



## OPERATION PLAN FOR EAST FIFE F.C.

PREPARED BY: John Donaldson

DATE: September 2011  
(updated January 202 )

Name and Address of Premises: New Bayview Stadium,

Harbour View,

Methil. KY8 3RW

Premises Use: Football Stadium

Telephone Number: 01333 426323

Owners of the premises: East Fife Football Club

Club Secretary: Douglas Briggs

General Description of Premises: Football Stadium with dressing, first aid, physiotherapy rooms and associated offices etc.

Number of Floors: 2, There is now a lift to the second floor.

Number of Staircases: 2

- Number of accommodation staircases: 2
- Number of escape staircases (protected): 0

Number of Conference/Function Rooms: 1

Number of Executive Boxes: 2

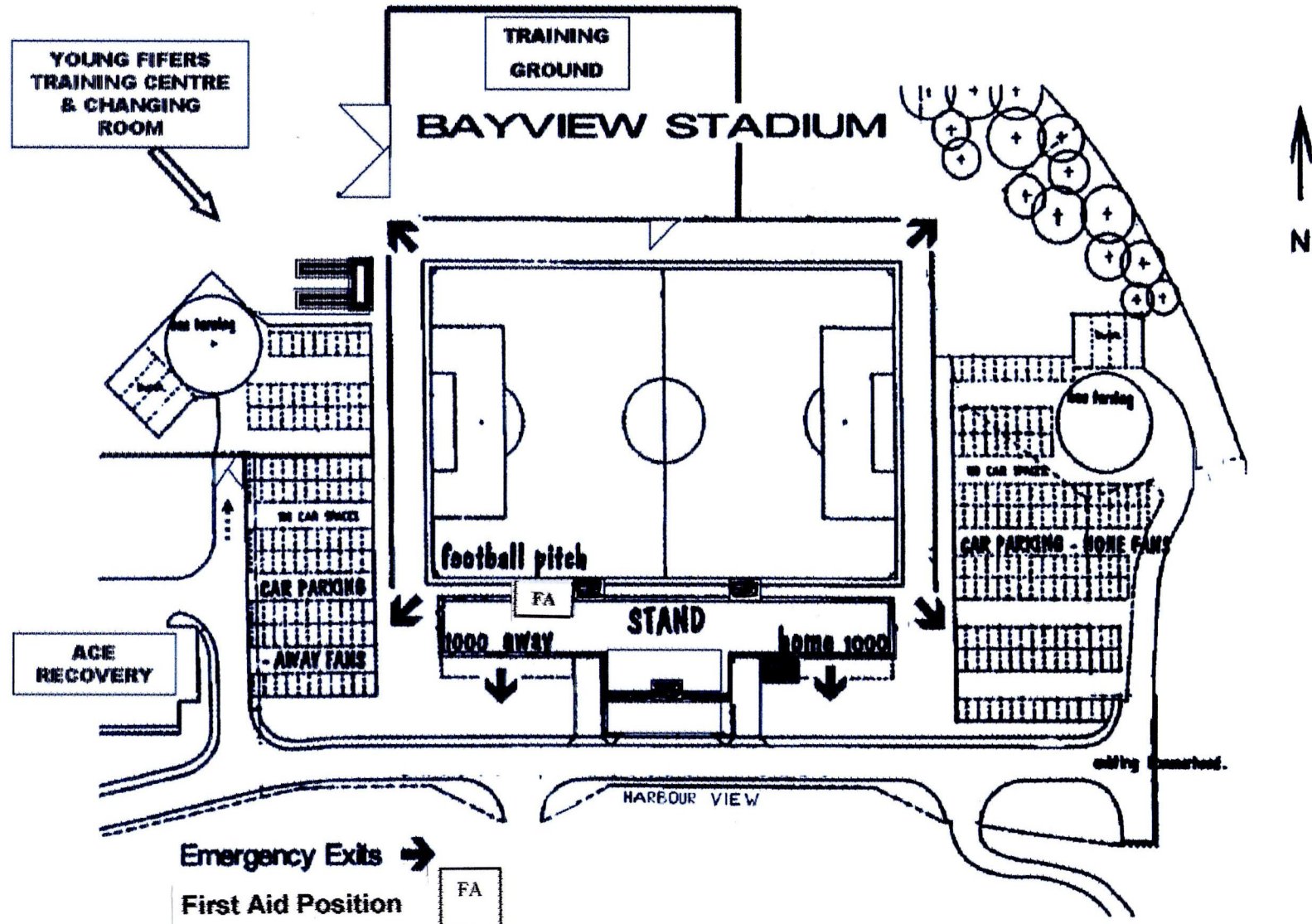
Number of Bars: 2

Staffing Levels and capacities: There is only one full time employee, the Office Manager. Daily there are 3 other personnel who work in the office at various times, usually another two in the morning and one in the afternoon. There is one grounds person who is the stadium most of the week with another who works 2 or 3 days a week. In addition there are 4 / 5 background staff working each morning except Thursday.

On Match days there are likely to be 2 / 3 bar staff working, one chef and 2 / 3 waitresses depending on the level of Hospitality. There will also be a Deputy Safety Officer / CCTV operator within the control room. There is usually one physiotherapist working during match days as well as at least 4 first aiders and the club doctor.

Throughout the week Club Secretary, Commercial Director, Safety Officer and any of the directors are likely to be in attendance at various times.

# GROUND PLAN



**EAST FIFE FOOTBALL CLUB**  
**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 30/01/2 .

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: U                      "                      – St                      ium Controller.

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

Deputy to person with match day responsibility: °                      U 8                      – Deputy'o                      \                      .

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 (Building Control), the 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.

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.

- **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

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:

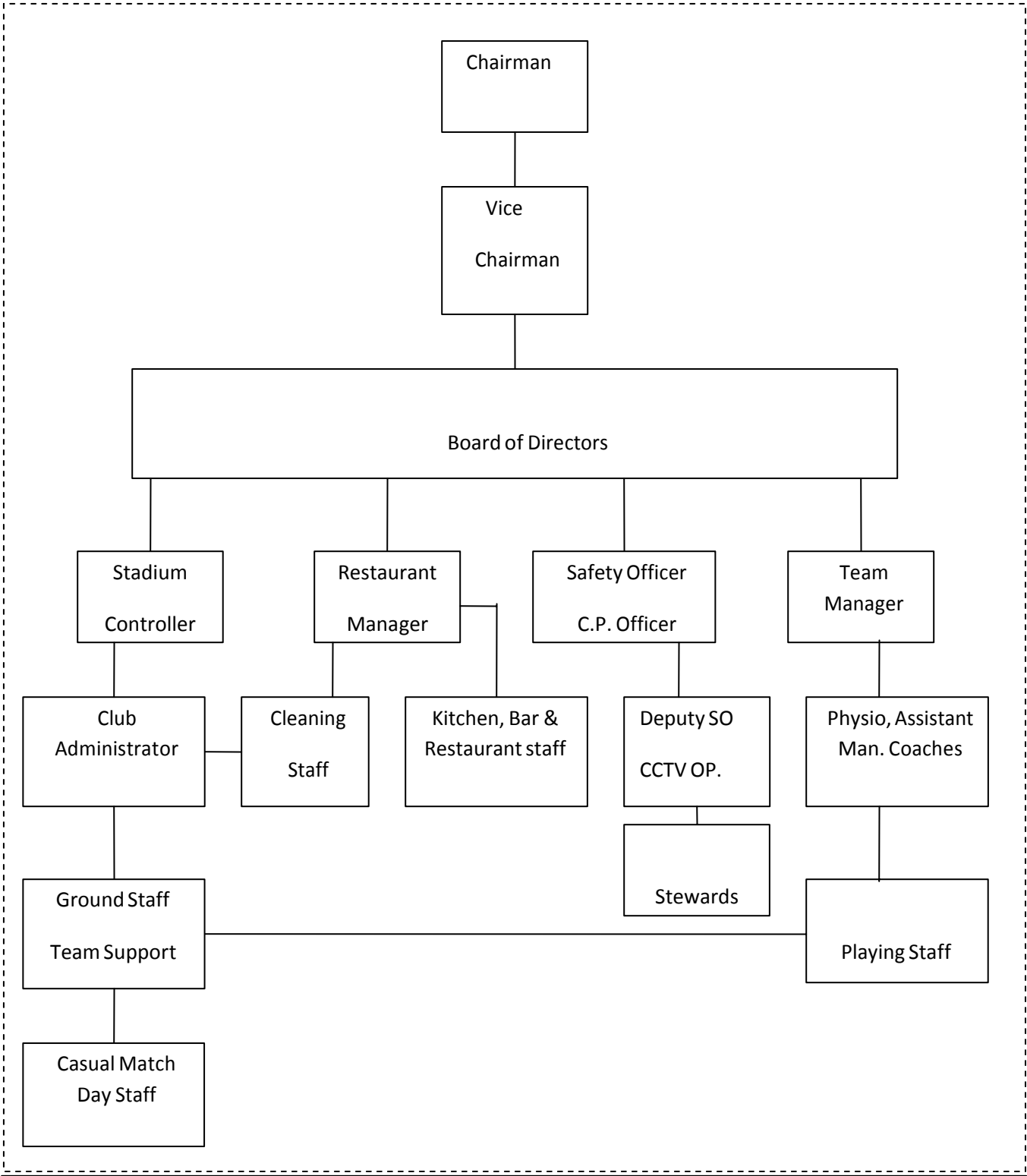
- A record of the number of spectators admitted to the stadium.
- A record of any accident or incident which causes injury other than a playing injury which is brought to the notice of the Match Safety Officer or ground staff which occurs whilst the Stadium is in use for a specified event and has safety 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 (yearly)
- A certificate of inspection of the electrical installations (25% each Year).

APPENDIX 1

East Fife F.C. Organisation Chart





## **APPENDIX 2**

### **Stewards Code of Practice**

Their duty is to ensure the safety of the public at all times. The basic duties of stewards should be to enforce the management's safety policy, the requirements of the safety certificate and all ground regulations.

