

# Annual Inspections

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# Where Does the Requirement Come From?

## Safety At Sports Grounds Act 1975 section 10B Enforcement

- (1) It shall be the duty of every local authority to enforce within their area the provisions of this Act and of regulations made under it and for that purpose to arrange for the periodical inspection of designated sports grounds;
- (2) In performing the duty imposed by subsection (1) above so far as it requires designated sports grounds in their areas to be inspected, local authorities shall act in accordance with such guidance as the Secretary of State may give them.
- (3) For the purposes of subsection (1) above, “periodical” means at least once in every twelve months.

# What guidance is available?



Statutory guidance  
provided in Home  
Office Circular  
72/1987 and  
97/1988



Guide to Safety  
Certification



Annex – Annual  
inspections  
process and form

# Who should be involved in carrying out the annual inspection?

**Home Office Circular 72/1987** advises that:

- *“The Local Authority should be satisfied that inspections under this guidance are carried out by a person or persons qualified for that purpose.”*

It doesn't specify a  
particular  
professional  
discipline

Consider  
advantage of a  
team approach

# Method of carrying out the annual inspection

Procedures in place that set out their monitoring function

Ensure you can devote time to the process

Agree the best time to carry out the inspection

Provide notice and additional information prior to the visit

# Method of recording the annual inspection



Can be in various styles such as a report of completed pro-forma



Problems or issues highlighted should be photographed



Identify who should receive copies of the reports



Follow up actions / remedial work needed



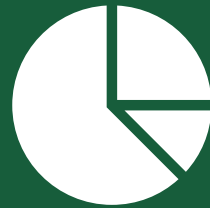
Discuss at the next Safety Advisory Group

**Have you got any useful tips on the  
Annual Inspection to share?**

# What should be included in the annual inspection?



Home Office Circular 72/1987 prescribes in detail what is to be examined during an annual inspection



Some checks in a percentage format not inline with modern methods



Some changes in safety management that need to be considered



# Have the following certificates of testing been carried out?

Electrical tests

Public address  
system

CCTV

Emergency  
telephones

Automatic fire  
detection and  
alarm systems

Active fire  
protection  
systems

Passive fire  
protection  
systems

Emergency  
lighting

Turnstile  
monitoring

Annual  
inspection

Detailed  
structural  
appraisal

Barrier  
integrity

Lightning  
protection

Auxiliary  
power  
(generator)

Lift inspection /  
certification

Gas safety  
certification

Any other  
required  
certificates

## Are the following records being kept by the stadium?

Spectator  
Attendance

Accidents and  
incidents

Maintenance  
and Inspection  
of buildings and  
structures

Emergency  
lighting testing

Fire alarm  
testing

PA testing

Passive fire  
protection  
systems

Active fire  
protection  
systems

Turnstile testing

Testing of  
emergency  
evacuation

Any other  
required records

## The local authority inspection of the ground should include the following areas:

Parts of the ground where an accident or incident has occurred

Any areas with recorded defects or deficiencies

Any major remedial works

Public stairways

Public ingress and egress routes

Active life protection systems

Passive fire protection systems

Accumulation of litter

## The local authority inspection of the ground should include the following areas (continued):

Check emergency lighting system including generator or batteries?

Check all first aid facilities and equipment?

Check on a risk-based approach crush barriers, balustrade and handrails for overt signs of weakness which might signal the need for further action?

Check on a risk-based approach any terraces or viewing slopes for general surface condition, evenness and slip resistance?

Check on a risk-based approach anchorage and fastening of any fixed seating?

Check any accessibility provision for the disabled?

Check fire stopping is intact and any records relating to products and location (include any alterations that may have removed/damaged existing fire stopping)?

Check escape signage is correct type, size and location?

The testing of the following should if possible be carried out by the person carrying out the annual inspection to confirm that the following are in working order:

Is lighting, particularly in stairways and exit routes in working order?

Is emergency lighting in working order?

Is the public address system, including the zoning function in working order?

Is the automatic fire detection and alarm system in working order?

Are the turnstiles/metering system for recording spectators in order?

# Has the annual inspection included consideration of the following areas regarding stewarding?



Stewarding Plan including a risk assessment to determine the number, location and duties of all safety staff



Training records for each steward including in house and agency



Are stewards trained, assessed, and have either achieved a Level 2 spectator safety qualification within the National Qualifications Framework or undergoing such training?



Are directly employed in-house stewards that undertake licensable activities, subject to initial and ongoing vetting every three years?



Do agency stewards undertaking licensable activities at the ground each hold a valid and appropriate Security Industry Authority (SIA) licence?

# Are the following safety procedures in place?

Event Safety Policy which is reviewed on an annual basis

Defined management structure for supervising event day arrangements

Board of Directors or senior management actively engaged in the safety management of the ground

Contingency plans for dealing with both major and minor incidents

Contingency plans tested,

Fire Safety Plan and Fire Risk Assessment?

Capacity calculations and (P) and (S) Factors assessments in place

Operations Manual

Pre-match and post-match safety checks

Incidents or near misses recorded and complaints, followed up

# Conclusion and questions



# **Sports Grounds Safety Authority (SGSA)**

**[www.sgsa.org.uk](http://www.sgsa.org.uk)**