

Safety of Sports Grounds Act 1975

# General Safety Certificate

Horsfall Playing Fields Bradford



September 2011



City of Bradford MDC

[www.bradford.gov.uk](http://www.bradford.gov.uk)



# HORSFALL PLAYING FIELDS

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## FIRE SAFETY AND SAFETY OF PLACES OF SPORTS ACT 1987

### REGULATED STAND SAFETY CERTIFICATE

#### PREFACE

It is essential that the person to whom this Certificate is issued is conversant with the provisions of the Fire Safety and Safety of Places of Sports Act 1987. The standards of safety to be achieved are taken from those highlighted in the "Guide to Safety at Sports Grounds" (5th edition - 2008) obtainable from HMSO.

The Certificate Holder is responsible for ensuring that the terms and conditions of this Certificate are fully observed. It is an offence to:

- i) contravene any term or condition of it; or
- ii) admit to the stand more spectators than the Certificate allows; or
- iii) contravene a Prohibition Notice; or
- iv) fail to give notice of an alteration or extension to the stand; or
- v) obstruct an authorised person carrying out duties under the Fire Safety and Safety of Places of Sport Act 1987.

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The Certificate Holder is also the 'Responsible Person' as defined in the 'Regulatory Reform (Fire Safety) Order 2005 relating to fire safety measures in the workplace. The Order relates to designated sports grounds and replaces previous fire safety legislation and, any fire certificates issued under the 'Fire Precautions Act 1971' are of no effect. The Order requires the Responsible Person to carry out a 'fire risk assessment' and keep it up to date to ensure that all the fire precautions in the premises remain current and up to date. The West Yorkshire Fire & Rescue Service is the enforcing authority for this Order, the Local Authority are the enforcing authority for the Safety at Sports Ground Act 1975 and Fire Safety and Safety of Places of Sport Act 1987.

Further guidance on the Regulatory Reform (Fire Safety) Order 2005 is obtainable from [www.opsi.gov.uk](http://www.opsi.gov.uk)

**THE PENALTY IS, ON SUMMARY CONVICTION, A FINE NOT EXCEEDING £5,000 (Scale 5), OR ON CONVICTION ON INDICTMENT TO AN UNLIMITED FINE, OR IMPRISONMENT FOR NOT MORE THAN 2 YEARS, OR BOTH.**

There is provision for appeal against decisions of the Enforcing Authority or against the inclusion of anything in, or the omission of anything from this Certificate. Appeal is by way of complaint to a Magistrates' Court, the details of which are set out in 'The Safety of Places of Sports Regulations 1987.

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## REGULATED STAND SAFETY CERTIFICATE

### General Safety Certificate

The Certificate is issued for the STAND at HORSFALL PLAYING FIELDS, CEMETERY ROAD, BRADFORD by the City of Bradford Metropolitan District Council.

The holder of the certificate is **Andrea Collingwood of City of Bradford, Department of Environment & Sport - Sport & Leisure Services** being a qualified person as defined by Section 28 of the Fire Safety and Safety of Places of Sports Act 1987.

In accordance with the provisions of Section 28 subsection 7 of the Fire Safety and Safety of Places of Sport Act 1987, the City of Bradford Metropolitan District Council hereby issues the applicant a General Safety Certificate in respect of the stand at the above, determined a regulated stand requiring a General Safety Certificate.

In accordance with the provisions of Section 27 of the Act the use of the stand, on the occasion of the activities specified in Schedule 4, is subject to the terms and conditions set out in Schedules to the Certificate which shall be complied with to the satisfaction of the Council.

The words used in the Certificate and the Schedule attached hereto shall have the meaning ascribed to them by virtue of Section 4 of the Act, and Schedule 1 to the Certificate.

The Schedules and plan attached all form part of the Certificate.

