

Appendix 1

Safety Advisory Group for Events 2011/12 – Chair’s Report

1. Background

This report is aimed at making the Safety Advisory Group for Events (SAGE) group more accountable and to draw attention to the value, which it adds in facilitating the safe delivery of outdoor events as a contribution to the economic and cultural life of Bath & North East Somerset.

The SAGE (called SAG/ESAG in other Authorities) originated post-Hillsborough where responsibility for events was identified as that of the organiser. It is a non-statutory body although Council Officers and the Emergency Services do have separate powers as individual departments and organisations under various areas of legislation. Further guidance on the suggested role of these groups has now been published on the Health & Safety Executive’s website <http://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

2012 was another significant year of change in the management of events within B&NES. Key steps have included:

- Visit Bath & the Cultural Forum Website website produces an events’ diary detailing “what’s on” within the area;
- Continuing to build a positive business-like relationship with Bath Rugby Club;
- The development of a bespoke Child Protection Policy for events
- Guidance on environmental noise for event organisers

A “virtual” team of officers has continued to lead the changes. Council officers drawn from Public Protection (including Licensing), Corporate Health & Safety, Highways, Traffic & Safety, Sports & Active Lifestyles, Policy & Partnerships, Tourism Leisure & Culture (TLC) , Parking Services, Arts Development, Bath Tourism Plus, Building Control & Neighbourhoods work largely on marginal time and also in their own time monitoring events at weekends and out-of-hours. The only full-time officer working on events is Lynne Locker (Events Advice and Support) who was appointed to TLC in September 2011.

2. Risks & Opportunities in 2012 (details of specific events)

2.1 Resources

The number and complexity of events in 2012 has stretched the virtual event’s team resources considerably. For example, the following is a sample of staff who worked on events since August 1st 2011. This list does not include all those involved in the SAGE-:

Lynda Deane - Sports & Active Lifestyles – 962 hours.

Geoff Dicker – Corporate Health & Safety (SAGE Chair) – 820 hours.
Ruby Jordan – Licensing and SAGE minutes - 130 hours
David Boardman/Emma Chilton – Traffic & Safety - 635 hours.
Paul McElhone – Highways – 400 hours.
Alison Gingell – Public Protection – H&S (involved since March 2012) – 50 hours.
(figures are approximate)

In addition there is still no budgetary provision for running some 36 SAGE meetings which often require large venues such as the Guildhall, Roman Baths etc. Public Protection currently meet the cost of room hire which imposes a budget pressure. Consideration needs to be given to the importance of events corporately and whether in terms of organisational change, funding, and opportunity cost if operating events on marginal time and goodwill can continue to be sustainable. Linda Todd (brought in to TLC to manage Sulis Soundtrack, the Paralympic Flame & Rio Carnival celebrations and the Open Top Bus Tour) is now working on a detailed strategy for Mike Butler – Interim Director of TLC. Consideration of proposals resulting from this work will be brought to Cabinet in 2013.

2.2 Christmas Lights

Proposals for the 2012 lights will place more emphasis on the Business Improvement District (BID) for organisation and funding. The SAGE will propose the following amendments to the management of the 2012 Bath Christmas Lights :

1. Integration of Silver and Bronze Commands into one local control based in Lewis House.
2. Timed closure of George St rather than a contingency arrangement.
3. Positioning of speakers along Milsom St to enable the crowd at the top end to hear announcements.
4. Deployment of more stewards at the junction of Milsom St and George St.
5. A “table top” exercise a week before the event to test systems and communications.

Given the capacity factors of Milson St and the potential crushing risks evident in 2009 and 2011 the SAGE would urge the BID and the Council to examine alternative venues for subsequent years.

2.3 Fireworks in Bath

Lynne Locker and the SAGE have worked with Bath Rotary Club & Bath University to deliver the Bath Fireworks Display at the Recreation Ground in a safer manner after crowd control issues caused a serious risk of injury in the first combined event in 2011. The SAGE will also monitor firework events in Keynsham and Alice Park.

2.4 Midsomer Norton Events

A positive working relationship continues to be developed with the Town Council and the Midsomer Norton and District Community Association. Debriefs were held for both events and recommendations made for subsequent years. There remains a need however for the Town Council and the MNDCA to work more closely together for the benefit of the community.

