**[SGSA MODEL SAFETY CERTIFICATE]**

[Note: For ease of use, placeholders, highlighted in yellow, have been included to identify where tailored information should be added. Once complete, the highlight should be removed. Model certificate as at 3 May 2023]

**Enter the name of the Certifying Local Authority**

**SAFETY OF SPORTS GROUND ACT 1975**

**AS AMENDED**

**GENERAL SAFETY CERTIFICATE**

**FOR A DESIGNATED GROUND**

##### Enter the name and address of the Sports Ground

**OF SPORTS GROUND ACT 1975**

**AS AMENDED**

**GENERAL SAFETY CERTIFICATE**

**ARRANGEMENTS**

GENERAL SAFETY CERTIFICATE

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**SAFETY OF SPORTS GROUNDS ACT 1975**

**AS AMENDED**

**INFORMATION**

It is important to know all the provisions of the Safety of Sports Grounds Act 1975, (“the Act”) which are relevant to sports grounds within its scope.

The following points are particularly important, but reference should be made to the Act itself for authoritative information.

1. **Right of Entry and Inspection**

Section 11 of the Act gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

(ii) **Alterations and Extensions**

Section 8 of the Act requires notice to be given to the Local Authority before work is begun on any proposed alteration or extension to the sports ground.

(iii) **Offences and Penalties**

For the following offences, that is to say:

(a) Contravening any term or condition of this certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a Safety Certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.

(b) Knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement.

(c) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine not exceeding level 5 on the standard scale.

(iv) **Prohibition Notices**

Section 10 of the Act (as amended) provides that if the Local Authority is of the opinion that the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a "prohibition notice") on the Holder of the Safety Certificate or the person responsible for the management of the ground, prohibiting or restricting the admission of spectators.

(v) **Appeals**

Section 5(3) of the Act (as amended) provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a Safety Certificate.

(vi) **Transfer of the Certificate**

If the Holder of the Safety Certificate ceases to be the person responsible for the management of the ground, an application must be made to the Local Authority for the transfer of the certificate to some other qualified person.

(vii) **Other Legislation / Guidance**

The Holder should be aware that apart from the legislation detailed in (i) above there may be other acts and guidance that apply to the sports ground. These include health and safety legislation, legislation relating to disabled people, civil contingencies legislation, The Regulatory Reform Fire Safety Order (2005), and any other specific pieces of legislation or guidance that may have relevant safety implications.

**NOTE**: No temporary variation of the terms and conditions of the Safety Certificate will be permitted other than in accordance with the terms and conditions of any relevant letter of consent by the Local Authority.

**SAFETY OF SPORTS GROUNDS ACT 1975**

**GENERAL SAFETY CERTIFICATE**

**Enter name and address of the Sports Ground**

1. In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 (as amended) and all other enabling powers, the **Enter the name of the issuing authority** (“the Local Authority”) hereby issues to:

**Enter the name of the Certificate Holder (“the Holder”)**

1.1 The Holder, this General Safety Certificate in respect of **Enter the name and address of the Sports Ground**, being a sports ground designated by Order of the Secretary of State as requiring a Safety Certificate.

2. This Safety Certificate includes the Appendices and Drawings attached hereto.

2.1 The words used in this Safety Certificate and the appendices attached hereto shall have the meaning assigned to them by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and current edition of the Guide to Safety at Sports Grounds.

1. The Holder shall retain control over the whole and each part of the sports ground and shall take all necessary precautions for the reasonable safety of all people admitted to the sports ground.

The responsibility for the safety of all people at the sports ground lies at all times with the Holder.

1. The Holder shall, after conducting all the necessary risk assessments produce detailed capacity calculations in accordance with the guidance set out in the current edition of the Guide to Safety at Sports Grounds. These calculations shall be:
2. Reviewed at least once a year
3. Reviewed after any structural changes made at the sports ground
4. Reviewed after any significant safety management changes; and
5. Reviewed after any incident that involves implementing the Holder’s contingency plans.

4.1 All of the above should be submitted to the Local Authority.

4.2 The Holder may within this document specify different capacities for different events that might be held within the sports ground.