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Dated the 1st September 2011

BARRA MAC RUAIRI  
STRATEGIC DIRECTOR REGENERATION AND CULTURE  
JACOBS WELL  
BRADFORD  
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## LIST OF SCHEDULES AND APPENDICES WHICH FORM PART OF THE SAFETY CERTIFICATE

**Schedule 1**     **Definition of terms used in the Certificate**

**Schedule 2**             **General Conditions**

- 1.0    Role of the Certificate Holder
- 2.0    Communications
- 3.0    Lighting and Emergency Systems
- 4.0    Fire Fighting Equipment
- 5.0    Medical Facilities
- 6.0    Access and Exist Sign Posting
- 7.0    Inspections
- 8.0    Means of Ingress and Egress
- 9.0    Record Keeping
- 10.0   Stewards
- 11.0   Training
- 12.0   Emergency Evacuation and Contingency Plans
- 13.0   Electrician
- 14.0   Flammable Materials

**Schedule 3**     **Stand Capacity**

**Schedule 4**     **Activities covered by the Certificate**

**Schedule 5**     **Number and deployment of Stewards**

**Schedule 6**     **Safety Management**

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## SCHEDULE 1

### DEFINITION OF TERMS USED IN THE CERTIFICATE

**'The Act'** means the Fire Safety and Safety of Places of Sport Act 1987.

**'Regulated Stand'** means the stand situated within Horsfall Playing Fields, Cemetery Road, Bradford.

**'The Certificate Holder'** means **Andrea Collingwood of City of Bradford, Department of Environment & Sport - Sport & Leisure Services.**

**'Building Control'** means the Head of Building Control of the City of Bradford Metropolitan District Council or such other person as designated by him.

**'The Police'** means the Chief Officer of Police or an officer of not less rank than Superintendent, or as the case may require, the police officer having charge of the police operation on the occasion of a specified activity.

**'The Fire Service'** means the Chief Fire Officer of the West Yorkshire Fire Service or such other officer as designated by him.

**'The Ambulance Service'** means the Chief Executive of the West Yorkshire Metropolitan Ambulance Service (NHS Trust) or such other officer as designated by him.

**'Daylight hours'** means the period of daylight between half an hour before sunrise and half an hour after sunset.

Other expressions have the same meaning as in the **'Act'**.

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## SCHEDULE 2

### GENERAL CONDITIONS

#### 1.0 ROLE OF THE CERTIFICATE HOLDER

1.1 This Section is intended to summarise, in general terms, the extent of the responsibilities of the Certificate Holder. Subsequent sections may serve as a more detailed guide for the arrangements, functions and duties associated with the legal responsibilities of holding a Safety Certificate. Such responsibilities must not be transferred to those who may organise activities at the ground.

1.2 The Certificate Holder is responsible for ensuring that:

- i) a Safety Officer and Deputy are appointed to be responsible for safety in the stand and around the ground. Their names shall be notified to Building Control, the Police, The Fire Service and the Ambulance Service.
- ii) one or more competent persons are appointed to carry out any of the preventative and protective measures required by the Regulatory Reform (Fire Safety) Order 2005 (this can include the Certificate Holder). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement the fire safety measures properly.
- iii) the terms and conditions of the Safety Certificate are observed in full
- iv) a written Safety Policy is produced, available for inspection and known to all stewards and organisers together with a fire risk assessment relating to all workplaces within the ground.
- v) records are kept and maintained of:
  - a) structure and fabric of the stand;
  - b) numbers of spectators using the stand;
  - c) Stewards employed and training given;
  - d) accidents involving spectators.
  - e) emergency evacuation procedures and drills
- vi) the safety of spectators, using the stand, is properly managed at each event and adequate numbers of Stewards are deployed to achieve that objective.
- vii) lighting and emergency lighting are maintained and tested in accordance with relevant British Standards.
- viii) loud hailers are available for giving instructions to spectators within the stand.
- ix) West Yorkshire Fire & Rescue Service is consulted in respect of access for fire fighting procedures and access for their emergency vehicles.
- x) the emergency services are consulted about access for emergency vehicles.
- xi) arrangements are made for the attendance, at an event, of as many Police officers as the Police consider adequate to secure orderly and decent behaviour in or in the vicinity of the stand.
- xii) hazardous and flammable materials are stored safely and away from the regulated stand and that combustible waste is cleared from the stand before each event.
- xiii) first aid facilities are provided.
- xiv) Stewards are recruited and given appropriate training.
- xv) before an event the gangways and seating accommodation, within the stand, are checked for safety.
- xvi) notice is given and approval obtained before any alteration to extension is made to the stand.

