems:

1. Staff unfamiliar with emergency procedures and certificate terms and conditions;
2. Installing equipment (including camera gantries, cables, ladders etc.) without notification;
3. Cables inadequately supported;
4. Obstructions caused to escape routes and exits;
5. Fire doors obstructed by cables;
6. Unauthorised vehicle parking;
7. Petrol generators being used.

Proposed Solutions:

1. Arrange early meeting with outside broadcast companies and the Holder to confirm conditions and ensure staff training in fire fighting equipment;
2. Full design details and calculations for scaffolding and temporary gantries should be submitted well in advance. Self certification by the outside broadcast company would not be permitted. Ladders should be firmly fixed to the structure and provided with appropriate guards. Adequate precautions should be taken to prevent unauthorised access and use. Fans and catch nets to be provided under cameras and equipment. Camera gantries should not obscure the view of spectators and likewise loudspeaker systems;
3. Permanent clips and supports should be provided in the structure for cable supports, preferably at high level to prevent trip hazards etc.;
4. Outside broadcast vehicle and equipment should be kept clear of access and egress routes. The vehicle to be in position at least 3 hours before the commencement of the specified activity and to remain in place at least 30 minutes after the end of the specified activity. The vehicle should not be moved during these specified times;
5. Dedicated cable ducts should be provided through fire resisting enclosures, with removable, flexible intumescent fire stopping;
6. Outside broadcasting vehicles should occupy agreed parking spaces as shown on the certificate drawings;
7. The attention of the Holder of the general safety certificate should be drawn to the certificate conditions relating to the storage of petrol and the need to inform the Petroleum Licensing Authority in advance. It is preferable for the Holder to provide a permanent electricity supply for outside broadcast equipment, including necessary cables etc., adequately supported. A 3 phase, 100–120 amp supply should be considered.

Alternatively, diesel powered generators, adequately stewarded with portable fire fighting equipment nearby, could be accepted.

BETTING AND GAMBLING FACILITIES

Potential Problems:

1. Staff unfamiliar with emergency procedures and certificate terms and conditions;
2. Obstructions caused to escape routes and exits;
3. Betting, gaming or lotteries licence not applied for.

Proposed Solutions:

1. Arrange early meeting with organisation and the Holder to confirm conditions and extra stewarding necessary;
2. Facilities to occupy agreed positions shown on certificate drawings. Ensure queues are adequately stewarded and kept clear of access and egress routes;
3. Licensing authority should be consulted and invited to attend Advisory Group meetings. Request sight of the track betting or gaming licence from the Holder.

PROGRAMME AND PUBLICATION SALES (including free newspaper distribution)

Potential Problems:

1. Staff unfamiliar with emergency procedures and certificate terms and conditions;
2. Obstructions caused to escape routes and exists;
3. Accumulation of paper debris etc.

Proposed Solutions:

1. Arrange early meeting with organisation and the Holder to confirm conditions and extra stewarding necessary;
2. Facilities to occupy agreed positions shown on certificate drawings. Ensure queues are adequately stewarded and kept clear of access and egress routes;
3. Ensure adequate refuse storage containers are provided in agreed positions and liaise with the Fire Service. During performance collection may be required for day long events.

SOUVENIR AND OTHER RETAIL SHOPS AND KIOSKS

Potential Problems:

1. Staff unfamiliar with emergency procedures and certificate terms and conditions;
2. Obstructions caused to escape routes and exists;
3. Shops etc. not located in accordance with agreed positions shown on the certificate drawings.

Proposed Solutions:

1. Arrange early meeting with organisation and the Holder to confirm conditions, extra stewarding necessary and times of opening. Ensure staff training in fire fighting equipment;
2. Facilities to be kept clear of access and egress routes. Ensure queues are adequately stewarded;
3. Facilities to occupy agreed positions shown on the certificate drawings. Approval under other legislation (i.e. Building Regulations 1991, Fire Precautions Act 1971 etc.,) should also be sought for permanent structures. Ensure queues are adequately stewarded and kept clear of access and egress routes.



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