

Guide to Safety at Sports Grounds

Supplementary Guidance 03: Event Safety Management

Annex A: Safety Officer
continuing professional
development



A1.0 Introduction

SG03 A1.1 Overview

Continuing professional development (CPD) is a commitment by individuals to continually develop and enhance their abilities in order to remain professionally competent. It can:

- a. ensure skills and knowledge are kept up to date, and
- b. strengthen professional credibility.

In essence, CPD is an investment in an individual and their career.

The importance of CPD is highlighted at Section SG03 4.4.d of the *Supplementary Guidance 03: Event Safety Management (Event Safety Management)* and Section 3.8 of the *Guide to Safety at Sports Grounds (Green Guide)*, which states:

“once an appointment is made, it is equally important that the management encourages and facilitates continual professional development on the part of the Safety Officer”.

This Annex is intended to provide further details on CPD for Safety Officers at venues. Alongside examples of what CPD can entail, it also provides a template for the tracking and recording of activities.

The ultimate outcome of well-planned CPD is that it protects the public, the employer, the Safety Officer and the Safety Officer's career.

The [Chartered Institute of Personnel and Development \(CIPD\)](#) provides further details about CPD, including the stages of the CPD cycle.

The *Supplementary Guidance 03: Event Safety Management, Guide to Safety at Sports Grounds (Green Guide)*, and this Annex are compiled and published by the Sports Grounds Safety Authority, 10 South Colonnade, London, E14 4PU.

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A2.0 CPD elements

SG03 A2.1 How much CPD should take place?

There is no set amount of CPD an individual should carry out on an annual basis.

Some professional bodies require a minimum number of hours each year to maintain membership/registration. For example, the Royal Institution of Chartered Surveyors (RICS) requires 20 hours of CPD activities each year.

Where a Safety Officer is not part of a professional body, and therefore not subject to CPD requirements, the Sports Grounds Safety Authority (SGSA) recommends around 20 hours of CPD should be undertaken each year.

At a minimum, Safety Officers should aim to carry out 10 hours annually.

SG03 A2.2 What counts as CPD

The [CPD Certification Service](#) outlines three types of learning:

a. Structured CPD / active learning

This covers participatory-based studies, and is generally the more common form of CPD. Activities for Safety Officers could include, but not be limited to:

- i. training courses and e-learning
- ii. working towards qualifications, such as postgraduate degrees
- iii. attending conferences and seminars on safety
- iv. delivering presentations at conferences and/or seminars
- v. coaching and mentoring of safety team, operations staff or stewards – either as a coach/mentor, or as the recipient
- vi. work shadowing (either shadowing someone yourself, or having someone shadow you)
- vii. peer reviews
- viii. peer group discussions; for example, via a membership body, such as the Football Safety Officers' Association
- ix. delivering training to others
- x. writing research reports
- xi. becoming the lead in a particular area; for example, facilities management, safeguarding or accessibility.



b. Reflective CPD / passive learning

This is a more one-way, directional approach to learning. Activities could include, but not be limited to:

- i. listening to relevant podcasts
- ii. watching relevant television programmes / web series
- iii. following relevant accounts on social media channels, such as LinkedIn.

c. Self-directed CPD / unstructured learning

This covers all unaccompanied CPD activities. This could include, but not be limited to:

- i. reading and/or reviewing relevant books, journals and articles, either in print or online
- ii. research of relevant topics or developments
- iii. voluntary work.

SG03 A2.3 Recording CPD

The most effective way for Safety Officer's to keep a record of CPD is to maintain a chronological list of all activities completed within a relevant time period.

Over the page is a template which can be used to record activities.

This record should also be included in the *Operations Manual*, as part of the (S) factor assessment.

An editable version of this is available on the [SGSA website](#).



Template Continuing Professional Development (CPD) Record

Full name: _____

Time period: _____

CPD aims

**Outline brief notes about your CPD plans for the year ahead.
(For example, what do you want to learn more about, what activities do you want to achieve, etc.)**

CPD record

Date	Duration (hours)	Activity type	Activity topic	What did you learn?	How will you use what you have learnt?

Signed as an accurate record of training and CPD activity in the specified time period.

Signed: _____

Name: _____

Head/Director of ground safety or line manager.

Signed: _____

Name: _____

Once complete, a signed copy of this document is to be kept in the Safety Officer's personnel records.