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## 2.0 COMMUNICATIONS

- 2.1 A public address system must be provided which is to the satisfaction of Building Control. In the event of failure of the system alternative arrangements for communicating with the public must be made available, such as the provision of loud hailers.

## 3.0 LIGHTING AND EMERGENCY SYSTEMS

- 3.1 If an event is to take place during hours of darkness a lighting system and an emergency lighting system must be provided and maintained to the satisfaction of Building Control and the Fire Service. The system must be such that in the event of a power failure to the mains supply the emergency lighting system will come into operation within 5 seconds of the failure of the normal lighting supply and light the stand and those parts of the ground necessary to permit spectators to egress safely. If for any reason the emergency lighting system is inoperable, specified activities must be held at such time that will allow, after the activity is concluded, for spectators to leave within the period of daylight hours.
- 3.2 The system must be capable of maintaining the necessary level of illumination for a period of 3 hours from the time of failure of the normal supply.

## 4.0 FIRE FIGHTING EQUIPMENT

- 4.1 Provide the appropriate number of fire extinguishers as identified in the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005.

## 5.0 MEDICAL FACILITIES

- 5.1 A first aid room must be provided within the sports ground and maintained to the satisfaction of Building Control and the Ambulance Service. The room should be large enough to contain a bed, a sink with hot and cold water, a worktop and sufficient room to store stretchers, blankets, pillows and a selection of medical dressings and equipment.
- 5.2 The first aid room should have heating, lighting, ventilation and 3 No double 13 amps electrical sockets. A telephone line should be installed for the sole use of medical staff.
- 5.3 A medical practitioner, trained to the required standards, to be on call and able to respond at the ground within ten minutes.
- 5.4 Provision shall be made for the attendance of a minimum of two first aiders for each event.

## 6.0 ACCESS AND EXIT SIGN POSTING

- 6.1 Sign posting should be provided both inside and outside the ground to enable spectators to move quickly to and from the regulated stand.
- 6.2 All exit signs must be so designed and positioned that spectators can readily recognise the directions of exit from the stand and from the ground.



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## 7.0 INSPECTIONS

- 7.1 At least once every twelve months the Certificate Holder must arrange for the carrying out, by properly qualified persons in accordance with any relevant British Standard Codes of Practice, or nationally recognised procedures to:-
- i) Test all electrical installations within or associated with the stand.
  - ii) Inspect the fire safety systems and facilities (note: this will overlap with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
  - iii) Inspect the general fabric and structure of the stand.
  - iv) Check the condition of the seats, gangways, balustrades within the stand, exit routes from the stand and exit gates.
- 7.2 The results of inspections must be recorded and kept with any reports or certificates issued by the person carrying out the inspection. Each year, not later than the 30 June, the Certificate Holder must forward to Building Control a copy of the record of inspections, reports, tests and remedial work carried out for the past year.
- 7.3 Details of items requiring attention are to be included in the safety records indicating dates when the items were dealt with. The Certificate Holder must forward to Building Control, within 14 days of receiving reports from qualified persons, proposals for dealing with any defects highlighted in the qualified person's report, together with dates so that inspections can be made.
- 7.4 Before the public are admitted to an event the stand must be inspected to ensure that it is safe and will perform the function for which it is intended. Particular attention must be given to:
- i) lighting and emergency lighting systems:
  - ii) areas to which the public have access, including gangways and exit routes, to ensure free from obstruction, debris, snow and ice.
- 7.5 After an event the stand must be inspected for any defect that could lead to the injury of a spectator. This includes the condition of:
- i) seating;
  - ii) gangways;
  - iii) balustrades;
  - iv) rear wall of the stand;
- Any debris remaining from an event should be removed before the start of the next event.
- 7.6 All inspections, of the stand, must be recorded and be readily available for inspection by authorised officers of the Building Control, the Police, the Fire Service and the Ambulance Service.

