

Safety of Sports Grounds Act 1975

General Safety Certificate

Cougar Park Keighley



September 2011



City of Bradford MDC

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COUGAR PARK

SAFETY OF SPORTS GROUNDS ACT 1975

GENERAL SAFETY CERTIFICATE

PREFACE

GENERAL SAFETY CERTIFICATE

The Certificate is issued for COUGAR PARK, HARD INGS ROAD, KEIGHLEY which is occupied by KEIGHLEY COUGARS RLFC (2010) LTD.

The holder of the certificate is Gary Fawcett being a qualified person as defined by Section 3(l) of the Safety of Sports Grounds Act 1975.

In accordance with the provisions of Section 1 subsections (3) and (4) of the Safety of Sports Grounds Act 1975, the City of Bradford Metropolitan District Council hereby issues, to Gary Fawcett a General Safety Certificate in respect of the premises described above being premises designated by Order as a ground requiring a Safety Certificate.

In accordance with the provisions of Section 2 of the Act the use of the premises, for the activities specified in Schedule 4 to the Certificate, is subject to the terms and conditions set out in Schedules 2, 3, 5, 6 and 7 to the Certificate which shall be complied with to the satisfaction of the Council. The maximum number of spectators that may be admitted at any one time to the ground shall be as shown in Schedule 3 to the Certificate.

The words used in the Certificate and the Schedules attached hereto shall have the meaning ascribed to them by virtue of Section 17 of the Act and Schedule 1 to the Certificate.

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

The Certificate Holder must not undertake any material changes to the ground affecting any of the current terms and conditions of the Certificate without the prior written approval of the Council.

To renew the Certificate, the Certificate Holder shall make an application to the Council on receipt of which the current terms and conditions shall remain in force until the new Certificate is issued.

Dated the 1st September 2011.

BARRA MAC RUAIRI
STRATEGIC DIRECTOR REGENERATION AND CULTURE
JACOBS WELL
BRADFORD
BD1 5RW

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SCHEDULE 1

DEFINITION OF TERMS USED IN THE CERTIFICATE

‘Building Control’ means the Building Control Services Manager of the City of Bradford Metropolitan District Council or such other officer as designated by him.

‘Crowd Safety Management’ is the means by which public safety is upheld and maintained at a specified activity and shall function from the time spectators are permitted into the ground until the time the last one leaves.

‘Daylight hours’ means the period of daylight between sunrise and sunset.

‘Guide to Safety at Sports Grounds’ is an advisory document for use by competent persons. It has no statutory force but its recommendations will be made statutory where they are included in a safety certificate. It is issued under the Act.

‘Safety Management Records’ means documentation containing entries of all inspections of matters included in the sections dealing with ‘inspections’ and ‘record keeping’ and, where necessary, the remedial work carried out or action taken.

‘Safety Officer’ means the person appointed by the Certificate Holder to fulfill the role highlighted in Schedule 2, Condition 2.

‘Safety Policy’ means a written policy drawn up by the Certificate Holder outlining the measures taken, by the Certificate Holder, to ensure the safety of spectators and employees at the ground. The policy should set out safety objectives and the means for achieving them.

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‘Specified Activity’ means an activity or activities specified in Schedule 4.

‘The Act’ means the Safety of Sports Grounds Act 1975 as amended by the Fire Safety and Safety of Places of Sport Act 1987.

‘The Ambulance Service’ means the Chief Executive of the Yorkshire Ambulance Service (NHS Trust) or such other officer as designated by him.

‘The Certificate Holder’ means Gary Fawcett of Keighley Cougars R L F C (2010) Ltd and he is also the Responsible Person as defined in the Regulatory Reform (Fire Safety) Order 2005.

‘The Fire Service’ means the Chief Fire Officer of the West Yorkshire Fire and Rescue Service or such other officer as designated by him.

‘The Ground’ means the sports ground known at Cougar Park, Keighley shown on the attached plan in Appendix A marked The Ground.

‘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 specific activity.