**There are 10 basic duties summarised as follows:**

1. Understand the general responsibilities towards the health and safety of all categories of spectators, (including those with disabilities and children), other stewards, ground staff and themselves.
2. To carry out pre-assigned assigned safety checks.
3. To control or direct spectators who are entering or leaving the ground to help achieve and even flow of people, to and from the viewing area.
4. To assist in the safe operation of the ground, not to view the activity taking place.
5. To staff entrances, exits and other strategic points, i.e. segregation, perimeter and exit doors or gates which are not continuously secured in the open position while the ground is in use.
6. To recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of overcrowding, particularly in the stands.
7. To assist the emergency services as required.
8. To provide basic emergency first aid if required (only if previously trained).
9. To respond to emergencies (such as the early stages of a fire), to raise the alarm and take the necessary immediate action.
10. To undertake specific duties in an emergency or as directed by the safety officer or the appropriate emergency service officer.

**Emergency Procedures – Each steward must:**

- Be fully conversant with the Club's emergency evacuation procedure and coded messages and know your operative positions and procedures if an emergency should occur.
- Know the location of and be able to direct spectators to the nearest available exit gate.
- Assist, help and direct spectators to vacate the Stadium by the nearest available exit route.
- Know the location of the first aid room and any first aid equipment kept elsewhere.
- Know the location of the clubs emergency telephones.
- Know the location of and be able to operate effectively the fire fighting equipment at the Stadium.

- Where the distinctive jacket provided
- Abide by the stewards dress code (Men – white shirt, dark tie and dark trousers and dark shoes. No jeans or trainers are allowed. Women – As before but with white blouse and dark (skirt as an option to trousers). No football scarves or hats to be worn unless approved by the Club.

### **Deployment.**

- Stewards are expected to report for duty at 1300hrs for Saturday matches and 1730hrs for evening fixtures.
- Following the main and subsidiary briefings they will search their area and report to the steward supervisor any damage or defect likely to threaten spectator safety.
- Stewards must comply promptly with any instruction given in an emergency by the Safety Officer or nearest Supervisor or Police Officer.

### **Conduct.**

- Stewards are employed to watch the crowd but must be aware of any incident occurring in the Stadium which might affect crowd behaviour.
- Stewards must be vigilant at all times.
- Stewards must be polite and courteous but firm. Spectators are the Club's customers and must be treated as such. They are entitled to a friendly and warm reception.
- Stewards must not be seen eating, drinking or smoking in view of the public, No alcohol must be consumed before or during an event.
- Under no circumstances should a steward make any gesture, whether physical or verbal so as to incite spectators.
- In the event of a goal being scored, stewards must not indulge in cheering or being involved in celebrating with players and must discourage players from leaving the field of play.
- If a steward is unable to resolve a problem, assistance should be sought from their supervisor or other responsible person. Stewards should not ignore a problem and hope that it will resolve itself.
- Should it be necessary to eject a member of the public from the Stadium, they are to use no more force than is necessary to achieve the task (Non badged stewards should not touch a member of the public – they should ask a badged member to help if necessary).
- Stewards will remain at their allocated post until released by their respective supervisor.
- No steward shall be accompanied by any person, or take any object with them to their allocated position which might distract them from their duty. Mobile phones should be switched off.
- Stewards must not make any statements to the media, or to the public in general concerning any matters arising from any incident in the course of their duties.

- Prevent spectators from entering the field of play and surrounding areas. Stewards should not pursue persons on to the field of play unless authorised to do so by a supervisor or Match Safety Officer.
- Identify offenders using foul, abusive and racial language or threatening behaviour and all other contraventions of ground regulations.
- Identify offenders who throw missiles / objects from within the spectator areas on to or at the playing surface or surrounding areas.

#### **Incident Reports.**

- Stewards must report any serious incident to the Stadium Control Room immediately via their personal radio, emergency telephone or supervisor, stating where the incident occurred and its nature.
- At the end of the event, stewards must report any incident occurring throughout their duty i.e. Ejections or arrests, crowd disorder (fighting, foul language complaints), actions taken in response to criminal events (offensive weapons, alcohol in the Stadium, pick pocketing), damage to Club equipment, any organisational problems, accidents to spectators (injuries, illness, sudden death etc. and use of fire fighting equipment).

The conduct contained in this document should not be viewed as being in any way definitive, or the list of emergency procedures addressed as being exhaustive. The procedures will be the subject of strict and objective assessment in the light of operational experience and will be amended as appropriate. This will be a continuing process.

## APPENDIX

### 3

#### **Spectator Safety Policy Distribution.**

1. East Fife Football Club.
2. Police Scotland.
3. Scottish Fire & Rescue Service.
4. St Andrews Ambulance Service.
5. Fife Council.



## **P & S FACTOR CALCULATIONS** **LOCALITY HUB, BAYVIEW STADIUM 2022**

Given the under mentioned we are confident our final capacity can be 2000, given that the holding capacity of our stand is 2000 and our P & S factors would both be 1.

### **Holding Capacity 2000 x P or S Factor of 1 = a Final Capacity of 2000.**

The following information is how I based my figures in the calculations for the allowable capacity of the stadium following the relevant advice from the “Green Guide”.

- Section 3 is well covered in that we have had a Spectator Safety Policy and a Contingency Plans which are used and updated yearly. Both our Safety Officer and Deputy have a Level 4 Diploma in Crowd and Safety Management and regularly attend refresher training at various venues throughout Scotland.
- Our Safety Officer was a Safety Advisor for circa 20 years prior to his retirement and has NEBOSH qualifications and had IOSH membership. Our deputy has taken over on a number of occasions due to illness or holiday cover and is more than capable of taking over full time if necessary. We have a close liaison with the local police who have issued a statement of intent signed by both us and the police.
- As per section 4 our stewards are from a local company who are in the main badged, they are familiar with the ground and all wear high-viz jackets. For normal games we have 9 stewards and one chief steward, for high profile games we increase the number of stewards depending on the opposition. They are well acquainted with their duties, are well trained and are in possession of a stewards handbook which was written and issued this year. They are all issued with radios and are in contact with and directed by the control room at all times. All stewards are briefed prior to each event and debriefed after the event.
- Section 5 is well covered mainly by the fact the stadium is only 23 years old, we have a roofed stand (with floodlights for evening events), a fire alarm system within the accommodation area of the stand and 2 x public address systems. Seats were all changed out 14 years ago for galvanised frames and all are in good condition. We have no seats with a restricted view. The stand is swept out after every game and pre game checks are carried out and

documented 48 hours prior to every game as well as after the game. Yearly checks are carried out on the whole stadium by a structural engineer.

- **As per Section 7 each turnstile will allow approx 960 persons per hour to enter the stadium.** We have 8 turnstiles; the away turnstiles have 3 gates for adults and one for concessions. The home turnstiles have two for adults one for concessions and one for season ticket holders. **Given our crowd capacity not all turnstiles will need to admit such a number but I witnessed such a number going through two of our home turnstiles.** We have good internal access; good signage and stewards are in attendance prior to the game to report any crowd build up. We also have 4 x CCTV camera's which are used to detect the flow of spectators at both ends of the ground and our turnstile operators are more than capable of keeping the crowd moving.
- We have 8 x exit gates which are well signposted and illuminated at night. Each gate measures 1.95m when fully open. **I witnessed 106 supporters per minute egress from one of these gates on the home side of the stadium.** We have 4 x emergency exits which measure 3.75m when fully open. All gates are unlocked prior to a game and tie wrapped until they are either opened prior to the end of the game or are locked again after the stadium is empty. The 2 x vomitories that lead to the exit gates measure 2.95m and the exit points at each end of the stand measure 3m. We have 10 x stairways in the stand each is 1.3m wide are well painted and have anti-slip nosing and as previously mentioned all are well lit should we have an evening game (We have also have emergency lighting on all exits should we have a power failure during the hours of darkness). **I have witnessed 80 spectators per minute egress from the stand down one set of stairs.** In case of emergency there are 10 gates opening onto the pitch which each measure 1.3m. plus two gates at each end of the concourse which measure 2.2m., all are held in place with bungee rope and can be easily opened. As part of the referees brief, we mention the exit procedure in-case of an abandoned event through the usual exits and the method of emptying the stand onto the pitch in an emergency and then onto the training area in-case of a fire or structural failure of the stand. Stewards are in constant radio contact with the control room and we have an evacuation plan for all methods of emptying the stand which the stewards are familiar. As you can see by the measurements of our egress either for emergency or normal use we could empty our stadium well within the acceptable times. This is taking into account the spectator profile; given that most are adults a far smaller number children or elderly persons with only one or two in wheelchairs. We have two or three regular ambulant invalids who are well known to the stewards and who sit near the player's tunnel and could egress that way in an emergency. We feel with the aforementioned and the condition of the structure and seating along with unrestricted viewing we have covered all parts of Sections 10 and 12.

# **EAST FIFE FOOTBALL CLUB**

## **Steward's Handbook**







The Chairman and Directors of East Fife Football Club are committed to delivering a safe and secure environment where, regardless of the fixture or event, spectator safety is placed above all other considerations.

In support of that position, the Stewarding Handbook is intended to provide a point of reference for all those tasked with providing stewarding services at New Bayview Stadium and responding, when called upon, to the challenges that present and pose risks to spectator safety or security.

Jim  
Stevenson  
January 202G

## **Introduction**

The Safety Management System in place at New Bayview is in keeping with the expectations of the Safety of Sports Grounds Act 1975 and the guidance issued by the Department for Culture, Media and Sport in their Green Guide (version 5). Guidance has evolved over years, primarily to address shortcomings in safety management systems identified after inquiries into fatalities at Sports Grounds, more recently Valley Parade in 1985 and Hillsborough in 1989.

A common theme running through all such events has been complacency, in some form or another, of the safety management system in place at the time.