## 8.0 MEANS OF INGRESS AND EGRESS

- 8.1 All routes for entering and leaving the stand and the ground must be maintained safe, functional and free from obstruction, before, during and immediately after every specified activity. At all times access must be available for emergency vehicles. All other buildings, premises and rooms within the ground must have adequate means of escape in case of fire as identified from the workplace fire risk assessment.

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## 9.0 RECORD KEEPING

- 9.1 The Safety Officer must keep up to date records of information vital for maintaining a safe stand. The records should be sub-divided to produce separate information on the following
- i) structure and fabric of the stand;
  - ii) spectators;
  - iii) Stewards, together with training received;
  - iv) A fire safety log book for recording fire alarm and equipment testing, false alarms, fire safety training, hot work procedures, evacuation drills and on going or new fire risk assessments.
- 9.2 Structure and Fabric Records to include: all inspections carried out with the findings and actions taken to deal with matters arising; testing of electrical installations, and certificates of approval issued by a qualified person.
- 9.3 Spectators Records to include number of spectators admitted to the stand at each event.
- 9.4 Stewards Records of all training and instructions given including:
- i) date and time of instruction;
  - ii) duration;
  - iii) names of persons giving instructions;
  - iv) names of persons receiving instructions;
  - v) nature of instruction;
  - vi) names and addresses of all Stewards employed by the Certificate Holder;
  - vii) names of all Stewards employed at an event together with their deployment.
- 9.5 Accidents - A record must be made of all accidents or incidents where either injury is sustained or medical assistance has been administered to spectators, including names and addresses of persons injured.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995.

The system for reporting incidents under these Regulations is through an Incident Contact Centre based in Caerphilly in Wales to which all reportable incidents should be notified.

The Certificate holder must:

1. By telephone on 0843 300 99 23
2. By internet on [www.riddor.gov.uk](http://www.riddor.gov.uk)
3. By Fax on 0845 300 99 24
4. By-e-mail on [riddor@natbrit.com](mailto:riddor@natbrit.com)
5. Send the F2508/A forms to the following address:

**Incident Contact Centre**  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

All such records to be retained for a minimum period of 3 years.

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## **10.0 STEWARDS**

- 10.1 It is the sole responsibility of the Safety Officer to ensure that there is in attendance, at an event, at least, the minimum number of Stewards to undertake the various duties and responsibilities associated with public safety in the stand and at the ground. They must be clearly identified.
- 10.2 Stewards will be required, as part of steward training, to undergo training in first aid.
- 10.3 The number of stewards required at an event and their deployment, at the ground, are detailed in Schedule 5. In the likelihood of potential or actual public disorder the Police will use their discretion vary their deployment. In addition, in order to assist the Certificate Holder in the recruitment and training of stewards, Schedule 6 provides regulations for guidance.

## **11.0 TRAINING**

- 11.1 All stewards and staff shall receive practical instruction and training appropriate to their roles and duties, including the associated roles and duties under the Regulatory Reform (Fire Safety) Order 2005. Training shall include what to do in an emergency evacuation relative to the stand and the ground.
- 11.2 Training sessions must be conducted at least twice yearly and must be carried out by responsible persons. The dates and times of these sessions must be notified to Building Control so that from time to time representatives of Building Control, the Police, the Fire Service and the Ambulance Service will have the opportunity to attend.

## **12.0 EMERGENCY EVACUATION AND CONTINGENCY PLANS**

- 12.1 It is the responsibility of the Certificate Holder to produce and review the grounds emergency evacuation and contingency plans and make certain that all staff and stewards are fully conversant with the arrangements. At least once each year, (ideally at the start of any new season or before a specified event requiring a special certificate) all staff and stewards must be included in testing the emergency plans and, prior notice of such tests and drills must be given to the local authority 6 months before the test. Drills and tests can be carried out as desk top action events and must include other stakeholders such as the emergency services.
- 12.2 The emergency evacuation and contingency plans must be accompanied with a list of appropriate and responsible persons for contact together with effective and reliable means of contacting them. Such a list may well duplicate or incorporate the names of appropriate and Responsible Persons under the Regulatory Reform (Fire Safety) Order 2005.