1. The Holder shall ensure that the maximum number of spectators and staff that may be admitted at any one time to the sports ground and to each part thereof shall not exceed the capacities specified in Appendix 2,and shall also ensure that any measures for managing crowds prescribed in the Operations Manual and this Safety Certificate are observed.
2. The Holder shall inform the Local Authority of the name of the person at senior level in the organisation who is responsible for safety policy and its implementation, together with those of the Safety Officer and Deputy Safety Officer who shall be of sufficient competence, status and authority to take responsibility for safety at the ground and be able to authorise and supervise safety measures.
3. The Holder shall ensure a nominated Safety Officer or Deputy Safety Officer is present at all of the specified activities detailed at Appendix 3.

7.1 Unless a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Local Authority, is present at the ground, the capacity of the sports ground will be zero.

1. The Holder shall ensure compliance with the terms and conditions of this Safety Certificate at all times the sports ground is in use for a specified activity (see Appendix 3).
2. The use of the sports ground for spectator events under this Safety Certificate is restricted to those activities specified in Appendix 3 and is subject to the terms and conditions set out in this Safety Certificate. No ancillary activities or activations, apart from those listed in Appendix 3, are permitted without the prior written consent of the Local Authority.

10. The Holder shall give sufficient (not less than three months) notice to the Local Authority, Police, Fire Service and Ambulance Service of all forthcoming specified events not listed in Appendix 3, together with details of any activity that might require a change to this certificate.

10.1 The three months’ notice can be waived by prior agreement with the Local Authority.

11. No specific activity, which has increased numbers of children attending shall take place at the sports ground, without the Local Authority’s consent.

At least 28 days’ notice in writing shall be given to the Local Authority of any intention to provide such a specified activity.

12. The Holder shall produce and comply with a written statement of event safety policy for all people and employees, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations:

1. The Holder shall also ensure that the Event Safety Policy is reviewed annually and revised as necessary; and
2. A copy of the Event Safety Policy shall be included in the Operations Manual and provide full details of the changes to the Local Authority.

13. The Holder must maintain and comply with all sections of the Operations Manual,

 which relates to the safety of all people at the sports ground. The Operations Manual must be structured as shown at Appendix 1, with the detailed contents

 developed with the Local Authority and other relevant partners. The Operations

 Manual is a live document with ongoing review and updates as necessary.

14. The Holder shall keep under review the effectiveness of the Operations Manual and undertake a formal review as soon as practicable after any incident or near miss in which safety may have been put at risk.

15. The Holder shall notify the Local Authority of any change to the Operations Manual

 and provide full details of the changes. No major alterations or additions shall be made to the Operations Manual without prior notification of changes to the Local Authority.

16. The Holder shall ensure a Fire Risk Assessment is completed annually or when any significant changes are made to the sports ground. A Fire Safety Plan (as detailed in the current edition of the Guide to Safety at Sports Grounds) will identify and apply precautions to prevent the outbreak and spread of fire; measures to ensure the safety of all people should fire break out; provision and maintenance of fire safety equipment and the training of staff to deal with an outbreak of fire.

17. The Holder shall undertake or commission a Medical Needs Assessment from a competent person or organisation. In undertaking this assessment, the local ambulance NHS trust, event doctor or event practitioner and first aid providers should be consulted.

From the results of this assessment the Holder shall produce a Medical Plan defining the levels of medical and first aid provision for staff and all people at the sports ground which shall be set out in the Operations Manual.

18. The Holder shall, on the basis of a risk assessment, produce a Stewarding Plan which will identify the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist all people during specified activities.

19. The Holder will ensure that all directly employed in-house and agency stewards shall be trained, assessed and have achieved a Level 2 spectator safety qualification within the National Qualifications Framework, or be undergoing such training.