Acknowledging that, this handbook is intended to reinforce East Fife Football Club's commitment to providing a safe and secure environment for spectators and secure continuous improvement in the provision of stewarding services.

## **The Stadium**

East Fife Football Club occupies New Bayview Stadium, Harbour View, Methil. The stadium was built in 1999 and opened by Henry McLeish.

The stand is primarily concrete / steel construction and comprises 8 turnstiles, 2 disabled access gates and 4 emergency exit gates services include 2 fast food outlets and toilet facilities (including 4 x toilets for use of the disabled). There are no smoking areas within the stadium.

In addition, under the stand there is Office accommodation a Board Room, the manager's office, home and away dressing rooms, a First Aid Room and a Physiotherapists Room.

This Stand has two tiers of accommodation with management, administrative support and player's facilities (as mentioned above) on the ground floor and the control room, kitchen, spectator and hospitality facilities above. Access to the main building is afforded at the south of the stadium in the centre (Beside a Portocabin which serves as the club shop).

The Stadiums' capacity, as agreed with Fife Council's Safety Advisory Group is: 1998 (Including 20 wheelchair spaces for the Disabled).

## **Stadium Access Points**

### **Vehicular Access/Egress:**

Access only - South Street, Methil on to Harbour View.

Egress only - Harbour View on to South Street, Methil.

### **Pedestrian access to Stadium:**

South Street, Methil on to Harbour View.

Disabled parking is available in both the home and away car parks at the nearest point to the stadium.

## **KEY POSITIONS:**

### **Forward Control Post (FCP) -**

Dependant on circumstances the first Emergency Service's vehicle at scene identified by having the only illuminated blue light or Bayview Control Room within Bayview Stadium or as appropriate within the Stadium.

### **Rendezvous Point (RVP) -**

Harbour View immediately in front of the stadium or as nominated, dependant on the circumstances or-.

### **Incident Control Post (ICP) -**

Within the outer cordon of all Emergency Services Command vehicles or as nominated, dependant on the circumstances.















### **Marshalling Area**

Dependent on the circumstances, and Emergency Services commitment at locus the Public car park Durie Street, Methil.

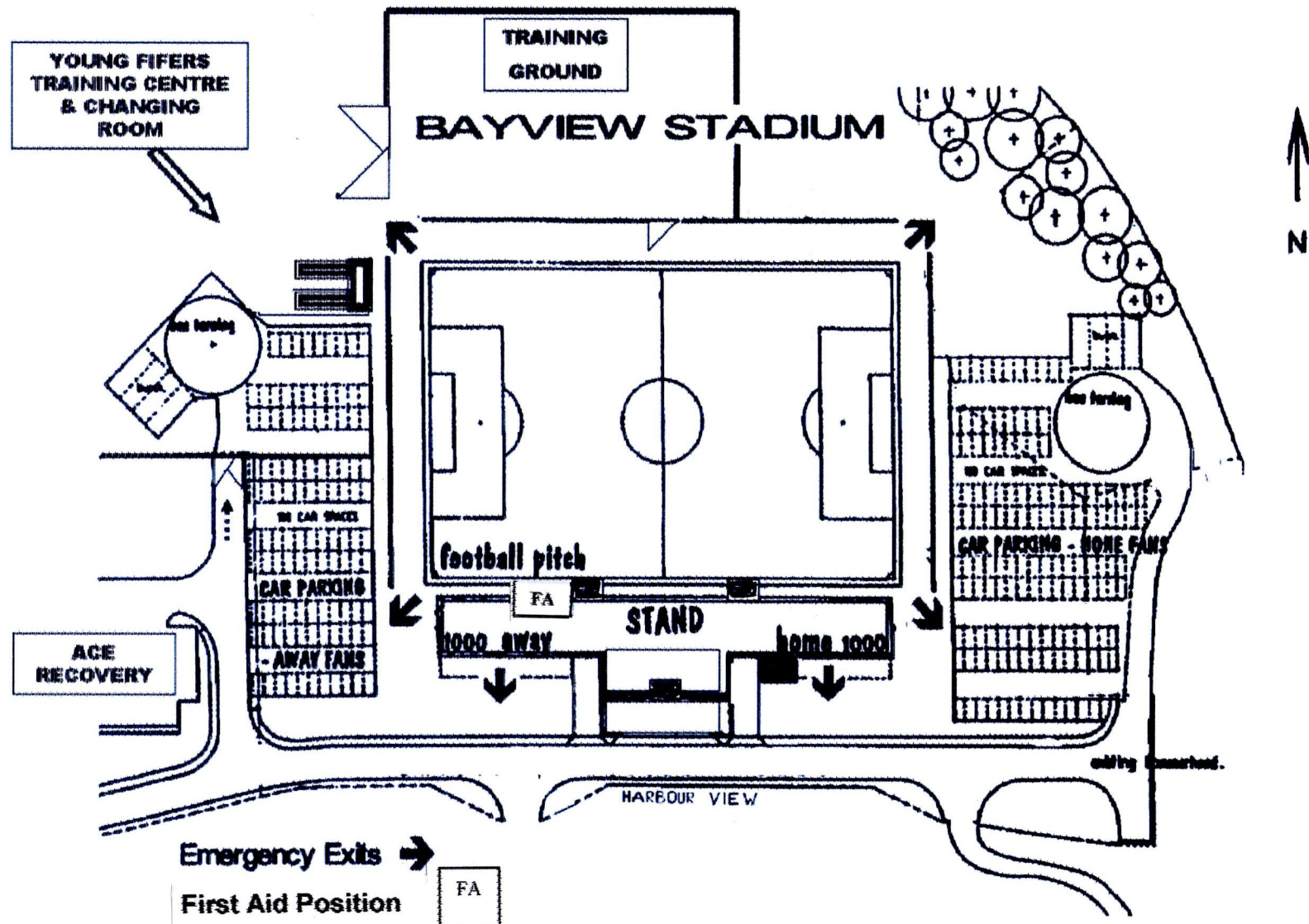
### **Receiving Hospitals**

The Victoria Hospital, Hayfield Road, Kirkcaldy. Tel. No: 01383 623623.  
Queen Margaret Hospital, Whitefield Road, Dunfermline, Tel. No. 01383 623623

# EAST FIFE F.C. BOARD of DIRECTORS

				
<b>Jim Stevenson</b> Chairman	<b>K Stevenson</b> Vice Chairman	<b>John Donaldson</b> Director	<b>O Stevenson</b> Director	<b>J Stevenson</b> # 10
				
<b>K Stevenson</b> # 10	<b>O Stevenson</b> Assoc. Director	<b>U Stevenson</b> Assoc. Director	<b>O Stevenson</b> Director	<b>Denis Nicol</b> Assoc. Director
				
<b>O Stevenson</b> tor	<b>= Stevenson</b> Assoc. Director	<b>K Stevenson</b> Hon. Director	<b>) Stevenson</b> = )	

## GROUND PLAN



# **POSITIONS OF STEWARDS** **AND RADIO NUMBERS**

All radios to be signed for, in and out. Report any faults immediately to the control room.

0 – Control Room.

Echo 1 – Chief Steward.

Echo 2 – Away end floodlight station.

Echo 3 – Home end floodlight station.

Echo 4 – Away end tunnel.

Echo 5 – Home end tunnel.

Echo 6 – Main tunnel

Echo 7 – Main tunnel

Echo 8 – Floater.

Echo 9 – Away end car park.

Echo 10 – Home end car park.

Echo 11 – Safety Officer.

Echo 12 – Office Manager.

Echo 13 – First Aid Station.

Echo 14 – Police.

<b>Radio</b>	<b>Sign Out</b>	<b>Print Name</b>	<b>Sign In</b>	<b>Remarks</b>
Echo 1				
Echo 2				
Echo 3				
Echo 4				
Echo 5				
Echo 6				
Echo 7				
Echo 8				
Echo 9				
Echo 10				
Echo 11				
Echo 12				
Echo 13				
Echo 14				



## CROWD NUMBERS

### Home End

### Away End

Time							Total	Time								
Gate								Gate								
1								5								
2								6								
3								7								
4								8								
Total								Total								

Home End Total =

Away End Total =

Comp's Total =



## **Control Room**

The Control Room is positioned within the upper level of the main building to the south east (access either by the corridor from the main upstairs bar or from the stairs to the south east of the main officer corridor) giving good vision of the whole stadium.

The technical equipment within the Control Room includes CCTV, and a Public Announcement System. There is a mobile announcement system which is used on match days by the stadium announcer.

There are 4 CCTV cameras situated around the stadium capable of delivering live feeds to the Control Rooms T.V. monitors. This is supported by a video recording capability (also capable of taking still pictures if necessary).

The Public Announcement Systems in the control room and foyer are stand-alone systems and both remain live via an emergency power feed during any power failure.

The Control Room also has outside telephone access.

## **Medical Facilities**

The Stadium First Aid Room and Spectator Medical Facilities are situated at the away end of the stadium, accessed by the west vomitory. The Players First Aid Room is situated at the home end of the stadium and is accessed by the players tunnel and the east vomitory. There is ambulance access direct to the doors of both rooms should patients need to be taken directly to hospital for further investigation or treatment.

A team of 4 paramedics supplied by St Andrews Ambulance Association, who are always sited at the away end near the west vomitory with easy access to the First Aid Room and equipment.

A Crowd Doctor is present at each fixture and all medical equipment and facilities are inspected at least 24hrs before the event to ensure compliance with the 'Green Guide'

### Command and Control

The responsibility for safety at sports grounds lies entirely with Club Management. On match day the responsibility for the Safety of Spectators is delegated to the Club Safety Officer. If the crowd exceeds 1000 he may be supported by a Police Match Commander and Police Resources. (In general at least 9 stewards and a steward supervisor are normally in attendance). ***The Police are present at some fixtures where their attendance is required to maintain public order and prevent the commission of offences. They are not present to enforce ground rules or act as first response for stewarding issues.***

In the event of a Major Incident or significant crowd disorder that responsibility would transfer to the Match Commander.