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 specified activities at the ground.
- 1.2 The Certificate Holder is responsible for ensuring that:
- i) a written Safety Policy is produced, available for inspection and known to all staff, stewards and organisers together with a fire risk assessment relating to all workplaces within the ground.
 - ii) a Safety Officer, and an appropriate safety management team are appointed to be responsible for safety at the ground. The names of the Safety Officer and Deputy Safety Officer shall be notified to the Council, the Police, Fire and Ambulance Services at the beginning of each season. Where changes are to be made the Police shall be notified, in writing, at least 48 hours before the first specified activity affected by the changes and, that 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) records are kept and maintained of:
 - a) structure and fabric of the ground;
 - b) numbers of spectators;
 - c) training received by stewards and all personnel employed at the ground,
 - d) accidents/incidents involving spectators.
 - e) emergency evacuation procedures and drills.
 - v) all electrical installations are maintained and tested in accordance with relevant British Standards including emergency lighting, systems of communication and fire alarm systems.
 - vi) emergency evacuation and contingency plans are drawn up in conjunction with the emergency services for dealing with incidents including:
 - a) a fire;
 - b) crowd disorder;
 - c) unexpected and exceptionally large crowds;
 - d) failure of any system; and such plans must be kept under constant review.
 - e) a terrorist threat; and
 - vii) effective systems of communication exist within the ground.
 - viii) necessary fire prevention and precautionary measures are taken including maintenance of fire fighting equipment to coincide and tie with those prescribed in the Regulatory Reform (Fire Safety) Order 2005.
 - ix) West Yorkshire Fire & Rescue Service is consulted in respect of access for fire fighting and access for their emergency vehicles.

- x) the Police and Ambulance services are consulted on access for emergency vehicles.
- xi) hazardous and flammable materials are stored safely and away from public areas and that combustible waste is cleared from the ground before each specified activity.
- xii) first aid facilities are provided together with a doctor and first aiders as required.
- xiii) any instruction from the Police, to cancel, delay or abandon a specified activity where there is potential for, or actual serious disorder, is observed.
- xiv) arrangements are made for the attendance, at a specified activity, of as many police officers as the Police consider adequate to maintain orderly and decent behaviour within the ground.
- xv) the Ambulance Service is notified of a specified activity, where the crowd is likely to be in excess of 5,000, at least 10 days beforehand.
- xvi) the appropriate number of trained stewards is in attendance for a specified activity.
- xvii) sufficient turnstiles are opened to cope with arriving spectators to avoid excessive queues being formed.
- xviii) training programmes are produced for stewards and that training sessions are held through out the year.
- xix) before a specified activity all safety provisions, installations and facilities are checked that they are in working order.
- xx) before a specified activity any accumulations of rubbish, debris or litter are removed together with any snow or ice.
- xxi) notice is given and approval obtained before any alteration or extension to the ground takes place.
- xxii) loud hailers are available in each section of the ground.

2.0 ROLE OF SAFETY OFFICER

- 2.1 The Safety Officer shall be responsible for ensuring that checks, inspections, testing, training, recording, remedial works and all matters relating to spectator safety are carried out promptly and effectively.
- 2.2 The Safety Officer shall examine and sign all records that the Certificate Holder is required, by this Certificate, to maintain.
- 2.3 The Safety Officer shall be responsible, on behalf of the Certificate Holder, for all safety matters, inspections, tests and training immediately prior to, during and after each specified activity.
- 2.4 The Safety Officer shall be clearly identifiable and shall be in attendance during a specified activity and shall not be engaged in any other task. Should the Safety Officer become unavailable for any reason a Deputy Safety Officer must be available to provide cover until the Safety Officer can resume control.
- 2.5 The Safety Officer shall consult liaise with any competent persons appointed by the Certificate Holder under the Regulatory Reform (Fire Safety) Order 2005 on matters relating to fire safety within the ground.

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3.0 CROWD SAFETY MANAGEMENT

- 3.1 At each specified activity the Certificate Holder shall provide sufficient number of stewards to undertake the various duties and responsibilities essential for upholding and maintaining public safety at the ground. Each steward should be capable of fulfilling, with complete competence, the steward role to which they are assigned.
- 3.2 On no occasion at a specified activity shall there be less than 1 steward for every 250 spectators, this is in addition to the stewards required to control the final exit gates, and Chief Stewards.
- 3.3 Each steward shall be clearly recognisable by wearing clothing which is distinctive and is clearly different from clothing worn by any of the emergency services.
- 3.4 Stewards must be trained to a standard which ensures that they are able to carry out the duties to which they are assigned and also be fully familiar with :-
- a) the ground Safety Policy
 - b) all emergency and contingency plans
 - c) the various risk scenarios with which crowd safety management is likely to be faced
 - d) the duties of any steward role to which they are deployed
 - f) any hazards and risks identified in the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005. This may need to be a weekly task.

