

E.F.F.C. January 2018

EAST FIFE FOOTBALL CLUB
NEW BAYVIEW STADIUM



SAFETY POLICY FOR
SPECTATOR SAFETY

Safety Policy for Spectator Safety at New Bayview Stadium,

East Fife F.C. New Bayview Stadium, Harbour View,

South Street, Methil.

Section A: General Policy.

Section B: Allocation of Responsibility within the club.

Section C: Safety Objectives & Appendices.

Appendices

1. Club Management Structure.
2. Stewards "Code of Practice"
3. Spectator Safety Policy Distribution.

Section A: General Policy.

The board of Directors of East Fife Football Club (The Club) bears ultimate responsibility for the safe operation of Bayview Stadium. The board initially adopted this policy on 15/10/01 and last reviewed and re-issued it on 26/01/18.

The Club undertakes to ensure that, as far as is reasonably practicable, events at New Bayview Stadium are staged in such a way, that the safety of everybody at the Stadium is assured.

The Club through the Stadium Controller, Match Safety Officer, Staff & Stewards will ensure reasonable safety of those attending events in the Stadium. The Club will ensure that systems exist for the safe admission, accommodation and exit of spectators.

The Club will undertake and maintain a process of risk assessment as required by the Management of Health and Safety at Work Regulations (1992) and will have regard to this assessment in formulating and updating this policy.

Section B: Allocation of Responsibility within the Club

Person with overall safety responsibility: John Donaldson – Safety Officer. Person

with day to day safety responsibility: David Marshall – Stadium Controller. Person

with match day safety responsibility: John Donaldson – Safety Officer. Deputy to

person with match day responsibility: Tom Irvine – Deputy Safety Officer.

In the absence of the Match Safety Officer, the Deputy Safety Officer will assume responsibility.

Promulgation and monitoring of the Safety Policy.

Each member of staff will be advised through the General Safety Statement required under the provisions of the Health and Safety at Work Act 1974, of the policy of the Club towards the safety of spectators. Stewards and other engaged on match day duties will be provided with more detailed information relating to their duties.

The Board will receive regular reports on the operation and implementation of the policy and its practical effects.

Safety Policy Review.

Due to the changing nature of operations and facilities, the Board recognises that this safety policy is not a static document. The statement will be amended and/or added to when the necessity arises. The policy will be subject to major review if changes to operations or facilities take place leading to a substantial revision of working practices. An investigation will be held following any major accident or incident involving spectators. The Safety Policy will be reviewed in the light of the findings of the investigation.

Section C: Safety Objectives

1. Organisation / Structure for implementing safety.

The Chairman has delegated responsibility to the Stadium Controller to ensure that this policy is observed and that the Club operates in accordance with the "General Safety Certificate" issued by Fife Council for the reasonable safety and well being of all spectators attending at the stadium.

The Stadium Controller will liaise with Fife Council (Property Services), Fife Police, the Fire Authority, the Scottish Ambulance Service and any other body in relation to safety at the Stadium. He will all ensure that all representatives of the Club engaged in safety operations are aware of the Club Safety Policy outlined in this document. The Stadium Controller or the Match Day Safety Officer will attend all specified events held at the Stadium and direct staff and stewards engaged in stadium safety operations.

The Club Organisation structure is shown in Appendix 1.

2. Arrangements for monitoring policy.

It is the responsibility of the Stadium Controller, Match Safety Officer, Staff and Stewards to monitor the implementation and effects of this policy. The attention of the board must be drawn to any matters which are considered to be unsatisfactory within the policy. The Stadium Controller will review the workings of this policy with those responsible for monitoring its implementation. An annual report will be submitted to the Board on the operation of the policy.

3. Crowd Management.

Entry of spectators – The Club will agree with the Police on the points, methods and control mechanism relating to the admission of spectators and identify those parts of the stadium into which spectators should be admitted or confined, together with strategic gates that should be manned to ensure the safety of such persons. The Club will maintain a Closed Circuit Television System to monitor spectators arriving at the ground and deploy such stewards as are necessary to maintain orderly queues and prevent people from entering the stadium whilst under the influence of drink or in possession of unauthorised objects.

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The Boards objective is that spectators at Bayview Stadium will be able to attend events in the knowledge that they are in a comfortable and safe environment. The Stadium Controller will, from time to time carry out general inspections of the Stadium to ensure that the Clubs' objective is being achieved. In addition, the following pre-event and periodic checks will be carried out by the match Safety Officer or Stadium Controller before every specified event.