On the day of the event Command and Control will be exercised from the Control Room with directions on responses to risks that present themselves delivered by the Safety Officer / CCTV Operator (Deputy Safety Officer) or Match Commander. To enable this system to function properly, the provision of timely and accurate information and intelligence to the control room is essential.

### Familiarisation and Training

All Stewards providing a service at East Fife Football Club will be required to attend a familiarisation visit and receive instruction from Safety Management staff before taking up their post on match days. This visit and instruction will include an introduction to the management's safety management system, contingency plan, requirements of the safety certificate and ground regulations.

At that time Stewards will provide evidence of their accreditation or, if working towards it, of courses attended and/or training undertaken.

Stewards will be expected to attend exercises and training events at the Club and records will be maintained in that regard. All stewards must attend at least one of those events in any football season.

## **General Requirements**

The image that Stewards portray to the public is reflective of their professionalism as well as that of the Stewarding Company and East Fife Football Club.

First impressions are very important and assists in instilling confidence in persons visiting the stadium that those charged with ensuring their safety and security, are both competent and efficient.

In this regard personal cleanliness, corporate dress, general demeanour and personal conduct must be of the highest standards.

1. Stewards will deal with members of the public in a polite and courteous way at all times.
2. The use of foul or abusive language or aggressive behaviour on the part of stewards will not be tolerated.
3. Stewards will not present for duty if they have consumed alcohol or any illegal substances.
4. Corporate dress will comprise a High Visibility Jacket (appropriate for the prevailing weather conditions), Clean and pressed white shirt, protective tie, pressed trousers (black), polished shoes (black) and black socks/tights. Dress code will be consistent across the Stewarding resource deployed to ensure uniformity.
5. Stewards will not wear clothing that may appear partisan or may cause offence.
6. Stewards will not celebrate or show extreme reaction to the event.
7. Stewards will not smoke, eat or drink while on duty unless authorised to do so by Supervisors and will only do so at a point away from public gaze.

***Anyone who fails to meet the expectations of the Club in terms of these 'codes of conduct' will be relieved of their duties and may thereafter be subject to disciplinary proceedings.***

## **Roles and Responsibilities**

### **Head Steward**

The Head Steward is part of the safety management team at New Bayview Stadium and has a vital role to play in delivering a safe and secure environment for those attending events at the stadium. His / Her roles and responsibilities include:

- Attending pre-event planning events and briefing sessions.
- Training and developing Stewards.
- Maintaining the Stewards Handbook.
- Providing supervision of resources pre, during and post event.
- Ensuring that all stadium searches are undertaken and relevant returns are made to the Safety Officer.
- Ensuring that all requirements of the General Safety Certificate and Ground Regulations are complied with.
- Monitoring of Stewards during the event.
- Taking part in exercises and training events.
- Carrying out the instructions of the Safety Officer and where relevant the Match Commander.

### **There are 10 basic duties for Stewards summarised as follows:**

- To understand their general responsibilities in respect of the management's safety management system.
- To adhere to the Club's code of conduct.
- To be punctual in reporting for duty at the time stipulated; attend the formal briefing and ensure full understanding before deployment.
- To carry out Safety Checks and enforce Ground Rules.
- To control or direct spectators who are entering or leaving the ground to help achieve an even flow of people to and from viewing areas.
- To assist in the safe operation of the ground and not watch the activity taking place.
- To staff entrances, exits and other points identified in the stewarding plan (see below).
- To ensure that stairways and exits are kept clear at all times.

- To identify risks to safety and ensure the Control Room is advised without delay
- Provide emergency First Aid (if trained)
- Assist the Emergency Services as required

These basic duties are now further developed and separated into 3 distinct phases i.e. pre, during and post event.

## **Before and During Event**

- Immediately on taking up position, make contact with the nearest police officer (if present) /first aid operative etc. The safety of spectators is a team effort involving various agencies and that initial personal contact will be of value should an emergency situation arise.
- Familiarise yourself with all exit routes, stadium facilities and the location of fire alarms and fire fighting equipment.
- Undertake a visual and, where appropriate, a physical check of your area of responsibility and report and damage, defect or any other hazard (e.g. debris or suspect package) which presents a risk to spectator safety to the Control Room.
- If allocated Car Parking duty direct drivers to the relevant parking area. Ensure unrestricted access for emergency vehicles. Unauthorised or dangerous parking should be reported to the Control Room.
- Ensure that no unauthorised vendors operate within the confines of the stadium footprint.
- If allocated Turnstile duty have knowledge of the various admission categories and restrictions and undertake searches for prohibited articles. Assist in the identification of spectators who are banned from the ground or who, at all-ticket matches, do not possess tickets.
- Ensure queues of spectators are managed and where relevant deliver advice or information.
- Engage with Spectators offering assistance where appropriate and prevent the admission of spectators wearing colours to the opposing support turnstiles.
- Prevent climbing onto fencing or other structures.
- If allocated Concourse duty ensure, before turnstiles open, that all exit gates are opening freely and fully; that they can be

opened immediately, from inside, by anyone in an emergency and that the route to the exit is free from any obstructions. If an exit is locked or blocked, advise the Control Room. Provide support to catering staff in the event of any unruly behaviour in these areas and prevent any unauthorised opening of exit gates. Monitor the use of smoking areas to the side of the stand and ensure access/egress is maintained at all times.

- **Monitor the crowd for signs of stress, overcrowding, accident, illness, injury or disturbance or any risk thereof and advise the Control Room without delay**
- Deliver First Aid to anyone in immediate need if you are confident in doing so and take steps, without delay, to advise the Control Room
- Enforce Ground Rules (see below)
- When allocated Trackside duties prevent unauthorised transfer of spectators between stands, encroachment onto track side or playing surface. If encroachment onto the playing surface occurs, do not run onto the pitch after anyone, stay in position to deter others and await instructions. During the game, periodically ascend and descend the aisles to observe the actions of spectators. This can prevent problems from arising and also allows any spectator the opportunity to call for assistance
- Encourage spectators who approach the trackside gate/wall to return to their seats. Ensure that press photographers do not obscure the views of supporters.
- Be fully conversant with communication links to all Safety Staff and the Control Room.
- Take possession of any found property and note details of the property, its location and the finder. Deliver it to the General Office.
- Comply promptly with any instruction given in an emergency by a Police Officer, Steward Supervisor or the Safety Officer.
- Remain at your allocated post as instructed unless authorised or by a Police Officer, Steward Supervisor or the Safety Officer.
- In the event of a Complaint being made attempt to resolve the matter if it is one within your authority and ability so to do. If it is such that it will require the intervention of others advise the Control Room immediately to enable an appropriate response.

- **Bring to the attention of the Safety Officer / Chief Steward all incidents which could have led to an accident; first aid treatment provided or sought; non-routine opening of exit gates, defects, breakages, debris, found property; complaints made; warnings and ejections (see below)**

## After Event

It is well recognised that one of the most crucial times for maintaining safety and order is at the conclusion of a football fixture and as such it is vital that vigilance is maintained until spectators have left the stadium environs.

- At the end of the fixture Stewards must make a final sweep of the Stadium to ensure that no member of the public remains, especially in the toilets. Stewards must ensure that any new damage to stadium or suspect packages discovered during this sweep is brought to the attention of the Safety Officer without delay.
- The stadium will then be secured.
- All records as described above must be passed to the Safety Officer for inclusion in the event safety records and further action if required.
- No Steward will leave the Stadium until after debrief and stand down.
- Stewards who have been allocated Car Park duty will allow cars to exit the car parks under their supervision (at times under the directed of the Control Room who have access by camera of both car parks and road conditions).

## Ground Regulations

Copies of The Ground Regulations are posted at the turnstiles on entry and are easily accessible and visible to spectators

1. All persons entering the Ground are admitted subject to the following Ground Rules and to the Rules and Regulations of the S.F.A., S.P.L. and the S.F.L. ***Entry to the Ground shall be deemed to constitute unqualified acceptance of all these Rules and Regulations.***



2. All persons entering the Ground are admitted subject to the condition that they may be required to submit to search to prevent dangerous articles being brought into the Ground which might be used to cause injury or damage to persons or property.
3. Spectators are asked, in the interests of public safety and good order, to comply with all instructions issued by Police, Stewards or designated agents of the Club.
4. All matches are played in accordance with the Rules of the Scottish Football Association, the Scottish Premier League, the Scottish Football League and, where applicable, the Regulations of U.E.F.A. competitions.
5. Play cannot be guaranteed to take place on any particular day or at any particular time and the Club reserves the right to change its advertised fixtures without prior notice and without liability.
6. ***On no account will admission be granted to a person who is subject of a current Football Banning Order.***
7. Tickets allocated by this Club are issued on the express condition that no holder shall sell or transfer the ticket for a larger price than face value. In the event of any breach of this condition East Fife F.C. reserves the right to cancel the ticket and retain the money paid.
8. At all times, the right of admission is reserved by the Club Management. Spectators found in the wrong area amid opposing fans may be ejected.
9. When a match is abandoned before the expiry of the first half, admission vouchers for the rearranged fixture will be issued to spectators. The arrangements in cases where the match is abandoned after the expiry of the first half shall be a matter for the reasonable discretion of the Club.
10. In the event of an all ticket match being postponed for any reason, the ticket can be retained and will be valid for the rescheduled fixture. Alternatively spectators will be entitled to a refund.
11. All children entering the Ground, must pay for admission or hold a valid ticket.

