



**EAST LOTHIAN  
SAFETY ADVISORY GROUP  
(ELSAG) POLICY DRAFT v11**



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## **1. Introduction**

- 1.1 East Lothian Council recognises that public events positively promote tourism, community development, social cohesion, civic and cultural identity and can enhance community life as well as benefit the local economy.
- 1.2 East Lothian Council recognises this value in hosting events and encourages their undertaking whilst operating safely and in consideration of those affected by the event. To aid this, East Lothian Council maintains a Safety Advisory Group (SAG) process for public events.
- 1.3 The East Lothian SAG process is a multi-agency approach towards ensuring that organisers of events plan for and then implement their processes in a manner that is safe for everybody involved with, and impacted by, the event.

## **2. East Lothian Safety Advisory Group Strategy**

- 2.1 The East Lothian Safety Advisory Group (ELSAG) Strategy comprises two main elements:
  - Strategic Event Safety Committee (SESC)
  - Safety Advisory Group (SAG)
- 2.2 The SESC will prescribe criteria for which event organisers are invited to participate in the Safety Advisory Group process. The SESC will be Chaired by a Head of Service of East Lothian Council.
- 2.3 The Service Manager – Protective Services will Chair the SAG, except for any specific events where the SESC determines otherwise.
- 2.4 The Events Officer will maintain and make available an Events Register on behalf of the SESC.
- 2.5 Figure 1 below provides a brief summary of the ELSAG process. A contact list is maintained.
- 2.6 The ELSAG process shall be managed and administered by Protective Services.

## **3. East Lothian Safety Advisory Group Terms of Reference**

- 3.1 The East Lothian Safety Advisory Group (ELSAG) will operate in accordance with the following Terms of Reference:
  1. To provide a multiagency forum within which SAG members will develop a co-ordinated approach to achieving high levels of public safety
  2. To promote good practice in safety and welfare planning
  3. To consider the advice published in all available statutory guidance documents and impart to event organisers
  4. To receive and discuss all proposals for public events within East Lothian as determined by the Strategic Event Safety Committee (SESC), with the emphasis on minimising the risk to public safety

5. To ensure that event organisers are aware of the roles of individual SAG members
  6. To ensure that there is, in existence, adequate planning and documentation before the event takes place
  7. To ensure that there are agreed contingency and emergency plans for dealing with major incidents at events
  8. To receive reports relevant to de-briefs, visits and / or inspections of the venue or event with the aim of improving safety arising from an event in future
- 3.2 The Core Members of the SAG must 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 the person should consider if they should withdraw and be replaced by an appropriate party agreed with the group.
- 3.3 Any Agency within the ELSAG process can recover costs / charge Event Organisers for services in line with their own policies and procedures. Such matters are independent from the scope of ELSAG.