## **13.0 ELECTRICIAN**

- 13.1 The Certificate Holder must appoint a competent electrician to be in attendance when an event is held during the hours of darkness and be easily contactable.

## **14.0 FLAMMABLE MATERIALS**

- 14.1 No flammable materials, gases or liquids must be stored or used in any part of the ground without the prior written approval of Building Control.
- 14.2 No accumulation of combustible rubbish, dirt, surplus materials or goods shall be permitted to remain in any part of the ground except in a place and in such quantity as approved, in writing, by Building Control.

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## SCHEDULE 3

STAND CAPACITY                      1,249

## SCHEDULE 4

### ACTIVITIES COVERED BY THE CERTIFICATE

The certificate is issued to ensure that the stand provides safe accommodation for spectators to watch an event. This is determined on the basis that spectators, not in the stand are restricted to using only those parts of the ground constructed as spectator accommodation.

The events for which the terms and conditions of the Certificate are adequate to provide public safety within the stand are:-

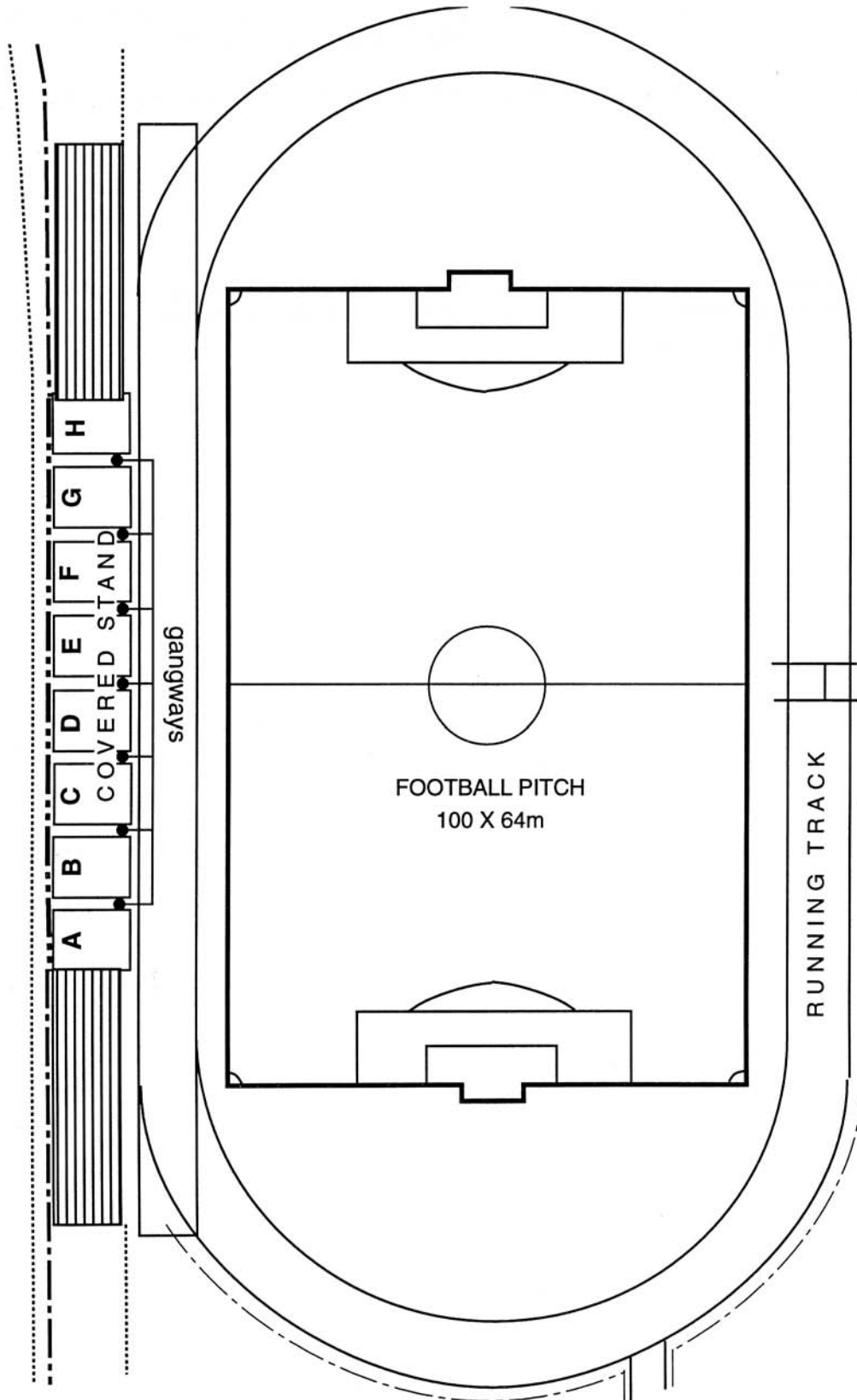
- Football
- Rugby Football
- Cricket
- Athletics