12. Unauthorised persons are not permitted to enter upon the field of play or the perimeter track. Failure to comply may result in arrest or removal from the stadium, application of a stadium ban and/or instigation of Football Banning Order procedures.
13. It is an offence under the terms of the Criminal Law (Consolidation) (Scotland) Act 1995, as amended by the Crime and Disorder Act, 1998 to make any remarks of a racist nature. Any breach of this offence may result in arrest and instigation of Football Banning Order procedures.
14. It is an offence under the Public Order Act 1986 for any person to enter, or attempt to enter the Ground:
  - Whilst in possession of any article or substance whose main function is the emission of a flare for the purposes of illuminating or signalling (as opposed to igniting or heating) or the emission of smoke or visible gas, and in particular includes distress flares, fog signals and pellets and capsules intended to be used as fumigators or for testing pipes.
  - With any article which is a firework.
15. It is an offence under the Criminal Law (Consolidation) (Scotland) Act 1995 to enter or attempt to enter the Ground:
  - Whilst in possession of a controlled container which is or was capable of holding liquid and which, if thrown would be capable of causing injury to another person.
  - Whilst in possession of alcohol.
  - Whilst drunk.
16. The use of threatening behaviour, foul or abusive language is strictly forbidden.
17. Racial, sectarian, homophobic or discriminatory abuse or chanting is considered as unacceptable conduct and may result in arrest and instigation of Football Banning Order procedures.
18. Persistent standing is not allowed in seated viewing areas. Anyone who continues to stand after having been requested not to, may be removed from the stadium and be subject to a ban.
19. Under no circumstances is it permitted to throw any objects whether on to the pitch or track or otherwise.

20. Club flags and banners, as well as any official national flag are permissible, provided they do not carry any additional religious, racist or other derogatory messages. Flags/banners must not interfere with the viewing capabilities or safety of other Spectators. In addition, flags and banners must not be allowed to obstruct advertising boards or directional signage. Small flags can be mounted on garden canes provided the canes measure less than 100cms in length.
21. Unnecessary noise such as from the use of radio sets and behaviour likely to cause confusion, annoyance or nuisance of any kind, is not permitted in any part of the Ground.
22. With the exception of authorised Media representatives holding accreditation issued by the club/event organiser, the taking of photographs or filming by any means inside the Ground is prohibited. In addition, no transmission or reproduction, in whole or in part, in any form, or by any means, electronic, mechanical, recording or otherwise is permitted save with a special authorisation in writing by the club/event organiser and, where appropriate, the prior consent of the Scottish Football Association, the Scottish Premier League, the Scottish Football League or appropriate body.
23. Only persons specifically authorised in writing by the Club are permitted to offer Newspapers, Periodicals or any other Articles for sale in the Ground and any charitable collection will only be permitted within the ground with prior written consent of the Club.
24. The Club reserves the right for its servants and agents and for members of Police Forces to remove from this Ground any person who does not comply with these Ground Regulations and/or with the Rules and Regulations of the S.F.A., S.P.L. and of the S.F.L. and/or where applicable, the regulations of U.E.F.A. Competitions or, whose presence in the Ground is, or could reasonably be construed as, constituting a source of danger, nuisance or annoyance to other Spectators.
25. CCTV cameras will be in use and recordings could be used in any proceedings.
26. The Club operates a Protocol Agreement with Fife Constabulary whereby the details of individuals who have been ejected or arrested at matches involving East Fife F.C. either home or away, is shared

- with the Club. On examination of this information the Club reserves the right to indefinitely ban the individual from New Bayview Stadium.
27. In compliance with Smoking, Health and Social Care (Scotland) Act 2005, and the Prohibition of Smoking in Certain Premises (Scotland) Act 2006, New Bayview Stadium has been designated a NO SMOKING STADIUM. This restriction covers all public and staff areas including, but not restricted to, seating decks, concourses, toilets, staircases, offices and function suites. Smoking is however permitted within areas designated for that purpose at both ends outside the main stand. Failure to comply with this legislation will see the individual ejected from the Stadium and, where appropriate, issued with a fixed penalty ticket by the Police.

### Search Procedures

It is the role of Stewards to prevent prohibited articles and containers getting into the stadium and to do this it may be necessary to carry out random searches of persons attempting to enter. The following guidelines will be adhered to:

- **Never** carry out a search without corroboration
- **Never** carry out a search of members of the opposite sex
- **Always** ask the person for permission to search them or their belongings before doing so – remember failure to accede to that request will result in them being refused access
- **Always** ask if they are in possession of any sharp objects. Ask the person to be searched to remove the items before continuing
- **Never** make personal comments about items found

### Warnings and Ejections

Warning – Monitor behaviour, advise Control Room to enable CCTV to be directed to area and await approval, seek corroboration and approach the person(s) to be warned. Deliver warning

Second Warning – Advise Control Room to enable CCTV to be directed to area and await approval, return with same corroboration if possible, advise that ejection will follow if behaviour does not stop. Note row and seat number

Ejection – Advise Control Room to enable CCTV to be directed to area and await approval, await arrival of the Club Safety Officer and/or Steward Supervisor. Remove to area in the concourse away from public view (if possible) and obtain details of person(s) involved. Take possession of season ticket book, eject and pass all details to Control Room. Only stewards who are SIA badged should handle spectators.

***Under no circumstances are juvenile supporters or vulnerable adults to be ejected without steward's first seeking direction from the control room.***

If the behaviour amounts to an offence and Police resources are deployed at the stadium, the person involved may be arrested and reported to the Procurator Fiscal. Stewards should be aware that they may be called to court to give evidence and should therefore make use of their notebooks to record what took place that required their intervention.

## Accidents

Any accident resulting in injury will not only result in treatment by First Aid Personnel but will include the recording of details of the event to assist the safety management process and the provision of customer care. Stewards must take notes of the events surrounding the accident, cause, preventative measures imposed and any further remedial action required. Remember however that members of the public are not required to give their personal details and if refused their privacy must be respected.

Where an employee has an accident, this must be reported to the Safety Officer immediately.

n.b. All personal information recorded will be held securely and access restricted.

## Fire

Break glass fire alarm points and fire fighting equipment are positioned at various points around the stadium. In general, when activated, all break glass alarms produce an audible signal at the location and a position reference on the main fire alarm monitoring panel in the foyer area (and the repeater panel in the control room). In addition, there are smoke and heat alarms in the Office Areas, Hospitality Areas, First Aid Room, Physio's Room and Catering Outlets which give a position

reference as above and also give an evacuation message over the tannoy system.

## Fire Fighting Equipment

Accepting that the primary responsibility of stewards in case of fire is the safe evacuation of the area, it may be that, if the fire is extremely small, it could be tackled by a steward so preventing greater risk and damage. It is therefore important to know the different types of fire fighting equipment and when and how to use them.

The discovery of a **Fire** which presents a risk to life or property will result in Stewards:

- Raising the Alarm by breaking the glass face of the nearest fire alarm
- Reporting the location and description of the incident to the Control Room immediately
- Tackling the Fire with appropriate available equipment, if trained and the response is appropriate,
- Ensuring their own and others safety

## Suspect Packages

**\*Suspect Packages** should not be confused with bags etc left inadvertently by spectators. Suspect packages are those which lead the finder to believe that it/they may contain equipment and/or materials intended to cause damage or injury. In these circumstances Stewards:

- **Must** update the Control Room immediately of the location and description of the package and reason for their suspicions
- **Must not** examine any suspect package or operate radios, mobile telephones etc. within 10 metres of the package

Where a threat has been received by the Club involving the use of packages, the Control Room will Instruct stewards to undertake a covert search of the building. Under no circumstances, at this stage, are spectators to be advised of or used for such a search.

## **Match Postponement / Abandonment Procedures**

1. If spectators have arrived but not been admitted to the ground, the Safety Officer will:
  - Liaise with the Match Commander and Head Steward to organise dispersal of crowd
  - Direct P.A. Announcer to advise spectators thus;

***‘Ladies and Gentlemen, unfortunately today’s game has been cancelled due to circumstances beyond our control. The game will be re-arranged for a future date. The Club apologises for any inconvenience caused. Thank you’.***

At this time Stewards will be deployed to manage dispersal of the crowd.

2. If spectators have already been admitted to the ground, the Safety Officer will:
  - Direct the Turnstiles be closed
  - Brief Police and Stewards as to the intent and deploy to exit gates
  - He may have Stewards supplied with vouchers (if the fixture has not gone beyond half time) to be distributed to spectators as they leave or ask that they be picked up from the main office.
  - Direct Exit Gates to be opened
  - Utilise the P.A. System to deliver the following message –

***Ladies and Gentlemen, due to circumstances beyond our control, the match or event has had to be abandoned.***

***Non Ticket Match announcement .....The game will be rearranged for a future date. Every Spectator inside the ground, including season ticket holders, should collect a voucher for the rearranged fixture as they leave the ground from the Stewards outside the exit gates (or at the main office). Please assist this process by queuing in an orderly fashion. Thank you.***

***Ticket Match announcement .....’The game will be rearranged for a future date. The ticket you already hold will be valid for***

***that fixture. Please leave the stadium by the nearest exit gate, in an orderly manner. All gates are open and Stewards will assist you to exit the Stadium, thank you.***

At this time, Stewards will assist the dispersal of spectators from the stadium and those tasked with Exit Gate duties may be supplied with vouchers to distribute to spectators.

## **Emergency Responses**

In the event of an emergency situation arising, ***the Safety Officer*** will ensure, if time is available, that all safety staff are advised via the radio communications systems in use, that a problem has arisen that may require emergency procedures to be invoked. All staff will be advised to ensure thereafter that only urgent transmissions are made pending further developments.

Should events develop further requiring an emergency response, the Safety Officer will cause to be announced over the P.A. System, (Emergency Message 1) – ‘***Will Safety Officer Eris please report to the Control Room immediately***’. At this point, The Head Steward will make his way to the Control Room while all stewards will make their way to their designated original stewarding plan points, exit gate stewards will open the exit and emergency gates, and, where relevant, refuse any further entry.

The nearside referee’s assistant or 4<sup>th</sup> official will then be advised of the occurrence so that if / when necessary the referee can stop the game.