Any person who cannot satisfy this criteria must not be deployed as a steward and may only act in a trainee capacity assisting a qualified steward.

- 3.5 No steward shall leave the post to which they have been assigned without the permission of the Chief Steward responsible for that post. Where a steward is required to leave a post a replacement steward must be provided before the position is vacated. This is particularly important in the case of exit gate stewards.
- 3.6 Stewards shall be located throughout the ground and particularly at key points where control is essential such as gangways, entrance gates and vomitories.
- 3.7 Each exit gate shall be stewarded such that any spectator wishing to leave before the end of a specified activity can readily do so without delay and without having to attract the attention of another steward.
- 3.8 All stewards shall be made aware of the provisions of Section 11 of the Safety of Sports Grounds Act 1975 which authorises certain persons to enter and inspect sports grounds at any reasonable time upon production of written authorisation.
- 3.9 At the beginning of each season it shall be the responsibility of the Certificate Holder to provide the Council with a Safety Management Plan for dealing with the different demands placed on crowd safety management at the ground. The plans shall not be adopted without the prior written approval of the Council after consultation with the appropriate statutory agencies.

The Safety Management Plan must also include reference to any fire risk assessments carried out for the ground and any short term hiring or leasing arrangements of buildings within the ground as the fire safety responsibilities of those organising any separate function and those of the remainder of the buildings, need to be established as part of the contract of hire.

4.0 DISABLED PERSONS STRATEGY

- 4.1 The club shall produce a strategy for dealing with demand from people with disabilities for accommodation and associated facilities suitable for their special needs. The strategy to be signed by the club chairman and be readily available for inspection. Where demand for such facilities exceeds that which is provided, the club shall take appropriate measures, in consultation with the Local Authority, to provide for the needs of that demand.

5.0 COMMUNICATIONS

- 5.1 A public address system, must be provided which is to the satisfaction of the Council, the system must have an alternative power supply for use in the event of a mains failure.
- 5.2 All communications systems should be provided with back-up systems in the event of failure. Emergency announcements should be preceded by a distinctive signal to catch the attention of the public.
- 5.3 Any announcements regarding emergency instructions, must be audible over fire alarm bells sounding in the office and in any of the bars where they have been installed.

6.0 CONTROL POINT

- 6.1 Because the ground does not have control room, a control point must be established from which the Safety Officer can operate and be located. Although the Safety Officer may from time to time need to leave the Control Point, provision must be made to ensure that it is supervised at all times during a specified activity.
- 6.2 The Safety Officer must at all times, during a specified activity, be in direct contact with gate stewards and be kept aware of the rate at which the ground is filling with spectators.

7.0 EMERGENCY LIGHTING SYSTEM

- 7.1 If a specified activity is to take place, other than in daylight hours, a lighting system together with an emergency lighting system must be provided and maintained to the satisfaction of the Council 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 and light 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.
- 7.2 In the event of a power failure consideration should be given to cancellation of the event. If the emergency power supply is capable of supplying the entire load for the ground for at least three hours it may be possible to continue the event provided it is scheduled to finish and the ground cleared within this period and no other emergency situation exists.
- 7.3 At all times spectator accommodation and exits there from must have an adequate level of lighting to allow safe free movement by spectators.

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8.0 FIRE FIGHTING EQUIPMENT

- 8.1 Any fire fighting equipment must be maintained in full working order and sited in positions as identified in schedule 5 for the stands and terraces on match days and, for other buildings within the ground, the workplace fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005. Fire extinguishers shall be fixed on suitable brackets or stands where they can be readily seen. The carrying handles of the larger extinguishers shall be approximately 1 metre from the floor; small fire extinguishers and fire blankets shall be held approximately 1.5 metres above the floor.
- 8.2 Extinguishers shall be sited so as not to cause obstruction and shall not be placed over or close to heating appliances. They shall be protected against heat or cold and, where necessary, shall contain an anti-freeze agent recommended by the manufacturer.