Events restricted to the pitch, but excluding pyrotechnic displays, displays involving the use of explosive materials, events involving motor vehicles and events where spectators are permitted onto the track or pitch.

# HORSFALL PLAYING FIELDS

## SCHEDULE 5

### NUMBER AND DEPLOYMENT OF STEWARDS



# HORSFALL PLAYING FIELDS

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## SCHEDULE 6

### SAFETY MANAGEMENT

#### RESPONSIBILITY

The Certificate Holder is responsible for ensuring that at each event there is an adequate number of suitably trained persons to steward the stand and its exit routes during an activity. A record must be kept of the stewards attending and the duties to which they have been assigned.

#### Criteria

Stewards should:-

- a) Be given written instructions outlining the duties of their assigned post;
- b) Be trained and instructed to deal with any emergency relating to fire or evacuation that may rise during an event where spectators are in attendance;
- c) Be in possession of and fully understand instructions on how to act in cases of emergency, including the procedure for alerting the emergency services;
- d) Receive practical instruction and training appropriate to their duties;
- e) Be physically and mentally capable of performing their assigned duties;
- f) Wear distinctive dress such as fluorescent tabards suitably inscribed front and back bearing the number of the steward position in the ground and also the function being performed;
- g) Be under the supervision of a Chief Steward or his Deputy.

Stewards who do not meet this criteria must not be employed.

#### Briefing

On the occasion of an activity all stewards employed for the event, should undergo a briefing, from the Safety Officer, before the start to ensure that they are fully acquainted with their assigned roles, the emergency procedure, location of fire extinguishers and the means by which emergency services can be called. They must be aware of how to contact the Safety Officer and the location of the first aid room.