***At this stage the PA Announcer will make no further public announcements.***

Should the emergency develop further at this stage the emergency ‘Go Code’ will be initiated and confirmation of the type of evacuation, i.e. bomb, or non bomb threat or incident confirmed over all radios and a public announcement (Emergency Message 2) delivered as follows:

***“Ladies and gentlemen, it has become necessary to evacuate the stadium in the interests of public safety. Please stay seated and you will be evacuated by the stewards starting from the front rows***



***backwards. Please stay calm and act under the direction of the stewards".***

The Match Referee will then abandon the match and bring all the players and officials into the centre circle

### **Evacuation Routes**

In general terms, spectators in the Main Stand will exit via the recognized and usual exit points under the stand or at the south east and west emergency exit gates.

Stewards / Police Officer designated for duty at the rear of the stand will supervise the exit gates and ensure a free unrestricted access for the Emergency Services.

In the event of exceptional circumstances (i.e. a fire within the stand or imminent structural failure of the main stand) spectators will exit onto the playing surface, under the direction of the stewards. (The game will have been abandoned with the players in the centre circle by then). The spectators and teams will then be led by the Chief Stewards from the ground via the North West Emergency Exit Gate to the Congregation Point situated on the Youths Training Pitch (To ensure that evacuees do not obstruct the routes for emergency service vehicles)

The Safety Officer (or Police Officers if present) will supervise the evacuation, assisted by club personnel.

***Once assembled at the Congregation Point, spectators will thereafter await further instructions.***

**Should the incident be brought under control prior to any evacuation procedures being invoked the Safety Officer will cause the following message to be delivered:**

**Safety Officer ERIS is no longer required. Stewards will then return to their normal game positions.**

## Stewards' Duties during an Evacuation

At the outset, Stewards will be advised what exit routes are to be used.

- In general Stewards on hearing 'stand by to evacuate', will open all exit gates to the rear of the stands (and south east and west emergency exit gates) and standby them
- Stewards positioned at the stand will usher spectators out of the stands to the designated evacuation exits.
- A Steward will be designated to usher hospitality, sponsors, catering personnel and club staff to the evacuation points.
- **Depending on the method of evacuation Stewards** (and Police Officers if present) will make their way onto the playing surface and standby with Players, Officials and spectators until directed to the North West emergency exit gate on to the Youths Training Pitch by the Chief Steward.
- Car Park Stewards will ensure clear access for emergency vehicles and will prevent vehicles leaving their allocated parking places
- Stewards in the Disabled areas will provide assistance in the evacuation of disabled supporters and their carers

***It is essential that YOU respond in a way which is entirely in keeping with your training, remaining calm, professional and courteous.***

- Provide reassurance, support and assistance to spectators
- Continually speak with spectators encouraging them to proceed carefully and quickly
- Keep everyone moving and try to prevent pushing or crushing
- Pay particular attention to the most vulnerable in these circumstances i.e. young, elderly and infirm supporters
- Remember your responsibilities to the public as they will be relying on you to guide them safely
- Keep listening for further messages being broadcast
- Once you are satisfied that everyone is evacuated, make your way to the designated rendezvous point and report to your supervisor

## Personal Record

[illegible]

\* n.b. this can only be signed by the Safety Officer, Steward Supervisors or other authorised person.

East Fife Football Club  
Bayview Stadium, Harbour View,  
Methil, Fife, KY8 3RW

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Medical Risk Assessment  
Version 1.0

Prepared by: Scottish Ambulance Service  
National Risk & Resilience Department

Date: 14<sup>th</sup> March 2016

Review Date: To be reviewed annually or after incident

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the residual risk acceptable Yes/No	Additional Controls Required Yes/No	Is the residual risk acceptable Yes/No	Recommended minimum medical attendance
1. Medical illness	Spectators and staff may suffer from a medical emergency when in attendance at the stadium.	East Fife Football Club (EFFC) is required to comply with the Stadium general safety certificate, EFFC safety policy & the recommendations of the Guide to Safety at Sports Grounds. A Stadium Risk assessment has been completed by the Stadium Safety Officer. In relation to crowd safety, First Aid personnel are provided by St. Andrews First Aid (SAFA) in ratio of 1:1,000 up to 10,000. Doctor cover contracted direct through EFFC for SFA, SPFL events. There is one first aid room located at the west end of the stand; it is accessed from the west vomitory or externally from Harbour View. The room size is approximately 25 square metres. A stadium control room is designated to provide effective multi-agency communications, and overall views of the stadium using CCTV. The EFFC Stadium Emergency Plan confirms the roles of all agencies in the event of a major incident.	Yes	Nil		<p><b><u>Crowd up to 5,000</u></b> 1 x First Aider per 1,000 minimum of 2 1 x Crowd Doctor with crowds in excess of 2,000</p> <p><b><u>Crowd 5,000-25,000</u></b> 1 x Accident and Emergency Ambulance (with its crew of 2) 1 x Ambulance Officer 5-18 x first aiders 1 x Doctor</p>

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the residual risk acceptable Yes/No	Additional Controls Required Yes/No	Is the residual risk acceptable Yes/No	Recommended minimum medical attendance
2. Injury from slip / trip / fall	Spectators and staff may suffer from an injury as a result of a slip, trip or fall in the stadium and immediate surrounding i.e. car park, walkways	First aid cover is tactically deployed within the Stadium.  As above at 1.  During times of snow / ice the club undertakes to clear and salt these areas.	Yes	Nil		As above at 1.
3. Fire in the stadium	A fire in the stadium may result in burns injuries & smoke inhalation to spectators & staff. Crush injuries may occur as a result of crowd surging if evacuation is not properly controlled.	A Fire Risk assessment has been completed on behalf of the Stadium Safety Manager.  Safety announcements including evacuation procedures are made to the crowd prior to the match commencing.  Exercising of Evacuation Procedures  Smoking is not permitted anywhere within the stadium.  As above at 1.	Yes	Nil		As above at 1.

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the residual risk acceptable Yes/No	Additional Controls Required Yes/No	Is the residual risk acceptable Yes/No	Recommended minimum medical attendance
4. Explosion in the stadium	An explosion in the stadium may result in major trauma, burns injuries & smoke inhalation to spectators & staff. Crush injuries may occur as a result of crowd surging if evacuation is not properly controlled.	<p>A Fire Risk assessment has been completed on behalf of the Stadium Safety Manager.</p> <p>Safety announcements including evacuation Procedures are made to the crowd prior to the match commencing.</p> <p>Smoking is not permitted anywhere within the stadium.</p> <p>Exercising of Evacuation Procedures</p> <p>As above at 1.</p>	Yes	Nil		As above at 1.
5. Structural collapse	A collapse of any part of the stadium may result in injuries to staff and spectators.	<p>The stadium complies with all relevant building control standards. Structural &amp; barrier testing carried out on annual basis.</p> <p>Exercising of Evacuation Procedures</p> <p>As above in row 1.</p>	Yes	Nil		As above at 1.

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Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the residual risk acceptable Yes/No	Additional Controls Required Yes/No	Is the residual risk acceptable Yes/No	Recommended minimum medical attendance
6. Crowd surge / crushing	Spectators and staff may suffer from crush injuries.	<p>The stadium complies with all relevant building control standards. Entry &amp; egress monitored via CCTV &amp; computerised turnstiles. Crowd dynamics continually assessed by the Safety Officer, Police &amp; Stewards.</p> <p>The stands are all seated and no standing is permitted during games.</p> <p>As above at 1.</p>	Yes	Nil		As above at 1.
7. Evacuation	If an evacuation of the stadium is required this must be properly controlled. Spectators or staff may be injured if the evacuation is not properly controlled and crowd surges occur.	<p>Evacuation exercises are carried out usually before every home fixture, this involves the Safety Stewards.</p> <p>Safety announcements including evacuation are made to the crowd prior to the match commencing.</p> <p>One live full evacuation exercise is carried out by the Safety Officer with the Police, stadium management and stewards on an annual basis.</p> <p>As above at 1.</p>	Yes	Nil		As above at 1.



## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the residual risk acceptable Yes/No	Additional Controls Required Yes/No	Is the residual risk acceptable Yes/No	Recommended minimum medical attendance
8. Concerts – The stadium may be used to host concerts or other events. It is foreseeable that any of the above incidents could occur during such a concert or any similar use to which the stadium may be put.	Hazards which would vary from those associated with football games include crowd disturbances / crushing, noise and severe weather. Crowd dynamics at music events is likely to be very different from those at football matches. Crowd profiles such as age, experience and behaviour will vary by event. During some concerts spectators may be standing on the pitch area and a temporary stage will be	<p>Section 20 of the Guide to Safety at Sports Grounds applies during concerts. The Event Safety guide also gives recommendations regarding the medical, ambulance &amp; first aid management of such events.</p> <p>Event promoters &amp; stadium management must meet the requirements of the Special Safety Certificate.</p> <p>Noise testing is monitored by a noise consultancy agency engaged by the promoters &amp; monitored by Environmental Health.</p> <p>Temporary structures &amp; barriers are agreed in advance with building control, promoters &amp; stadium safety officer. These must meet relevant building &amp; engineering standards.</p> <p>Event promoters are required to produce an Event Management Plan which will include event risk assessments taking into consideration all potential hazards.</p> <p>Temporary first aid posts may be erected in strategic locations for concerts.</p>	Yes	Nil		This will vary depending upon individual event related factors. The Stadium Contingency Plan confirms that coverage for such events will be arranged in conjunction with Fife Council. Attendance levels will be assessed in line with the recommendations from Chapter 20 of the Event Safety Guide & Section 20 of the Stadium Safety Guide.