9.0 MEDICAL FACILITIES

- 9.1 A first aid room must be provided and maintained to the satisfaction of the Council and the Ambulance Service.
- 9.2 The Certificate Holder must employ a crowd doctor to be present at all specified activities and be available to deal with any medical emergency at the ground when the anticipated crowd is 2000 or more. It is acceptable for the crowd doctor to be present at the ground by the time the crowd has reached 2000 provided that prior to that stage there is direct contact. During the specified activity the crowd doctor must be clearly identifiable, be immediately contactable and remain in position until all spectators have left the ground.
- 9.3 If a crowd of less than 2000 is anticipated arrangements should be in place to summon immediately a suitably trained and experienced crowd doctor to deal with medical emergencies. This arrangement should be known to those stationed at the control point.
- 9.4 In addition the Certificate Holder must secure the attendance, at each specified activity, of two trained first aiders together with one for every 1000 spectators. Such persons to be at their assigned first aid points, shown on the Ground Plan, prior to spectators being permitted to enter ground. At least two first-aiders to be always in the first aid room. Where the crowd does not exceed 2000 a minimum of two first-aiders is required and they should be assigned to the first aid room. First aiders shall remain in their assigned positions throughout, only leaving to administer first aid or until all spectators have left the ground or when relieved by the safety officer.
- 9.5 When it is anticipated that the crowd will exceed 5000 a paramedic crew and ambulance from the Yorkshire Ambulance Service (NHS Trust) must be in attendance. During the event the ambulance should be positioned as indicated on the Ground Plan.

10.0 ACCESS AND EXIT SIGNPOSTING

- 10.1 Sign posting should be provided both inside and outside the ground to enable spectators to find quickly their desired viewing areas. The signs must be simple, clear, unambiguous and conspicuous and be approved by the Council before erection.
- 10.2 All directions of exit must be clearly identifiable from each section of the ground and exit gates must be numbered on both sides. Exit signs must be so designed and positioned that spectators can readily recognise the exit routes from the position in which they are viewing the event.

11.0 TURNSTILES

- 11.1 Each turnstile must be capable of admitting a minimum of 660 persons per hour and regular monitoring must ensure that each turnstile maintains that capability and records must be kept of this monitoring. Flow rates should be taken into account when admission charges are amended.
- 11.2 It is essential that a sufficient number of turnstiles is in operation at each specified activity to cope with the anticipated crowd. If only a limited number of turnstiles is to operate, additional turnstile operators must be held in reserve in case more turnstiles are to be opened to accommodate a greater than anticipated crowd.
- 11.3 A system for counting the number of spectators entering the ground must be in place to ensure that the capacity is not exceeded. Turnstile operators must be alerted when the ground capacity is close to the figure in Schedule 3 so that action can be taken to phase the closing of turnstiles before the capacity is exceeded.
- 11.4 Where the counting system is either mechanical or electrical regular checks must be made to ascertain the accuracy of the counting mechanism and records must be kept of the findings of those checks and of the action taken. Contingency arrangements must be in place to cope with a breakdown of the mechanical or electrical system.
- 11.5 It is important that consideration is given to the entrance needs of children, OAPs and disabled persons and special provisions should be made.

12.0 MEANS OF INGRESS AND EGRESS

- 12.1 All routes for entering and leaving 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 suitable means of escape in case of fire as identified from the workplace fire risk assessment.
- 12.2 In order to ensure that the means of egress performs satisfactorily enabling spectators to depart without experiencing distress, undue pressure or delay, it is imperative that final exit gates open outwards quickly and easily by action taken from the inside. All exit gates in use to be stewarded throughout the event.
- 12.3 On the occasions when only a small number of spectators is attending it may not be necessary to use all exit gates. On such occasions the Safety Officer shall determine which exit gates will be used. The number of exit gates agreed must provide adequate exit width to enable departure within 8 minutes or less.

13.0 SEATED ACCOMMODATION

- 13.1 The seated accommodation must be maintained in a safe condition and any damage or defects to be promptly repaired.
- 13.2 All gangways and routes of ingress and egress to have slip resistant surfaces and be kept free of obstruction at all times during the admission of the public.