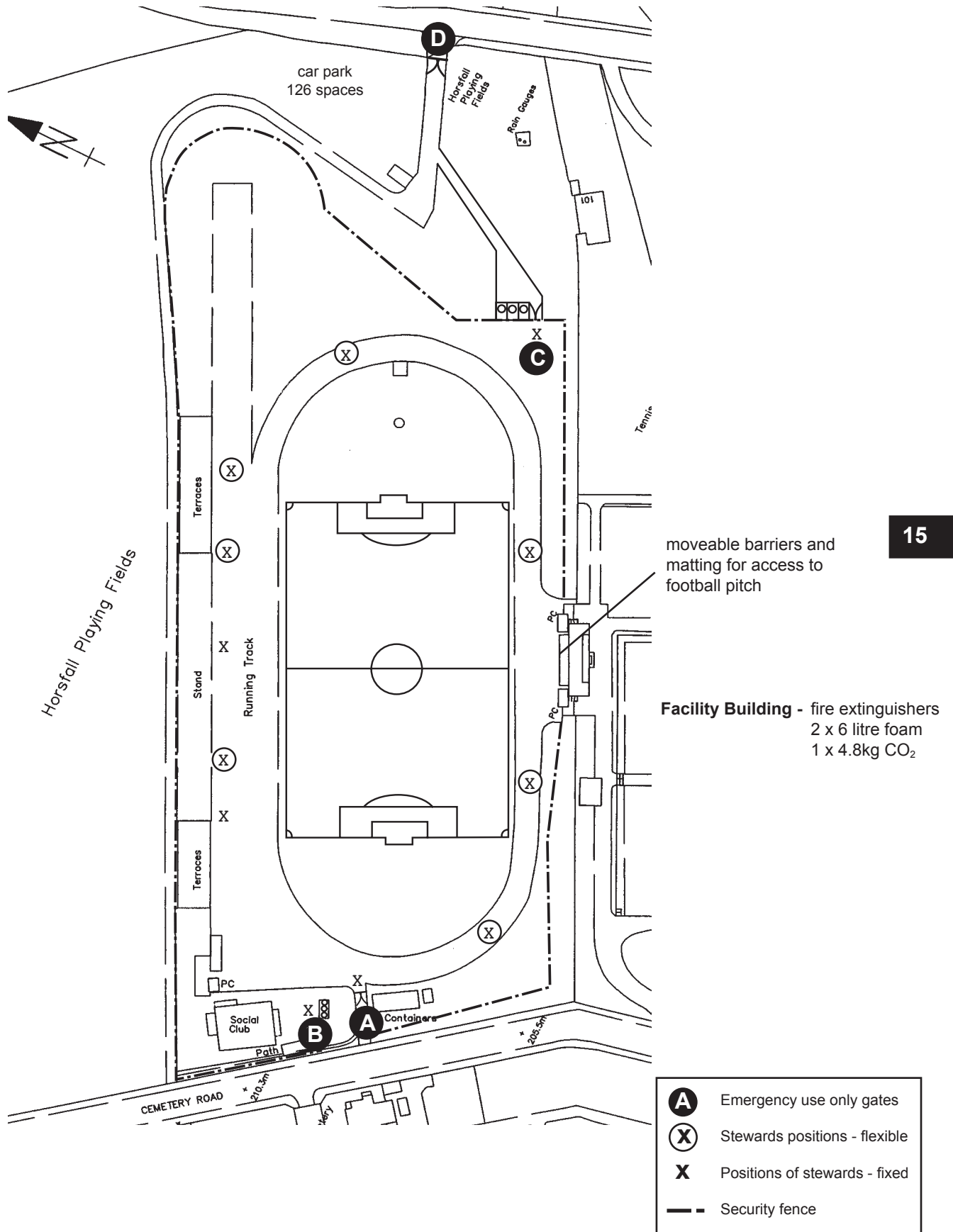
#### Deployment

Stewards should be deployed as indicated in Schedule 5.

Stewards are required to:-

- a) Control and direct spectators entering and leaving the stand.
- b) Deal with emergencies eg raising alarms, discharging fire extinguishers;
- c) Safely manage routes of ingress and egress;
- d) Ensure that the stand capacity is not exceeded and that gangways and exits are kept clear;
- e) Prevent, as far as possible, persons from misusing accommodation and facilities provided.
- f) Report to the Safety Officer any incident, occurrence, or situation likely to be a threat to public safety.

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## **Evacuation and Contingency Plans**

It is most important that all stewards are fully conversant with the role they will be required to play in the event of an evacuation or part evacuation of the stand. All stewards must be issued with written instructions relating to evacuation and contingency plans.

Exercises for stewards should be carried out on a regular basis to ensure the smooth operation of procedures for dealing with an emergency. A record of training and instruction given must be maintained at all times and should include such matters as:-

- a) Date and time of the instruction or exercise;
- b) Duration;
- c) Name of person giving the instruction;
- d) Nature of instruction or exercise;
- e) Names of those receiving instruction.

## **Assembly Point**

After the implementation of an excavation or the contingency plan all stewards must re-assemble at the pre-determined rendezvous point in order that a roll can be taken, instructions issued and dismissal given. Stewards must not be allowed to dismiss themselves and leave without notifying the Safety Officer.

## **Training Sessions**

Training sessions must be scheduled to occur before the start of any new season and if there are any change in circumstances in the stand or ground. Stewards must be given adequate notice of training sessions and the sessions must be facilitated by a competent person or responsible person with sufficient experience or knowledge or other qualities to be able to convey a clear understanding of what is required in carrying out the role of steward. Training sessions must always be notified to the local authority and be available for any member of the safety team to attend.

All stewards should be given training in basic first aid by a qualified person.