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

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## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

This risk assessment was completed taking into consideration the following factors:

PHYSICAL FACTORS	
1. Physical layout (roads, car parks)	Bayview Stadium is situated in Harbour View, Methil, Fife, KY8 3RW. It is serviced by Harbour View. The multi-agency Emergency Plan contains a traffic management plan for the stadium. There is car park external to the Stadium additionally car parking is on the surrounding public roads.
2. Design of ground, areas of high risk	The stadium has one single tiered stand of modern design located at the West, incorporating the highest concepts of safety; they are of concrete and steel construction. Emergency egress is via protected concrete stairwells exiting on Harbour View. The stand also contains the hospitality suites. The stand is covered. Total capacity for football matches is 1998 Away support is housed in the stand at one end of the stand, where 999 supporters can be accommodated.
3. Access / egress to spectator areas	There is a roadway access which partially surrounds the stadium and provides access to the rear of the stand the main access is from Harbour View. Disabled access and seats are accommodated at the front of the stand. Limited disabled parking also available. There is now a "disabled assist" from the foyer to the first floor function suite.
4. Standing areas or temporary demountable stands	Bayview Stadium is an all seated stadium and there are no standing areas, temporary structures are not used for football fixtures. For other events temporary structures e.g. stage and raised platforms for disabled guests may be erected. These temporary structures would be inspected by building control officers to ensure they meet the required standard.

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

PHYSICAL FACTORS	
5. Location of control points, first aid posts & key locations	<p>Stadium control room is located in the Stand; due to the location of the control room there is not an overall view of the stadium from the control room, therefore a reliance on CCTV footage and communication from stewards, additional stewards are available to deploy into areas in the event of CCTV failure. The control room is utilised by, EFFC Safety Officer, radio controller, CCTV operator, Head Steward, and First Aid Officers.</p> <p>There is one first aid room servicing the stadium, located at the west end of the stand.</p> <p>As defined in the Emergency Plan key locations such as casualty clearing areas, body holding areas etc will be agreed at the time depending on the nature &amp; location of the incident.</p> <p>There is a dedicated physiotherapy / medical room for both teams.</p> <p>Both the first aid room and physiotherapy rooms have direct external egress to Harbour View.</p>
6. Nature & location of radio & communications	<p>Within the control room is the stadium safety officer and security that provide radio communication links utilising the stadium radio communication with the stewards, and there are also fixed telephone lines within the control room. St. Andrews First Aid utilise their radio network. The stadium has a Public Announcement System which may be utilised in an emergency situation.</p>

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

SAFETY MANAGEMENT FACTORS	
1. Safety management structure & lines of communication	The Safety Management Structure for football matches is as follows; Stadium Safety Officer – or their Deputy Stadium Manager, Head Steward, & St Andrews First Aid Duty Officer Lines of communication are as 6 above.
2. Ground contingency plans & emergency procedures	The EFFC Contingency Plan and Multi Agency Emergency Plan, within those plans is a record of emergency procedures exercises undertaken.
3. Staff training	All staff is trained to the level appropriate to their responsibility.
4. Hazards & risks posed by event to spectators	Specific hazards posed by the event at football matches include severe weather and crowd disturbance. Hazards at other events within the stadium may include severe weather, excess noise and crowd disturbance.
5. Composition & behaviour of crowd	The stadium safety officer undertakes crowd profiling prior to all football matches & undertakes a risk assessment based on these findings.
6. Historical data of injuries/treatment etc	Anonymised records of all casualties who receive treatment are retained by the Stadium Safety Officer. These statistics, along with actual crowd numbers are utilised to assess potential casualty numbers for future events. A record of casualty numbers is maintained with the match day log.
7. Requirements of governing bodies	For football matches EFFC must comply with the requirements to obtain a General Safety Certificate, issued by Fife Council. They may also have to comply with SFA / SPFL requirements as appropriate. For events other than football the stadium will require to comply with the requirements of a special safety licence issued by Fife Council.

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

***Agreed and issued by the following organisations:***

<b><i>East Fife Football Club</i></b>		<b><i>Signature</i></b>
	<b><i>Safety Officer</i></b>	<i>John Donaldson</i>
	<b><i>Date</i></b>	<b>March 2016</b>
	<b><i>Club Secretary</i></b>	<i>Jim Stenerson</i>
	<b><i>Date</i></b>	<b>March 2016</b>
	<b><i>Club Doctor</i></b>	<i>H. Stevens</i>
	<b><i>Date</i></b>	<b>March 2016</b>
<b><i>St. Andrews First Aid</i></b>	<b><i>Company Commandant</i></b>	<i>G. McEwen</i>
	<b><i>Date</i></b>	<b>March 2016</b>

## MEDICAL RISK ASSESSMENT

Location: East Fife, Bayview Stadium, Methil

Name of Assessor: SAS, NRRD  
Date of Assessment: 14<sup>th</sup> March 2016

Date	Reason for Review Exercise / Incident / Annual	Review Date	Signatory
14 March 2016	Initial Issue	March 2017	<i>[Signature]</i>
30 March '17	Annual Review – No Ammendments	March 2018	P Raynor
Feb 2018	Annual Review	Feb 2019	<i>[Signature]</i>
13 Mar '19	Annual Review	Mar 2020	<i>[Signature]</i>
27/03/20	Annual Review-No Ammendments	Mar 2021	J. Donaldson
24/02/21	Annual Review - No Ammendments	Feb. 2022	J. Donaldson
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Date	Amendment	Pages Amended	Signatory



**East Fife Football Club  
Bayview Stadium, Harbour View,  
Methil, Fife, KY8 3RW**

Telephone: 01333 426323  
Email: [office@eastfifefc.info](mailto:office@eastfifefc.info)

**Stadium Medical Plan  
Version 1.0**

Prepared by: Scottish Ambulance Service  
National Risk & Resilience Department

Date: March 2016

Review Date: To be reviewed annually or after incident



**East Fife F.C.  
Medical Plan**  
*Agreed and issued by the following organisations:*

<b>East Fife Football Club</b>		<b>Signature</b>
	<b>Safety Officer</b>	<i>John Donaldson</i>
	<b>Date</b>	<b>March 2016</b>
	<b>Club Secretary</b>	<i>Jim Stevenson</i>
	<b>Date</b>	<b>March 2016</b>
	<b>Club Doctor</b>	<i>H. Stevens</i>
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<b>St. Andrews First Aid</b>	<b>Company Commandant</b>	<i>S. McEwen</i>
	<b>Date</b>	<b>March 2016</b>

<b>Date</b>	<b>Reason for Review Exercise / Incident / Annual</b>	<b>Review Date</b>	<b>Signatory</b>
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<b>30 March '17</b>	<b>Annual Review – No Ammendments</b>	<b>March 2018</b>	<b>P Raynor</b>
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<b>27/03/20</b>	<b>Annual Review - No Ammendments</b>	<b>Mar 2021</b>	<i>J. Donaldson</i>
<b>24/02/21</b>	<b>Annual Review - No Ammendments</b>	<b>Feb. 2022</b>	<i>J. Donaldson</i>
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<b>Date</b>	<b>Amendment</b>	<b>Pages Amended</b>	<b>Signatory</b>

**East Fife F.C.  
Medical Plan**

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<b>C</b>	<b>Match day record of medical provision</b>	<b>11</b>

## **East Fife F.C. Medical Plan**

**Plan Aim** - To describe the medical response arrangements that will be invoked in an incident that requires medical care for an individual or a small or large number of casualties. This plan is written in accordance with "Guide to Safety at Sports Grounds & The Event Safety Guide"

### **a. Medical Team Command Structure**

The senior manager from the St. Andrews First Aid (SAFA) will be in command of their own resources, as will the senior doctor (Medical Commander (MC)) if more than one doctor is present. In the event of a Major Incident the Scottish Ambulance Service (SAS) role of Ambulance Incident Commander (AIC) will be taken up by the first ambulance crew on scene.

**The SAS will only be on site at the request of East Fife FC or where crowds are expected over 5,000 spectators.**

### **b. Ground Command and Control Systems**

In keeping with the Spectator Safety Policy and Statement of intent, the Safety Officer is responsible, on behalf of the Club, for Safety Management. They will be responsible for the co-ordination of all agencies in attendance under normal working conditions. The senior officers for all agencies will be in command of their own resources, these officers will be located in and adjacent to the control room to allow for inter-agency communication. In the event of a Significant / Major Incident, the Police Commander will assume overall co-ordination of the emergency response.

### **c. Size, location and number of permanent, temporary or mobile first aid rooms and facilities**

There is one permanent first aid room in the stadium, located at the West end of the South Stand. There are no temporary or mobile first aid rooms for football fixtures.

First Aid Room – 25 square metres

There is a dedicated physiotherapy / medical room for both teams.

Both the first aid room and physiotherapy rooms have direct external egress to Harbour View.

For concerts, temporary first aid facilities may be erected at suitable locations. This will be agreed with the promoters, stadium management & NHS / SAS and will be based on crowd dynamics, size profiling as well as experience from previous events.

### **d. Medical Equipment and materials and their source**

The first aid room has an examination table and the room on match days has first aid equipment supplied by St Andrews First Aid. Details of the exact equipment are contained in Appendix A. Medical consumables are replenished by St Andrews First Aid. The Scottish Ambulance Service are responsible for replenishment of any of their own consumables used.

**East Fife F.C.  
Medical Plan**

- e. **Role, number and location of ambulances, their capabilities and the crew competencies.**

Ambulance requirement at Bayview Stadium is not required on a match day due to the ground capacity being less than 5,000 spectators. Should the ground capacity increase, Ambulance cover for other events will be agreed by the Stadium Safety Officer & Scottish Ambulance Service, taking cognisance of the recommendations of the Guide to Safety at Sports Grounds & the Event Safety Guide.

**AMBULANCE PARKING POINT:**

To enable emergency ambulance attendance the ambulance parking area is identified external to the stadium at the West End of the South Stand adjacent to the first aid room entrance.

- f. **Duties, number and location of crowd doctors, nurses, paramedics & first aid personnel**

Expected crowd	0 – 4,999	5,000 to 11,000
Ambulances	0	1
Amb staff	0	2
Amb officers	0	1
First Aiders	5	11
Doctors	1	1

The exact locations and duties of these individuals will be agreed during the medical briefing.