14.0 STANDING ACCOMMODATION

- 14.1 All radial gangways and routes of ingress and egress to have slip resistant surfaces and be kept free of obstruction at all times during the admission of the public.
- 14.2 All radial gangways to have surfaces painted in a conspicuous colour.

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14.3 All exit gates to be checked for obstruction, ease of operation and the proper function of the locking mechanism before the public are admitted to the ground.

14.4 All crush barriers to be examined annually for defects and corrosion and tested on a 4 year cycle adopting the procedure described in the Guide to Safety at Sports Grounds.

15.0 DISABLED ACCOMMODATION

15.1 Disabled accommodation is provided at the front of the Main Stand.

15.2 This accommodation to be maintained such that wheelchairs can manoeuvre easily within the accommodation and a clear view of the event is possible.

15.3 Arrangements for disabled persons should also contain provision for careers or companions to sit sufficiently close to be able to give assistance as required.

16.0 STORAGE OF MATERIALS

16.1 No materials, gases or liquids must be stored or used in any part of the ground which could give rise to a fire or explosion without the prior written approval of the Council after consultation with the appropriate statutory agencies.

16.2 No accumulation of rubbish, dirt, surplus materials, goods or potential missiles shall be permitted to remain in any part of the ground without the prior written approval of the Council after consultation with the appropriate statutory agencies.

17.0 MEDIA PERSONNEL AND EQUIPMENT

17.1 Members of the press, radio and television services, having access to both public and playing areas of the ground shall be clearly identifiable.

17.2 Television cameras, cables, support vehicles and other portable equipment, generally, shall be restricted to the positions shown on the Ground Plan.

17.3 Small mobile cameras are permitted within the ground provided they do not obstruct the view of any spectators, impede entrance and exit routes and do not cause trip hazards themselves or from trailing cables.

17.4 At least 7 days notice must be given to the Council of an event at which television cameras and equipment will be present. A shorter period may be acceptable, but only at the discretion of the Council.

18.0 PARKING OF VEHICLES

18.1 Vehicles must not be parked or left within the ground except in accordance with the prior approval of the Council.

19.0 INSPECTIONS

19.1 At least once every twelve months, preferably during the closed season, the Certificate Holder must arrange for properly qualified persons in accordance with any relevant regulations, British Standard Codes of Practice or nationally recognised procedures, to:-

- (i) Test all electrical installations within or associated with the ground.

- (ii) Inspect fire safety systems and facilities (note: this will overlap with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
 - (iii) Inspect all crush barriers, balustrading, fencing and handrails.
 - (iv) Test 25% of all barriers, balustrading, fencing and handrails.
 - (v) Inspect the general fabric and structure of the ground
 - (vi) Inspect the condition of all standing surfaces, seats, steps, stairs, ramps, doors, gates, fences, boundary rails, turnstiles, floodlight towers and any other structure within the ground.
- 19.2 The results of each inspection must be recorded in the safety management records which must also contain any reports or certificates issued by the person carrying out the inspection. At the beginning of each season the Certificate Holder must forward to the Council a copy of the record of inspections, tests and remedial work carried out for the past year.
- 19.3 Details of items requiring attention are to be included in the safety management records indicating dates when the items were dealt with. The Certificate Holder must forward to the Council, within 14 days of receiving reports from qualified persons, proposals for dealing with any defects highlighted in the qualified persons report.
- 19.4 Before the public are admitted to a specified activity all facilities used by spectators must be inspected to ensure that they are safe and will perform the function intended. Particular attention must be given to:
- (i) exit doors / gates / turnstiles;
 - (ii) emergency lighting system and the generator;
 - (iii) the communication warning and public address systems;
 - (iv) the secondary source of electricity supply;
 - (v) all areas to which the public have access, including evacuation routes, ensuring they are free from obstruction, debris, snow and ice.
- 19.5 After a specified activity all facilities used by spectators must be inspected for any defect that could lead to the injury of a spectator. This includes the condition of :
- (i) terraces;
 - (ii) stairways;
 - (iii) seating;
 - (iv) crush barriers;
 - (v) fencing;
 - (vi) gates;
 - (vii) balustrades;
 - (viii) handrails.
- Any debris remaining from an activity should be removed.
- 19.6 Any apparatus, equipment of vendors, vehicles and trailers must be accompanied by appropriate certification be checked, installed and operated by competent persons.
- 19.7 All inspections must be recorded in the safety management records which must be kept at the ground and be readily available for inspection by authorised officers of the Council, the Police, the Fire Service and the Ambulance Service.