Stewards should not work unaccompanied until they have satisfied the following criteria:

a) they have received training to provide the underpinning knowledge for the following units in the latest National Occupational Standards (NOS) at Level 2 for Spectator Safety:

i) Prepare for spectator events

ii) Assist with the movement of spectators and deal with crowd issues at events

iii) Deal with incidents at spectator events

1. they have attended four events as a steward; and
2. they have completed the Action Counters Terrorism (ACT) awareness e-learning counter-terrorism and Basic Life Support skills training that are pre-requisites for obtaining a Level 2 Spectator Safety Qualification

19.1 All in house and agency stewards shall complete their training, assessment, and qualification within 12 months of commencement.

20. The Holder will ensure that all directly employed in-house stewards undertaking licensable activities, as defined in the Private Security Industry Act 2001, shall be subject to initial and ongoing vetting every three years and comprising:

* 1. Identify Check informed by relevant gov.uk guidance.
	2. Standard Disclosure and Barring Service (DBS) check (criminal records check).

20.1 Such initial and ongoing vetting will be undertaken in accordance with relevant guidance and best practice, including SGSA policy guidance on the SIA sports ground exemption.

21. The Holder may choose to employ agency stewards to undertake licensable activities as defined in the Private Security Industry Act 2001 to deliver some or all of the agreed stewarding plan to host designated football matches (as defined in SI 2000 No 3331) at the ground. In such circumstances, the Holder shall undertake checks in advance to satisfy themselves that those agency stewards undertaking licensable activities at the ground each hold a valid and appropriate Security Industry Authority (SIA) licence.

22. The Holder shall keep a record of the number of spectators admitted into the ground and all inspections and tests specified in the Operations Manual.

22.1 These records shall be available for inspection by authorised officers at all reasonable times.

23. The Holder shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations and produce a series of contingency plans:

1. Contingency plans shall be produced in consultation with the Police, Fire Service, Ambulance Service and the Local Authority
2. The contingency plans shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the sports ground and shall identify appropriate individuals and their respective tasks
3. The contingency plans shall be reviewed annually, after any incident, near miss or exercise
4. The contingency plans shall also be reviewed when any permanent or temporary change is made to the structures or installations at the ground; and
5. Training shall be provided to staff on a regular basis to ensure that they are familiar with the plans and the tasks allocated to them.

23.1 Where following any review the Holder revises the contingency plans the revisions should be forwarded to the Local Authority.

24. The Holder shall carry out exercises at least annually so as to ensure the emergency procedures as set out in the “contingency plans” operate correctly. The Holder shall invite the Local Authority, the police and the other emergency services to attend such exercises.

24.1 The Holder shall liaise with local emergency services and other relevant local partner agencies to ensure the Holder’s contingency plans are compatible with the emergency or major incident plans of those other local agencies.

24.2 Details of such exercises, including the date, personnel in attendance, duration, the procedures tested and scenarios used, and any actions and learning outcomes shall be recorded.

25. The Holder shall assess in writing, the risk of crowd disorder and anti-social behaviour which may cause physical harm or injury occurring at the ground and shall develop a written Crowd Disorder and Anti-social Behaviour Plan to deal with such risks.

25.1 The Crowd Disorder and Anti-social Behaviour Plan shall be produced following consultation with the Police and form a part of the Operations Manual. This plan shall be reviewed annually, after any incident, near miss or exercise.

26. The Holder shall produce a security assessment to include the risk of a terrorist incident occurring at the sports ground which may cause physical harm or injury and shall develop a written Security and Counter Terrorism Plan to deal with such risks.

The Security and Counter Terrorism Plan shall be produced following consultation with the Police and form a part of the Operations Manual. This plan shall be reviewed annually, after any incident, near miss or exercise.

27. Using best endeavours, the Holder will agree a Statement of Intent with the Police over their respective roles.

28. The Holder shall notify the Local Authority, in writing, at least 28 days before any significant change of circumstances affecting this certificate. Any changes, which may involve alterations or conditions at the ground, shall be accompanied by sufficient information:

## (a) Such information shall include two sets of drawings to an appropriate scale to clearly show the proposed works, capacity calculations and risk assessments and such other drawings as may be necessary; and

(b) Such calculations, risk assessments and other details as are necessary, or are further required by the Local Authority to enable them to undertake the necessary consultation and to make an informed decision on the application.

29. No alteration or addition shall be made to the sports ground or its structures or installations without the prior consent of the Local Authority.