2.5 Safety at Sports' Grounds

The SAGE has continued to build on its relationship with Bath Rugby Club who have responded positively to significant safety issues raised in 2011. However, it was disappointing that the provision of technical information relating to the temporary stands although marginally better than 2011 was still not forthcoming until the week before the first home game in 2012. On a positive note the club's new access-controlled ticketing system seems to be working well and is achieving its objective of avoiding excessive queues at the riverside gates.

2.6 River Avon in Bath

There has been continued focus on the desire to develop the riverside in Bath and to run events on the stretch between Churchill and Pulteney Bridges using the city as a backdrop. Public Protection have now (October 2012) commissioned a report by ROSPA and Leicester University who have expertise in this area to examine the potential of this stretch of the river in relation to events. Their remit will examine the state of the current infrastructure and cost of improvement, access and egress issues, riparian ownership, water quality and operation of the Council-owned moorings after a fatal fire on a pleasure boat. Early indications have shown that water quality in this stretch is poor. A further report to Cabinet from the Public Protection Service will follow in Spring 2013 to add a specific river event element to the existing events' policy

2.7 Keynsham Events

Keynsham continues to host some of the largest events in B&NES – the Music Festival and Lantern Parade. Members of the Corporate H&S team monitored the Lantern Parade whilst other officers monitored the Music Festival. A new youth centred event organised by the Town Council and the Quest Project was delivered successfully in September 2012.

2.8 Bath Racecourse Events

The SAGE has responsibility for undertaking checks in line with Safety of Sports' Grounds legislation at this venue. In addition a great deal of time was spent in dealing with three major events: Retro Trax, Last Jubilee and Sulis Soundtrack, all of which proved to be problematic. The organisers of both Retro Trax and the Last Jubilee were ill-prepared for running events of this size in terms of planning and risk management. The Retro Trax event which focussed on "techno" music attracted many noise complaints. Jamonit Productions, the organisers of the Last Jubilee – a punk festival – proved to be even more dilatory in preparation. Their event was eventually cancelled by Northern Racing in consultation with the SAGE for a variety of reasons. Because the phrase "health & safety" was used by Northern Racing in

their press release, Jamonit productions issued an unfounded press release of their own claiming that the Council had issued a cancellation notice preventing the event from taking place. The Council's press office did excellent work in counteracting these claims on all fronts including Social Media.

The Sulis Soundtrack event sponsored by the Council was also cancelled due to bad weather causing the event area to become waterlogged and poor ticket sales.

2.9 Temporary Structures

Although better than previous years confusion still abounds as to what technical information the Council requires from organisers relating to temporary structures such as staging, marquees and speaker towers etc. Building Control has been asked to produce a simple checklist for event organisers which will be placed on the event advice website to assist applicants.

2.10 Communications and Training

Because of the intense input to delivering events in 2012 the aspiration to continue the training and communication with event organisers and community groups was put on hold in 2012. There are plans to run some workshops late in 2012 or early in 2013, resources permitting.

2.11 Parking

The issue of standardising parking signs has now been approved by the Department for Transport, and there were no major parking issues in 2012.

2.12 Weather "summer" 2012

Poor weather during the summer of 2012 resulted in the cancellation and poor attendance at events, although the sun shone for all of the Olympic Torch Relay celebrations.

2.13 Child Protection

Because of an issue highlighted at an event this year a specific Child Protection Policy was written by the Arts Development Team in conjunction with the Child Protection Officer which has now been publicised on the Council's website.

2.14 Olympic Torch Relay

This event which was well over a year in the planning both nationally and locally was a resounding success – even the weather was fine! It exemplified the Events Team at its best with well over 75,000 people lining the streets of Bath to watch the Olympic Flame pass through B&NES. The Council also broke a world record in Royal Victoria Park prior to the procession by placing a record number of persons on Olympic Rings marked out in front of the Royal Crescent!

2.15 Paralympic Celebrations & Rio Carnival Procession

These celebrations were marked by three separate events coordinated by the Events Team and its partners: the Paralympic Flame Event with evening music: the sporting “taster” events on Bath Recreation Ground and inside Bath Sports Centre: and the Rio Carnival procession through the City. The day was a great success although the weather restricted the numbers attending the evening music sessions. A number of noise complaints were received from residents in Great Pulteney St and the surrounding area after sound checks were made at 0900 hrs and again in the evening. Robust traffic management measures were put in place although some taxi drivers and the bus companies made complaints about congestion.