- A general inspection of the condition of the Stadium, paying particular attention to the condition of each seat, stairway and directional sign.
- An inspection of all gangways, access and exit routes to ensure freedom from obstruction and trip hazards, that surfaces are not slippery and ensure that they are capable of being used to their full capacity.
- An inspection of each crush barrier and balustrade for corrosion, deformation or any other visible weakness. Test exit doors and gates, including those in the perimeter wall to ensure that they are easily and fully open able; examine all turnstiles to ensure that they are in proper working order.
- The above are the main checks required although others are listed on the pre-match check list.

The following annual reviews must be carried out and certificates submitted to the local authority

- Testing of crush barriers and handrails.
- Ground condition.
- Structural integrity of the stand.
- Electrical installations.
- Fire alarm system.
- Emergency lighting system.
- Public address system.
- Fire fighting equipment.
- Boilers and pressure vessels.
- Earthing and floodlight towers.
- Contractors and self employed persons: The club requires that all contractors and self employed persons comply with health and safety precautions stipulated by the Club. (For contractors and self employed persons on Club premises).

The Stadium Controller will ensure that all Contractors and their personnel working at the Stadium during a specified event are aware of the Clubs emergency procedure.

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- **With the Public:** Matters relating to the Safety Policy shall be communicated directly and without delay to supporters. The Club programme will be used to provide information and advice on safety matters. Supporters will be invited to take part in exercises and Stewards should be trained in communication skills to assist in their dealings with spectators.
- **With Staff:** Systems are in place to ensure that staff are aware of their responsibilities under this policy. Stewards will be properly trained to ensure that they are competent to carry out their duties. Stewards will be thoroughly briefed and debriefed before and after each event. Informal meetings will also be organised at which safety matters can be discussed.
- **With other Agencies:** The Club will maintain regular contact with the Local Authority, Police, Ambulance Service, Fire Brigade, St. Andrews Ambulance Association and the Supporters Club.

6. Fire Precautions.

An automatic fire detection system is provided in all sections of the Stadium to provide warning of fire. This system monitors the situation in all rooms, offices, catering areas and voids to provide warning of fire and in areas where the safety exit of spectators might be jeopardised by fire. The system is activated by manual call points, smoke and heat detectors. The system is maintained and tested in accordance with the manufacturers' instructions. Fire fighting equipment of a type appropriate to deal with the risk from fire are provided in all areas of the Stadium. All staff will receive training in fire prevention and controls appropriate to their needs.

7. First Aid / Medical provision.

The Club has provided a fully equipped First Aid Room in accordance with the requirements of the General Safety Certificate. This is situated under the away section of the stand. Liaison with the St. Andrews Ambulance Association will be made before each event to ensure that a sufficient number of trained First Aid personnel are present.

8. Club Contingency Plan.

The Club has drawn up a Contingency Plan to deal with emergencies and incidents which might occur during a specified event. It also deals with any preparation for a specified event which might need to be taken where special conditions might apply. Controlled copies of the Contingency Plan are circulated to the safety personnel, club management and emergency services. The Stadium Controller will continually review the

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plan and revise it in the light of experience and in consultation with the Emergency Services. The Contingency Plan will be tested during an evacuation exercise and by special exercise which will be undertaken from time to time.

9. Maintenance of Records.

The Stadium Controller will, in accordance with the terms of the General Safety Certificate, ensure that the following records will be maintained and kept for a minimum of 6 years:

- A record of the number of spectators admitted to the stadium.
- A record of any accident or incident which causes injury other than a playing injury which is brought to the notice of the Match Safety Officer or ground staff which occurs whilst the Stadium is in use for a specified event and has safety implications.
- A record of all first aid and medical treatment provided during or in connection with a specified event.
- A record of the number of stewards on duty at each event.
- A record of each pre event inspection.
- A record of inspections and tests of fire fighting equipment.
- A record of all fire alarms, whether or not initiated by the Fire Detection System.
- A record of all substantial maintenance work and improvements relating to safety carried out at the stadium.
- A record in a defects log book of any defect relating to the safety of the Stadium discovered together with a record of when such a defect has been remedied.

A record of the following certificates:

- A certificate of inspection of the fire fighting equipment (Yearly).
- A certificate of inspection of the public address system (Yearly).
- A certificate of inspection of the Manual Fire Alarm and Automatic Fire Detection Equipment (Yearly).
- A certificate of Structural Safety (Yearly).
- A certificate of satisfactory load testing to crush barriers, handrails and other structural crowd control element (25% every year).
- A certificate of inspection of the electrical installations (Yearly).

APPENDIX 1

East Fife F.C. Organisation Chart