30. The Holder shall draw up and keep up to date site plans showing the layout of the sports ground, buildings, equipment, and all details considered necessary by the Local Authority in connection with the Safety Certificate and shall supply the Local Authority with copies (Appendix 4).

31. This Safety Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder.

32. The Holder shall ensure compliance with any relevant regulations issued by the Government in response to a public health emergency.

32.1 The Holder will develop suitable and sufficient operational plans to respond to such an emergency and ensure compliance with any associated regulations. These amended operational plans will form a part of the Operations Manual.

33. The Local Authority will review this Safety Certificate annually or following any

 significant incident at the ground.

34. This General Safety Certificate is effective from the date of signature and replaces

 all previously issued General Safety Certificates for the ground.

|  |  |
| --- | --- |
| Enter name and address of Local Authority | **Signed:** |
| (The Officer appointed for this purpose) |
| **Date:** |

 **APPENDIX 1**

**Model Operations Manual**

The Operations Manual should be structured in the following way as appropriate (this may be in the form of a digital link to the manual held by the ground) in consultation with the Local Authority and other relevant partners.

**Section Contents**

1. The management’s Spectator Safety or Event Safety Policy
2. Safety Management Structure
3. Capacity Calculations
4. Site Plans/Drawings
5. Event Safety Management Plan
6. Risk assessments for:
	1. Regular events
	2. Pre-event activities
	3. Specific events or activities
7. Stewarding Plan including arrangements demonstrating compliance with the Private Security Industry Act 2001
8. Accessibility Plan
9. All contingency plans
10. Security and Counter Terrorism Plan
11. Medical needs assessment and Medical Plan
12. Details of training and exercising
13. Any Segregation Policy
14. Crowd Disorder and Anti-Social Behaviour Plan
15. Public Health and Biosecurity Plan (optional)
16. Safeguarding Plan
17. Ticketing Strategy
18. Traffic Management Plan
19. Zone Ex Co-Ordination Plan
20. Fire Safety Plan
21. Communications Plan
22. Athletes and Performers Plan
23. All planned preventative maintenance/tests/inspections
24. Details of any commercial and non-sporting activities
25. Details of any agreed deviations to the Guide to Safety at Sports Grounds
26. Any relevant plans to respond to public health emergency requirements

**APPENDIX 2**

**PERMITTED NUMBERS OF SPECTATORS AND OTHERS PRESENT**

**APPENDIX 3**

**SPECIFIED ACTIVITIES**

**ACTIVITIES COVERED BY THE CERTIFICATE**

The activities covered by this certificate are as follows:

e.g. Association Football, Rugby Union, Rugby League

**[Note. Where an activity is proposed within the stadium and the activity is not covered above, a Special Safety Certificate may be required.]**

**TIMINGS APPLIED UNDER THE CERTIFICATE**

 The Safety Certificate should include the timescale of when the conditions are in force, this will depend on local circumstances and agreements (e.g. two hours before an event until one hour after the event).

**APPENDIX 4**

**GROUND SITE PLANS**

**This should list any site plans or drawings outlining the geographical extent of the Safety Certificate conditions.**

##### LIST OF DRAWINGS

|  |  |  |
| --- | --- | --- |
| **CERTIFICATE DRAWING NO.** | **ARCHITECTS DRAWING NO.** | **DESCRIPTION** |
| e.g. No 1 |  1234 | Red-line boundary |
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**APPENDIX 5**

**AMENDMENTS TO GENERAL SAFETY CERTIFICATE**

##### DATE OF ISSUE

**APPENDIX 6**

**LIST OF DOCUMENTS TO BE KEPT WITH THE GENERAL SAFETY CERTIFICATE**

**The following documents should be available / kept with the Safety Certificate:**

1. Statement of Intent between the police and the ground

2. Safety Officers Job Description and details of responsibility and reporting

3. Copies of any Local Authority letters giving permission as required within this document

4. Schedule listing deviations to the Guide to Safety at Sports Grounds or other relevant standards that apply to the sports ground

5. A plan showing the geographical extent of the Safety Certificate conditions (known as the Red-line boundary)