2.16 Open Top Bus Tour

This joint venture between Bath University and B&NES was organised by the Event Manager at extremely short notice. The day was a success with some 25 Paralympic and Olympic athletes parading on an open-top bus provided by the Bath Bus Company from the University culminating in a Civic Reception. A contingency arrangement was invoked for the athletes to return via Widcombe Junior School who missed the bus first time around!

2.17 Jane Austen Festival – Grand Regency Promenade

This event was much larger than in previous years with an estimated 300-400 participants in regency costume parading through the city from the Crescent and Queen’s Square. This drew significant numbers of onlookers at Queens’ Square which warranted Geoff Dicker and Linda Todd in conjunction with Safe & Sound Staff effecting an emergency road closure after a dynamic risk assessment was taken, on grounds of public safety. The route also had to be changed because of roadworks in Hot Bath St. It was also necessary to stop traffic for 20 minutes in Grand Parade to allow the participants to cross safely into Parade Gardens. There seemed to be little in terms of event organisation and the person leading the procession was unaware of the exact route. A debrief will be held with the organiser.

2.18 Other events considered by the SAGE in 2012

The Larkhall Festival at Alice Park was examined after concerns were raised. The event organiser co-operated with the SAGE and delivered a safe and successful event which was monitored by officers from Public Protection.

The SAGE also met organisers of the Whitchurch Fête which takes place over three days and includes a horse show. Previously there had been issues with parking and traffic management.

2.19 Powers of the SAGE

There have been several instances this year when the powers of the SAGE Group have been challenged, and there is a need to clarify the powers, particularly of veto, which the group may have. For B&NES organised events or an event on B&NES property the SAGE Chair has the option of referring the event to the Divisional Director of Environmental Services should there be a joint recommendation that the event should not proceed on safety grounds. There is however no such guidance for events which occur on private land such as Bath Racecourse; currently the SAGE can therefore only make strong recommendation to the owners and organisers of such events.

Individual Responsible Authorities (such as the Police or Avon Fire and Rescue) have powers to take action as individual authorities.

2.20 Criteria for Events covered by the SAGE

The current Events Policy currently defines "SAGEABLE" events as follows :-

Para 6.1 "A major event is an organised public activity that is held outdoors, on public or privately owned land, which operates on a regular or one off basis, lasting more than 3 hours over one or more days, for 500 or more people (including both participants and spectators); or if the risk nature of the activity warrants additional assistance and intervention above what is normally expected to ensure a safe and successful event. Major events require substantial forward planning and consultation with the Council's Safety Advisory Group for Events".

It is recommended that more emphasis is placed on the risk nature of the event rather than the numbers otherwise were the group to look at every event which included more than 500 people there is a danger that we would be examining every village fete. An amendment is therefore recommended to this paragraph of the policy to the effect that the SAGE Chair will make a risk-based judgement as to what events are considered by the group.

Reference also needs to be made to events which are likely to cause significant disruption to traffic and parking arrangements.

3. 2013 - The year ahead

2013 is likely to be a slightly less dynamic year than 2012 although some exciting new events are planned. These include a Bath 10kms run, a Bed Race in the Chew Valley area, and the likelihood of a Special Olympics event in Bath in August.

We will continue to monitor progress at Bath Rugby Club on the raising of safety standards highlighted in 2011. There will again be three full SAGE meetings in 2013. Public Protection Officers will attend matches to monitor the effectiveness of procedures in accordance with Safety of Sports Grounds legislation.

Resources permitting there are plans in 2013 to deliver more public awareness seminars to local groups including a risk assessment "master-class" aimed at demystifying this often-misunderstood area.

4. Conclusions

The year 2011/12 has been significant for the number of high profile events most significantly those connected to the Olympic and Paralympic games. All of these events have passed off safely without any injury to either the public or participants. Safety is often given a bad press but in this case has contributed positively and invisibly to the collective enjoyment of the public & participants and has consequently enhanced the reputation of Bath & North East Somerset Council.

The aim of the SAGE for 2013 will continue to be to maintain a high profile, to engage event organisers both internally and externally in positive dialogue about the need to manage risk in a proportionate and sensible manner.

We must send the message that Bath & North East Somerset welcomes events which contribute positively to the life of our community and state that a successful event is really about taking (and managing risk) but having fun as well!