Under Review

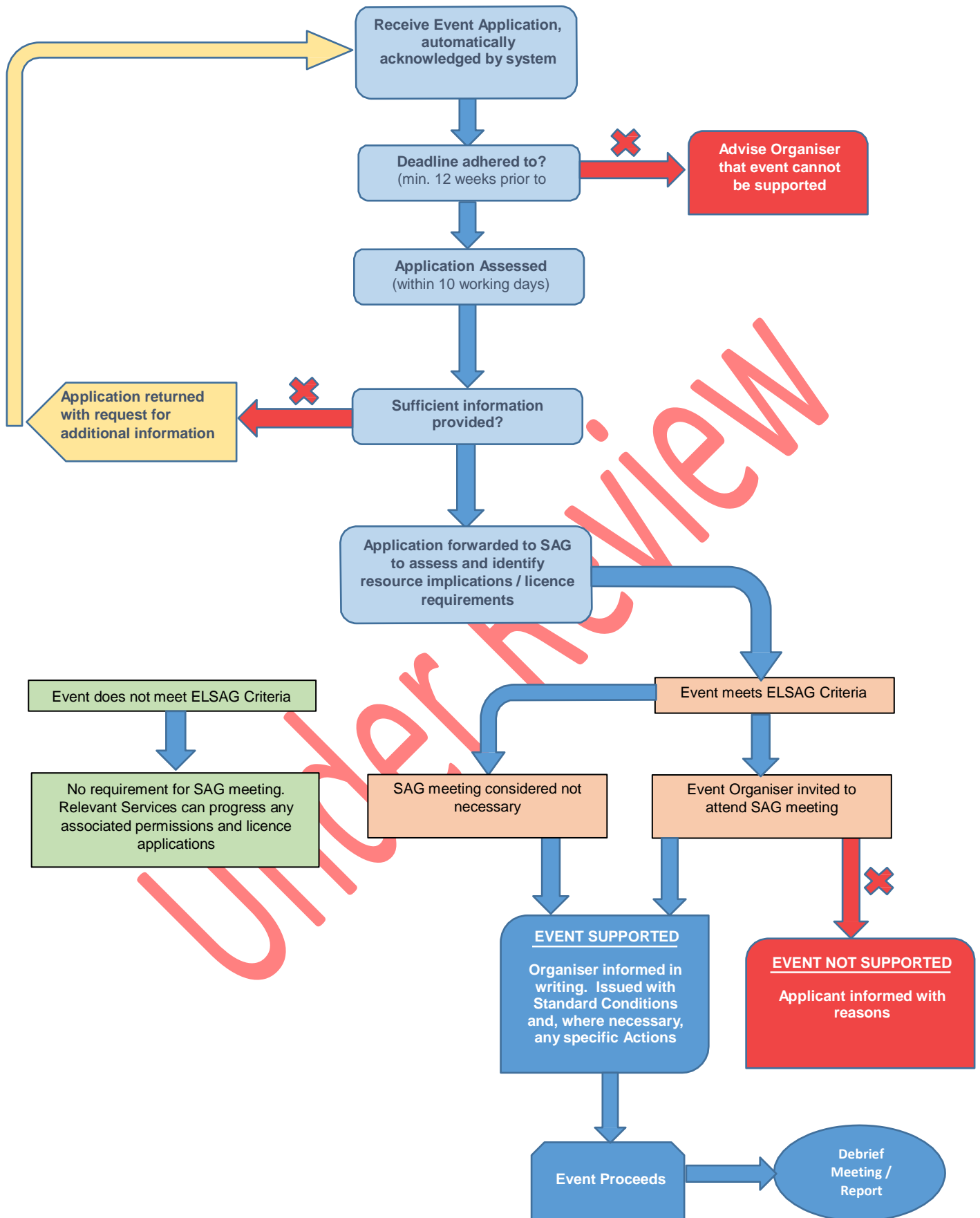


Figure 1 – Safety Advisory Group Process

## 4. Strategic Event Safety Committee (SESC)

### Aim

- 4.1 The Strategic Event Safety Committee is established to determine and oversee the East Lothian Safety Advisory Group Strategy and process. It will ensure that the Safety Advisory Group process is followed by member agencies and event organisers.

### Primary Focus

- 4.2 The primary focus of the SESC is the safety of all people working at, or participating in, an event and to the safety of members of the general public who may be impacted by the event.

### Guiding Principle

- 4.3 The guiding principle for determining which events are covered by the ELSAG process are those events that may impact on public safety or the wellbeing of the community, considered on a risk-based approach through the following criteria:

- The status of the principal attending
- The status of the event organisers
- The profile of the event
- Event category and size – Appendix 1
- Type of Activity
- Event site
- Whether alcohol is available or any other licence is required
- Transport implications
- Event safety concerns raised by a SAG representative

- 4.4 The SESC will keep and make available, as appropriate, records of its activities in order that it effectively carries out its function ensuring the transparency of decision making. All records are subject to Freedom of Information requests and could be released publically subject to the exemptions provided.

### Status and conflicts of interest

- 4.5 The SESC cannot take any decisions on behalf of East Lothian Council or other partners. The statutory decision making powers sit with East Lothian Council or other agencies where designated.
- 4.6 The ultimate responsibility for the event safety lies with the event organiser and event management team.
- 4.7 Members of the SESC must 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 should consider if they should withdraw and be replaced by an appropriate person agreed with the group.
- 4.8 All members of the SESC will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

### **SESC Composition**

- 4.9 The SESC shall consist of persons with sufficient seniority / experience / competency / knowledge of their service / agency to be able to advise members on behalf of their service / agency. Membership will include:
- A Chair ((East Lothian Council, Head of Service) or delegated to another senior officer as required).
  - East Lothian Council Protective Services: Environmental Health Service (including Events)
  - East Lothian Council Protective Services: Emergency Planning Service
  - East Lothian Council Licensing Service
  - Police Scotland (Senior Officer)
  - Scottish Fire & Rescue Service (Senior Officer)
  - Scottish Ambulance Service (Senior Officer)
  - Amey / Transport Scotland
- 4.10 Invited representatives may be drawn from any body which the SESC considers appropriate.
- 4.11 The SESC may create focused sub-groups for specific events of a large or major nature. These Sub-Groups, which includes the SAG, will be convened to deal with specific operational issues or events as required. These Sub-Groups will only involve those representatives relevant to the issues in question. The Chair or any other core member may request the setting up of a Sub-Group, and the Chair shall invite such representatives as are considered appropriate to meetings of such a Sub-Group.

