

Enfield Safety Advisory Group Terms of Reference

The Enfield Safety Advisory Group will hold monthly meetings to allow the relevant regulatory agencies and emergency services to gain intelligence prior to any event to allow for emergency planning and advise each other on any areas of concern. The group will also advise the event organiser of ways in which they can manage the event safely although the group as a whole does not have statutory powers and any regulation of the event will be carried out under primary legislation.

To reduce unnecessary travelling, or when short time scales require it, some events will be considered via a “virtual SAG” by circulating documentation and comments electronically. If there is a need for an emergency SAG this will be undertaken accordingly.

The Enfield SAG is not part of the event planning team and safety of persons attending the event will always remain the responsibility of the event organiser.

Statement of intent

The Enfield Safety Advisory Group (SAG) aims to:

- a) advise the Local Authority and/or event organiser in order to ensure high standards of public health and safety;
- b) promote good practice in safety and welfare planning;
- c) promote consistent and coordinated, multi-agency, approach to event planning and management;
- d) advise the local authority and/or event organiser in respect of the formulation of appropriate contingency and emergency arrangements;
- e) advise the local authority/core members and/or event organiser in respect of relevant legislation and guidance;
- f) encourage arrangements to minimise disruption to local communities;
- g) consider the implications of significant incidents and events relevant to their venues and events;
- h) consider the implications of significant incidents and events relevant to the surrounding areas and facilities;
- i) receive reports relevant to debriefs, visits and/or inspections of the venue or event;
- j) promote clarity of roles and responsibilities relevant to the events within their remit; and
- k) maintain an overview of forthcoming events within Enfield borough.
- l) To make recommendations to licensing sub committee and venue owners on suitability of the event.

Core membership

Representatives from:

- London Ambulance Service
- Police Services (Metropolitan and British Transport Police)
- London Fire Brigade
- Transport for London
- Enfield Council Environmental Health Team
- Enfield Council Licensing Enforcement Team
- Enfield Council Traffic and Transportation
- Enfield Council Emergency Planning Unit

The meeting chair will ensure that the group operates in a fair, effective, efficient and proportionate manner.

Core members will offer advice in relation to their own professional expertise within their organisation's area of responsibility.

Any core members of the SAG will declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person may withdraw and be replaced by an appropriate party agreed with the Group.

Criteria for selecting events to be considered by SAG

An event may be considered by SAG where an agency has concerns over public safety. The following criteria may trigger a SAG intervention:

- a particular event, operator or venue carries any unusual or elevated risk by its nature, content, activities or anticipated attendees (including large numbers e.g. >5,000);
- the event, operator or venue is new or new to this type of event;
- the event, operator or venue has a history of, or there is intelligence to suggest, safety related issues may occur; or
- there is an identified clash of events in a local area presenting potential risks
- in other circumstances on where it is deemed necessary.

When it is felt appropriate to call a SAG meeting in relation to a specific event the benefits will be made clear to the organiser such that the process is not seen as a hindrance or red-tape burden. Some organisers may be deterred by the process or there may be political sensitivities however the safety of the public must have the overriding priority.

Freedom of Information Requests

Requests for event information can be made to Enfield Council under the Freedom of Information Act (FOIA). However, in consultation with the Data Protection Officer (DPO) specific details relating to Traffic Management and Security will be exempt under section 38 of the Freedom of Information Act.

Action to be taken following SAG contact with an event

Notes will be circulated to event organisers and SAG members after the meeting.

Any significant concerns and ensuing action points will be detailed in the notes.

If events fail to engage with SAG by way of refusal to provide information or to attend a SAG meeting or failure to acknowledge and act upon SAG's concerns the Chair will refer the concerns to relevant land owner.