Geoff Dicker (Senior Health & Safety Advisor)

Chair of Safety Advisory Group for Events

5. Events considered by Safety Advisory Group for Events (SAGE) 2012

Event Description – SAG Date & Organiser	Numbers	Issues raised at SAGE	Monitoring (Site Visit, Debrief etc)	Comments		
Officers SAGE 10 th February		First meeting to review the year to come was well attended by some 30 officers & partners including Directors and Senior Police Officers (District Commander)				
Bath Half-Marathon & Sports Relief Mile 17 th January Running High – Andrew Taylor	10,000	Parking signs.	Geoff Dicker & Alison Gingell monitored	Some road closure signs not taken down		
Bath Rugby – 21 st March	N/A	End of season SAGE				
Skyride - 20 th April –B&NES Sports & Active Lifestyles	5000	Parking and tow-aways	Geoff Dicker monitored	Poor weather limited numbers		
Royal Wedding Party in the Park 28 th March B&NES – David Lawrence	6000	Licensing Issues regarding alcohol on site.	David Lawrence, Geoff Dicker on site with Richmond Event Management as “Bronze Command.”	Poor weather limited numbers		
Retro Trax – Bath Racecourse - 22 nd March	3000	Poor preparation by organisers and difficulty in obtaining information from them	Cllr David Dixon visited site to respond to noise complainants.	Noise complaint issues and availability of Environmental Protection		

				officers to attend site.		
Last Jubilee – Bath Racecourse – 22 nd March Jamonit Productions	N/A	Inadequate documentation and planning by event organisers – Jamonit Productions.	N/A	Cancelled due to contractual issues by Northern Racing. Jamonit Productions issued press statement blaming the Council for cancellation.		
Larkhall Music Festival 10th April Tony Hickman & Larkhall Festival	2500	Lack of initial preparation by organisers who eventually demonstrated their commitment to adequate standards	Alison Gingell, Environmental Protection and Licensing Team monitored.	Stewarding		
Olympic Torch Relay – 30 th April B&NES – Sports & Active Lifestyles	75,000	Command & control, communications, security.	Whole of “virtual events team” were present.	Well-organised and executed bringing many plaudits both internally and externally.		
Boom Stage in RVP – 8 th May – Jackie Toner & Fringe.	2000	Insufficient documentation and noise management.	Monitored by Lynne Locker and Environmental Protection.	Noise, late safety documentation, damage to grounds & reinstatement costs.		
Peasedown St John Party in	3000	None in particular.				

the Park — Cllr. Nathan Hartley. 25 th April.						
Freedom of the City March – 16 th May – B&NES	5000	Late notification to Highways of road closure requirements				
Bath Racecourse – Safety of Sports Grounds – 22 nd March	N/A	Management of asbestos and non-racing day events. Reissue of the safety certificate.		Issues regarding types of non-racing events at this venue		
Widcombe Rising Street Party – 20 th April – Widcombe Rising Committee – Ralph Oswick.	5000	None in particular.				
MSN Summer Fayre – Cllr Paul Myers & Town Council – 10 th May	2000	None in particular.	Geoff Dicker, Linda Todd, Ann Cullis monitored.	Poor weather. Debrief held in September.		
Keynsham Music Festival - Keynsham Town Council – 26 th April	8000	Rogue Traders	Lynne Locker & Imogen Coles (Food Safety)			
Midsomer Norton Family Fun Day Steve Collins Chairman, Midsomer Norton and District Community Association – 16 th May	2000	None in particular.	Ann Cullis attended.	Debrief held on 21 st September.		
Bath City Football Club – Safety of Sports Grounds – 26 th June	N/A	Structural report highlighting major issues with integral crowd.		Crowd capacity reduced and schedule for		