### **SESC Administration**

- 4.12 The Chair will ensure that:
- Meetings of the SESC take place on a regular basis, a minimum of 4 times per calendar year. Any member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise
  - Due account is taken of the views of all members of SESC
  - Minutes are taken at each meeting and those minutes are kept
  - East Lothian Council will provide the administrative support to the SESC
  - All relevant agencies should be represented at a meeting of the SESC and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary
  - Each meeting of the SESC will be prearranged to an agenda published in advance of the meeting with minutes recorded
  - The minutes of the meetings will be circulated to all SESC members, and to such other parties as may be determined by the Chair

## 5. Safety Advisory Group (SAG)

### SAG Aim

- 5.1 Event Organisers who have been invited to a meeting with the Safety Advisory Group, will be expected to attend. SAG meetings are scheduled monthly, with supplementary meetings programmed where deemed necessary.
- 5.2 So far as is reasonably practicable, through the provision of specialist advice, the aim of the SAG is to ensure that event organisers uphold the highest standards of public safety at public events. Where SAG members have concerns regarding Event Organisers participation in the process they should immediately bring their concerns to the attention of the SESC.

### SAG Objectives

- 5.3 The SAG will:
- Provide specialist advice to Event Organisers to help them discharge their public safety functions
  - Encourage the safety and wellbeing of the public and staff at public events
  - Ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised.

### SAG Composition

- 5.4 The SAG shall consist of persons with sufficient experience / competency / knowledge of their service / agency to be able to advise members on behalf of their service / agency. Membership will include:
- A Chair ((East Lothian Council, Head of Service or Service Manger – Protective Services) or delegated to another senior officer as required).
  - East Lothian Council Environmental Health Service (including Events)
  - East Lothian Council Emergency Planning Service
  - East Lothian Council Roads Service
  - East Lothian Council Transport Planning
  - East Lothian Council Economic Development
  - East Lothian Council Landscape & Countryside
  - East Lothian Council Licensing Service (where event notification includes a Licence application)
  - Police Scotland
  - Scottish Fire & Rescue Service
  - Scottish Ambulance Service
  - Amey / Transport Scotland



## **SAG Administration**

5.5 The Chair will ensure that:

- Meetings of the SAG take place on a monthly basis, with supplementary meetings scheduled where necessary
- Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting
- Due account is taken of the views of all members of the SAG
- Notes of Meetings are taken at each meeting and those Notes are agreed, signed and provided to the Event Organiser at the close of the meeting and by email distribution to all SAG representatives, and to such other parties as may be determined by the Chair, following the meeting
- East Lothian Council will provide the administrative support to the SAG
- All relevant agencies should input and/or be represented at a meeting of the SAG and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary

Under Review

## Appendix – 1: Event Category & Size

East Lothian Council will assess applications for all types of events. Applications are considered from all sections of the community. In order to allow us to give the best level of support and to help direct our resources better, East Lothian Council will use the following set of categories:

Category	Description
Active Recreation	These events encourage those who regularly participate in active lifestyles to engage in activities such as active play, recreational walking, running or cycling. These are free events, community focused, non-competitive and led by volunteers.
Charity (National)	This category covers those operated by national charities for the purpose of fundraising for the benefit of the charity.
Charity (Regional)	This category covers those operated by regional charities for the purpose of raising the profile and fundraising for the benefit of the charity.
Commercial	These events provide a commercial benefit to a profit making business or operation including product launches, corporate events, music festivals, concerts, and fun fairs as the principle component of the event, one-off boot fairs and trade shows.
Community	Any event organised by community or voluntary groups that directly benefit the residents and visitors to the area or the group members and do not provide significant advertising or other commercial benefit to a profit-making business or organisation. They are aimed at a social group, specific locality and have a common cultural or heritage link. There is no principle entry fee, activities are free or at reasonable costs. This includes village fetes, parades (e.g. Remembrance Day), community sports, fireworks, holiday celebrations and parades.
Not for Profit / Enthusiast	This category covers not for profit events, including specialist interest subjects such as motor vehicles and re-enactments. It could also cover specialist sports events. Likely to have small scale commercial activity for which money received is fully re-invested into the activity or not for profit group.

We recognise that some events may not exactly fit into these categories and Council Officers reserve the right to choose the category for the event. Events will be assessed on the information the Event Organiser provides in the Events Notification Form and organisers informed in the early stages of planning.

When considering events there is also a scale by their size:

Event Size	Numbers in Attendance (Participants & Spectators)
Small	Less than 500
Medium	500-999
Large	1000-4999
Major	5000+