20.0 EMERGENCY EVACUATION AND CONTINGENCY PLANS

- 20.1 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

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the start at any new season or before a specific 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.

- 20.2 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.

21.0 TICKET INFORMATION

- 21.1 In the interests of public safety and crowd control, an assessment must be made of each occasion when admission is to be by means of ticket only. The advice of the Council after consultation with the appropriate statutory agencies should be sought and considered before such decision is made.
- 21.2 Where tickets are to be used for gaining admission to the ground, the tickets must contain information showing the layout of the ground and the position and name of each section. This information must correspond with the sign posting both outside and inside the ground and must be printed on the reverse side of the retained portion of the ticket.
- 21.3 Prior to the printing of tickets for each season the Certificate Holder must review changes to the ground and the effectiveness of existing tickets and submit for approval by the Council a proof copy of the ticket design if different from the previous season.
- 21.4 The Certificate Holder must ensure that adequate publicity is given to both potential home and visiting spectators for each specified activity where admission is to be subject to ticket restriction.

22.0 ELECTRICIAN

- 22.1 The Certificate Holder must appoint a competent electrician to be in attendance throughout a specified activity and be easily contactable.

23.0 RECORD KEEPING

- 23.1 The Certificate Holder must keep up to date records of information which are vital for maintaining a safe sports ground. The records should be sub-divided to produce separate information on the following :
- (i) structure and fabric of the ground;
 - (ii) spectators;
 - (iii) stewards and personnel employed at the ground together with training received;
 - (iv) accidents or incidents involving spectators.
 - (v) a fire safety log book for recording fire alarm systems and equipment testing, false alarms, fire safety training, hot work procedures, evacuation drills and fire risk assessments.
- 23.2 Structure and Fabric Records to include all inspections carried out with the findings and actions taken to deal with matters arising; testing of crush barriers, fences etc, and the results; testing of electrical installations, generator and certificates of approval issued by a qualified person.

- 23.3 Spectators Records to include number of spectators admitted to a specified activity, number of turnstiles used and flow rates.
- 23.4 Stewards Record of all training and instructions given and exercises held which include:
- (i) date and time of instruction and exercise;
 - (ii) duration;
 - (iii) names of persons giving instructions;
 - (iv) names of persons receiving instructions;
 - (v) nature of instruction or exercise;
 - (vi) names and addresses of all stewards employed by the Certificate Holder;
 - (vii) names and addresses of all stewards and personnel employed at a specified activity together with their deployment.
- 23.5 Accidents - A record must be made of all accidents or incidents where either injury is sustained or medical assistance has been administered to staff or spectators. The details should include the name, addresses and telephone number of the injured person.

All reportable injuries, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, must be notified to the incident Contact Centre.

by telephone 0845 300 9923
by fax 0845 300 9924
by Internet www.riddor.gov.uk
by e-mail riddor@natbrit.com
by post using a Form F2508 to:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF82 3GG

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

24.0 SUPPLEMENTAL

- 24.1 Without prejudice to the foregoing conditions, the Certificate Holder shall be at liberty to formulate conditions for the management of the ground and for the admission of spectators provided that any necessary approvals, under the terms and conditions of this Certificate, are first obtained.

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SCHEDULE 3

GROUND CAPACITY

Main Stand (seated): 500

(Distributed as follows: Block A - 75, Block B – 180, Block C - 120, and Block D -125 - these includes up to 15 disabled spaces and 15 carers along the front of the Main Stand)

North Terrace (standing): 900

East Terrace (standing): 1000

South Terrace (standing): 600

Total: 3000

The physical condition of the ground (the P factor) and the quality of safety management (the S factor) have been considered in the above capacities. Where either is not of that standard the capacity may well be reduced by applying a multiplying value of between 0.0 and 0.9 to each factor.