Additional site meeting on 13 th July 2012.				repair and maintenance produced by Bath City FC.		
Sulis Soundtrack at Bath Racecourse – 30 th May.	N/A	Provision of structural information on temporary structures.	Cancelled due to poor ground conditions after heavy rain and low ticket sales.			
Paralympics sporting events and music 18 th July –B&NES Sports & Active Lifestyles/Arts Development & Art Reach	10,000 over entire day	Traffic management and coordination of three events.	Linda Todd, Lynda Deane, Lynne Locker, Martin Pellow, Nathalie Candy, Claire Graham, Tracy Curtis, Geoff Dicker & many other B&NES staff volunteers	Noise & traffic complaints		
Whitchurch Festival – Whitchurch Committee – 25 th July.	3000	Some previous traffic management and parking issues. No proper licence for alcohol sales.				
Bath Rugby pre-season SAGE – 16 th August	--	Late details of structural calculations. Crowd disorder at pre-season games.	Robin Wood attended first home game and sent letter to Jeremy Wilton MD Bath Rugby concerning lack of fire signage, railing height in north end terrace etc.	Public Protection will monitor situation closely.		
Open Top Bus Tour for Paralympic and Olympic Athletes – 30 th August - B&NES Sports & Active Lifestyles.	10,000	Short notice: type of vehicle for Paralympians, traffic management, stewarding.	Run by Linda Todd/Lynda Deane and monitored by Geoff Dicker & Tracy Curtis.			
Jane Austen Festival & procession – 30 th August – Jane Austen Museum –	5000+	Event organisation and pedestrian/participant safety at road crossings.	Linda Todd & Geoff Dicker.	Excessive numbers warranting		

Jackie Herring.				emergency road closures after dynamic risk assessment taken on public safety.		
Bath Christmas Market - Bath Tourism Plus – 26 th September – Bath BID	20,000 for market period	Crowd numbers, coach parking, placing of temporary toilet facilities in Terrace Walk. Some changes to market layout.	Geoff Dicker, Lynne Locker, Linda Todd.			
MSN Carnival - Midsomer Norton and District Community Association – 21 st September.	-	Discussed with MNDCA 21 st & Police on September & a SAGE is not required.				
Midsomer Norton Lantern Parade –& Cllr. Paul Myers & Town Council	2000	Meeting to be held in October 2012.	Will be monitored by Events Team.			
Alice Park Fireworks – Tony Hickman.	500+	Problems with crowd safety and mis-firing of fireworks at last year's event. Site meeting to be held in October 2012.				
Bath Fireworks at the Rec. – Bath Rotary Club & Bath University. 18 th September.	10,000	SAGE held on 18 th September. Zoned ticketing and slight reduction in numbers to 8000 agreed.	Will be monitored by Events Team.			
Remembrance Day Parade in Bath		SAGE to be held in October.				
Keynsham Rugby Club		Site meeting to be held in October rather than full SAGE.				

Bath Rugby SAGE Mid-season review		SAGE scheduled for November 2012				
Keynsham Lantern Parade & Victorian Evening — Keynsham Town Council.	10,000	SAGE scheduled for 19 th October.	Will be monitored by Events Team.			
Bath Skating Rink – Excel Tennis Royal Victoria Park – 26 th September – Excel Tennis (S & C Smith)		SAGE held on 26 th September and a number of objectives and points of clarification made to event organiser.	Will be monitored by Events Team.			
Bath Christmas Lights — Bath BID – Andrew Cooper – Pre meeting 20 th September SAGE on 3 rd October.	8,000+	Likely crowd numbers with profile of principals. Pre-meeting held with BID on 18 th September and responsibility for event of BID clarified. Full SAGE scheduled for 3 rd October.	Will be monitored by Events Team.			

6. List of “SAGEABLE” events in 2013

Bath Rugby SAGE end of season review
Bath Half Marathon – Bath Sport Relief Mile
Bath Racecourse SAGE
Keynsham Music Festival –
Party in the City Opening Night of the Music Festival– 24th May
Larkhall Festival
Bath Motor Pageant run by the Rotary Club will move to RVP on 23/24th June
Fringe – Spiegeltent etc
Bath 10kms run
Sky Ride?
Peasedown St John Jubilee in the Park –
MSN Fayre
Chew Valley Bed Race July
Bath Rugby Pre-season SAGE
MSN Family Day
Bath City Football SAGE–
Whitchurch Festival –
Special Olympics
Lacrosse Tournament at Bath Rec
Bath Rugby Mid-Season review SAGE
Jane Austen Festival
Keynsham Youth Festival
Whitefield Volleyball
Bath Rotary/University Fireworks
Remembrance Day Parade in November
Alice Park Fireworks
Bath Christmas Market & Holburne Lantern Parade
Bath Skating Rink
Bath Christmas Lights Switch On
Keynsham Victorian Evening
MSN Xmas Lantern Parade