



**West Oxfordshire District Council**  
**Safety Advisory Group (SAG) Terms of Reference**  
**April 2023**

## **1. Introduction**

1.1 The Safety Advisory Group brings together competent professionals to provide best practice guidelines to event organisers and provide a cohesive response to any issues that may be raised; so that events in the West Oxfordshire District are as safe as possible and minimise the potential for negative impacts on the wider West Oxfordshire Community.

1.2 To achieve this SAG will, as appropriate:

- advise event organisers in order to ensure high standards of health and safety
- promote the principles of proportionate risk management and good practice in safety and welfare planning in order to balance all reasonable matters of safety
- promote a consistent and coordinated, multi-agency, approach to event planning and management
- advise the local authority and/or event organiser in respect of the formulation of appropriate contingency and emergency arrangements
- advise the event organisers in respect of relevant legislation and guidance
- encourage arrangements to minimise disruption to local communities
- consider the implications of significant incidents relevant to the venues, the events, and the surrounding areas and facilities
- receive reports relevant to debriefs, visits and/or inspections of the venues or events
- promote clarity of roles and responsibilities relevant to the events
- consider the protection of vulnerable adults and children from harm
- consider and advise on the Public Health impacts of events.

1.3 The SAG has an advisory role and cannot make decisions. However, members of the group are expected to convey best practice to event organisers that is in line with appropriate legislation, guidance and wider organisational policy objectives.

1.4 The SAG will operate in accordance with these Terms of Reference. Agendas and supporting documentation will be distributed electronically to members of the SAG before the meeting and after, as required. Meetings will be held predominantly online and will be recorded within Microsoft Teams. Action notes of the meeting will be taken and distributed to SAG members and event organisers so that points raised can be followed up.

## **2. Frequency of meetings**

2.1 The SAG will be diarised depending on the nature and frequency of events taking place in West Oxfordshire District that require attendance at a SAG. Event organisers that have attended a SAG will be required to share any learning following their event, a debrief will be organised if a significant incident occurred.

2.2 Significant events will require their own SAG and timelines.

2.3 It is the policy of the SAG that if a core members believes that an event should come before it, then a meeting will be arranged with the event organiser. Broadly, events that are likely to need to be presented to SAG are:

- Events of an unusual nature
- Events with significant numbers of attendees
- Events with a significant or unusual level of risk
- New venues
- Events or venues where there has been previous issues or incidents

2.4 Sub groups of the SAG may be set up to deal with any specialist matters. These sub groups may be asked to report into the SAG to ensure a consistent approach.

### **3. Release of SAG minutes and confidential information**

3.1 The action notes collated during SAG meetings or their sub groups will be held by the Council as a public record and be subject to the Freedom of Information Act 2000 and the Data Protection Act 1998. The meetings will be recorded and held by the Council, but not publically available.

3.2 All SAG members are to be made aware that some information disclosed in SAG meetings may be confidential or commercial information of a sensitive nature, which should remain between SAG members and the event organisers and not be disclosed to any other parties unless agreed. In the unlikely event that it is deemed in the public interest to share such information legal advice will be take prior to disclosure.

### **4. Role of the Chairperson**

4.1 The Chairperson will generally be the Business Manager for Risk, Emergency Planning & Business Continuity Manager or their nominated deputy.

4.2 The role of the chairperson will be to ensure that:

- All actions from the meetings are recorded
- all members are informed of the dates and events coming before SAG
- all views of invited members are taken into account when scrutinising the event
- event organisers are given sufficient time to outline their plans before, during and after the event
- Event Management Plans are submitted to members in a timely manner when received from the event organiser
- members are advised when information may be of a confidential or sensitive nature where discretion is to be exercised about its disclosure.

### **5. Core SAG members and roles**

5.1 **Local Authority Representatives:** These should include officers with the competency to advise on matters such as licensing, food safety and environmental health, emergency planning, highways/traffic and health and safety and any other officers as required to discharge their

duties as appropriate. Other representatives may also be required to provide legal or media and communications support as appropriate.

**5.2 Police:** Police representatives attend with regard to matters such as public order and public safety, incident response planning, community policing, enforcement and any other duty (i.e. Counter Terrorism) as appropriate.

**5.3 Fire and Rescue Service:** Fire and Rescue representatives attend with regard to matter such as public safety, incident response planning, provision of advice on matters relating to fire safety, enforcement and any other duty as appropriate.

**5.4 Ambulance Service** representatives attend with regard to matters such as incident response, medical provision advice and guidance, scrutiny of a private medical company's medical plans and any other duty as appropriate.

**5.5 Event Organisers** An event organiser is responsible for all health, safety and welfare related matters for those affected by the event including visitors to the event, staff or volunteers working at the event, contractors and others such as the local community. These responsibilities include;

- Documented arrangements necessary to safeguard visitors (normally documented in an Event Management Plan)
- Arrangements for identifying and controlling risks associated with the event including the build up and break down phases of the event. This would normally be a documented risk assessment and safety systems/methods of work.
- Fire safety arrangements
- Traffic planning and management
- Crowd safety and security management (including Counter Terrorism)
- Emergency and Contingency arrangements (in discussion with the emergency services)
- Communication arrangements
- Medical and first aid provision
- Lost vulnerable adults and children
- Insurance, licencing and certification provision

## **6. Other invited members of the SAG**

6.1 In addition to the core membership as stated above, the SAG may invite other members to attend or set up sub groups. This can include services who may need to be informed of such events so as to be able to discharge their functions and provide their expertise. This list can include, but is not limited to:

- NHS
- Public Health
- Building Control
- Environment Agency

## **7. Limitations**

7.1 SAGs have no bespoke powers of enforcement however, individual organisations represented on the group do.

7.2 The SAG is not an enforcement body and whether or not an individual agency determines to use its own powers of enforcement is a decision for that agency and not the SAG. Where an agency does consider the need to use their own powers, it is appropriate that this be discussed with other core members of the SAG. This will ensure that one agency's use of powers does not cause unforeseen additional challenges to other members.

7.3 If an event organiser refuses to engage with the SAG or does not act on the advice given, the SAG will remain as supportive as possible and will take reasonable steps to maintain a positive relationship whilst acting in the best interest of public safety.

7.4 It is recognised however that should an event organiser continue to proceed with the event and act against the advice of the SAG then enforcement action may need to be taken to ensure public safety.

7.5 Individual members of the SAG must recognise the limitations and competencies of themselves and their particular agency, and must act within these competencies

## **8. Review**

8.1 These Terms of Reference will be reviewed annually or as necessary to ensure they remain appropriate, fit for purpose and in line with current guidance and best practice.