SCHEDULE 4

SPECIFIED ACTIVITIES COVERED BY THE CERTIFICATE

The Certificate covers activities which shall be treated as specified activities where the public are restricted to the permanent spectator accommodation provided for them and the terms and conditions of the Certificate are adequate, without amendment, to secure public safety to the satisfaction of the Council, eg:

- RUGBY FOOTBALL
- AMATEUR FOOTBALL

SPECIAL CERTIFICATE

Where an activity is such that the terms and conditions of the Certificate are not sufficient to secure public safety and that additional safeguards are required then a Special Certificate will be required, specifying both the activity and the additional terms and conditions to be imposed, eg:

- Football Association, involving a league club.
- Pop Concerts
- Firework Displays
- Circuses
- Galas
- Boxing
- Wrestling etc
- Exhibitions

Where a Special Certificate is required an application must be made to the Council at least 3 months before the date of the proposed event.

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SCHEDULE 5

FIRE FIGHTING EQUIPMENT

Note: This schedule relates to fire fighting equipment provided in and around the ground on match days etc. All other fire fighting equipment in offices and other associated buildings and workplaces within the ground will be located as identified in the workplace fire risk assessment carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Reception Entrance	1 x 9 litre Water	Adjacent to Players Bar entrance
Office Area	1 x 9 litre water 1 x 2 kg C02	On wall, middle of office On wall, middle of office
Executive Entrance	1 x 9 litre Water 1 x 9 litre Water	Adjacent to entrance Adjacent to rear fire exit
Executive Bar Server	1 x 2 kg C02	Behind bar
Executive Kitchen	1 x 4 kg Dry Powder 1 x Fire Blanket	Adjacent to door Adjacent to door
Main Stand	6 x 9 litre Water	Brought out on match days
First aid room	1 x 9 litre Water	Adjacent to door
Home Team Changing Room	1 x 9 litre Water	Adjacent to door
Away Team Changing Room	1 x 9 litre Water	Adjacent to door
Outside Boot Room	1 x 4 kg Dry Powder	Adjacent to door
Laundry Room	1 x 4 kg C02 1 x 9 litre Water	Adjacent to door Adjacent to door
Players Bar	1 x 9 litre Water 1 x 2 kg C02	Behind Bar Behind Bar
Generator Room	1 x 2kg C02	Adjacent to door
Bar Beneath Main Stand	1 x 9 litre Water	Behind Bar
New Bar	1 x 9 litre Water 1 x 2 kg C02	On wall adjacent entrance Behind Bar
Kitchen	1 x 2 kg C02 2 x Fire Blanket	Adjacent to door
TV Gantry	2 x 9 litre water 1 x 2 kg C02	On back wall On back wall
Groundsmans Room	1 x 4 kg Dry Powder	Adjacent to door
Workshop	1 x 9 litre Water	Adjacent to door

COUGAR PARK

Commercial Office	1 x 9 litre Water	Adjacent to door
Portacabin	1 x 9 litre Water	Adjacent to door

Total Equipment

22	Water Extinguishers
8	C02
3	Dry Powder
3	Fire Blankets

SCHEDULE 6

MEDICAL EQUIPMENT

FIRST AID ROOM

Furley Stretchers	x 2
Green Stretcher Sheets	x 6
Bed	x 1
Blankets	x 4
Pillows	x 2
Screen	x 1
Wound Dressings - No. 1 and 2	x 12
Wound Dressings - No. 3 and 4	x 6
Airways No 00	x 3
Airways No 0	x 3
Airways No 1	x 3
Airways No 2	x 6
Airways No 3	x 6
Airways No 4	x 6
Triangular Badges	x 12
Grope Bandages - 2'	x 6
Crepe Bandages - 4'	x 6
Safety Pins	x 25
Tape	x 5
Rolls Medi Preps	x 25
Disposable Gloves	x 24
Plasters - Assorted	x 50
Eye Baths	x 2

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Kits

Cervical Collars, Small	x 2
Cervical Collars, Medium	x 2
Cervical Collars, Large	x 2
Foil Blankets	x 2
Vomit Bowls	x 3
Bag and Mask	x 1
Splints - Assorted	x 2 of each
Carrying Chair	x 1
Stretcher Poles	x 1 pair

Additional equipment in case of a major incident:

Furley Stretchers	x 12
Blankets	x 12
Body Shells	x 6

COUGAR PARK

APPENDIX 1

THE GROUND