The first aid staff will be deployed in order that two will cover each of the open stands.

The doctor is located in a pre-determined location.

When a casualty is reported first aiders will provide the initial response and treat minor ailments or injuries. In all other cases, including for example, cardiac arrest or other critical condition, First aiders will request a Doctor or ambulance assistance. First aiders will transport patient (if appropriate) to the first aid post to await further assistance. Doctor or ambulance staff will attend the patient and agree a treatment plan.

- g. **Communications**

Communication between first aid and doctors on site is via the first aid radio network. Call signs are issued and a radio check carried out prior to the start of the event. Inter-agency communication is facilitated within the control room.

**East Fife F.C.  
Medical Plan**

**h. Procedure for investigation and management of critical incidents**

Any critical incident will be managed using the site Multi-Agency Emergency Plan. Following a critical incident a multi-agency debrief will take place to consider any lessons to be learned from the incident. After a large scale incident each agency normally holds an internal debrief and the multi-agency debrief is co-ordinated by the police.

**i. Number & profile of crowd**

Football match crowds cover a wide range of age groups and may also include disabled spectators (at this ground areas for the disabled have been made available at the front of stand)

**j. Time and duration of event**

The gates for match are opened 1 hour prior to the match and the stadium is clear usually 30 minutes after the match completes. The duration is approximately 3 hours 15 minutes from the opening of the gates until the stadium is cleared.

Other types of event in the stadium will vary in duration.

**k. Inspection of facilities and equipment**

The first aid room and its equipment will be inspected by St. Andrews First Aid at least 24 hrs before event start time. A first aid equipment log is completed by SAFA staff at commencement of the event & returned after medical stand down, any deficiencies of non-SAFA equipment used is to be reported to the club Safety Officer for replacement.

**l. Weather Conditions**

All medical personnel are expected to ensure they have clothing appropriate to all weather conditions.

**m. Travel times & distances to local A&E**

Fife has one Accident & Emergency hospital, Victoria Hospital, Hayfield Road, Kirkcaldy. It is approximately 9 miles from Bayview Stadium and under normal driving conditions would take approximately 21 minutes (this time would obviously be reduced driving under blue light conditions).

**n. Response to major incident**

A major incident would be managed as per the multi-agency Stadium Emergency Plan.

## **East Fife F.C. Medical Plan**

### **o. Fatalities**

Responsibility for dealing with fatalities normally lies with the Police, however, where a body is in the public gaze the Ambulance Officer, in consultation with the Event / Police Commander may arrange for removal of the body to a suitable location. In the event of mass fatalities a body holding area and/or temporary mortuary may be set up as per the Stadium Emergency Plan.

### **p. Welfare for medical services personnel**

The first aid room has lighting (including emergency lighting), heating, ventilation and power with auxiliary power supplies. There is a stainless steel sink / worktop with hot and cold as well as drinking water supplies. Disabled toilet facilities are available within the first aid room. Public toilets are available within the stadium.

## **Dealing with an Incident at or around the Stadium**

### **In the event of a casualty within the stadium:**

- Dependant on the source and description of the incident First Aid personnel will attend in the first instance backed up by S.A.S. if required to attend.
- If there is more than one casualty, the response will be determined by the First Aid Duty Officer on receipt of the update from the first crew on scene, following a risk assessment and utilising Health and Safety awareness.
- The patients condition at the scene of the incident will determine whether the assistance of the Crowd Doctor is required and whether they should be treated on site, at the First Aid post or be immediately removed to Hospital.

### **Treatment of Players**

- The Match referee will request assistance in the treatment of a player
- The team Physio will be called upon to enter the field of play (if required) to make an assessment
- If the injury requires the player to be carried from the field of play the assistance of the pitch crew will be called upon. The severity of the injury may require further assistance from club doctor.
- If a 4<sup>th</sup> official is present they are responsible for giving clearance to enter the field of play.
- Depending on the injury and if appropriate the injured player must be taken from the field to the nearest point of the touch line (this ensures that there is no delay to the game).
- Given the assessment of the injury and the level of treatment required, the club doctor will determine what should be done and where (i.e. at the scene, First Aid Room or be immediately removed to Hospital)

## **East Fife F.C. Medical Plan**

### **In the event of a casualty requiring removal to hospital from the Stadium:**

- The Safety Officer will be responsible for ensuring any request for an Ambulance is expedited. Therefore it will be the responsibility of the Crowd Doctor or in their absence the First Aid Duty Officer to make the Control Room aware of the need to summon an Ambulance and details of the illness or injury. The control room loggist will record the time of that information and request being received and contact made with the S.A.S. Also recorded will be the time of arrival and departure.
- Where an Ambulance is on site, this will be used to convey patients to Hospital only in cases where a Patient presents with a life threatening condition.

### **Casualty Records and Notifications**

- Appendix B is the current record used by East Fife Football Club to record all details of First Aid/Treatment given, details of those administering and casualty details. These records are to be completed at the time by the First Aid Duty Officer and passed to the Club Safety Officer as soon as is practicable.
- Any requests for information to be passed to relatives etc. will be directed to the Control Room.

***Where, due to the size or scale of the event, the control room is not in operation, responsibility for actions which would have been undertaken by the Control Room will fall to the Safety Officer or his deputy (Stadium Manager).***



**Appendix B  
Medical Equipment and Materials and its source**

**The following identifies what is agreed as a minimum requirement for each individual to carry. Individual agencies may supply more.**

**Consumables**

- 1 large sterile dressing
- 10 sterile plasters in various sizes
- 3 sterile dressings, one each of small, medium, large
- 4, 5cm x 5cm low adherent dressings
- 4 packs of sterile gauze
- 1 roll of fabric tape
- 6 triangular bandages
- 10 alcohol free cleansing wipes
- 1 pair of disposable tweezers
- 1 pair of scissors
- 1 pair of Tuffcut scissors
- 1 foil blanket
- 4 sterile saline Steripods
- 6 pair of Nitrile gloves
- 1 disposable apron
- 2 resus face shields
- 1 hibiscrub
- 1 pentorch
- Appropriate disposal bags – household / clinical waste

**Collectively, the number of first aid personnel (see guidance above) multiplied by the list above will identify the minimum requirement of equipment and consumables for each event.**

**East Fife F.C.  
Medical Plan**

**Appendix C**

**Match day record of medical provision**

**Guide to Safety at Sports Grounds V.5, Para's 3.22 and 18.14:**

**Management should ensure that:**

**Sufficient qualified medical, nursing, paramedic and first aid staff are present and at their post; they are properly briefed, first aid materials are maintained at the required level and appropriate medical and ambulance provision is in place. Records should be made of:**

- 1. the numbers and posts of all S.A.S. staff, SAFA and Doctor(s) in attendance**
- 2. details of all first aid or medical treatment provided**
- 3. details of any onward transmission of casualties.**

<b>First Aid/Medical Record</b>																		
<p><b>Crowd Doctor</b> _____</p> <p>Contact No. _____</p> <p>(At all matches where the crowd is expected to exceed 2000)</p>																		
<p><b>First Aid</b> (At least 2 and 1 additional per 1000 spectators beyond 2000) including designation.</p> <table style="width: 100%;"><tr><td style="width: 10%;">1. Details</td><td>_____</td></tr><tr><td>2. Details</td><td>_____</td></tr><tr><td>3. Details</td><td>_____</td></tr><tr><td>4. Details</td><td>_____</td></tr><tr><td>5. Details</td><td>_____</td></tr><tr><td>6. Details</td><td>_____</td></tr><tr><td>7. Details</td><td>_____</td></tr><tr><td>8. Details</td><td>_____</td></tr><tr><td>9. Details</td><td>_____</td></tr></table>	1. Details	_____	2. Details	_____	3. Details	_____	4. Details	_____	5. Details	_____	6. Details	_____	7. Details	_____	8. Details	_____	9. Details	_____
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<p><b>Ambulance Staffed to Paramedic Level Y/N</b> (where crowd is expected to exceed 5000) Including designation.</p> <p><b>S.A.S.</b></p> <table style="width: 100%;"><tr><td style="width: 10%;">1. Details</td><td>_____</td></tr><tr><td>2. Details</td><td>_____</td></tr><tr><td>3. Details</td><td>_____</td></tr></table>	1. Details	_____	2. Details	_____	3. Details	_____												
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**East Fife F.C.  
Medical Plan**

**First Aid Equipment Checked and in order Y/N**

(If no, itemise on equipment checklist items to be sourced)

**First Aid Room Checked and in order Y/N**

(If no what has to be rectified)

Details of all first aid or medical treatment provided, including details of the person delivering that treatment and those of the recipient. Identification of any onward transmission to Hospital etc.

**DISCLAIMER**

I \_\_\_\_\_ (Please Print Name) of (Address \_\_\_\_\_)

Have from St Andrews First Aid **Refused Treatment** and / or **Refused Advice** to go to hospital straight away. (Delete as Appropriate)

I accept that they will not be held responsible by me not accepting treatment or advice.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Record Made By including designation** \_\_\_\_\_

**Safety Officer** \_\_\_\_\_

**EAST FIFE FOOTBALL CLUB**  
**FIRE (SCOTLAND) ACT 2005**  
**FIRE SAFETY (SCOTLAND) REGULATIONS 2006**  
**FIRE RISK ASSESSMENT**

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Employer or Person having control of the relevant premises:	Mr Jim Stevenson, Chairman
Address of Premises:	Bayview Stadium, Harbour View, Methil KY8 3RN
Person(s) Consulted:	Mr J. Donaldson, Director
Assessor:	K. Logie
Date of Fire Risk Assessment:	17 <sup>th</sup> March 2016 (Reviewed March 2019)
Date of Previous Fire Risk Assessment:	25 May 2019
Suggested Date for Review <sup>1</sup> :	March 2024

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The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

Keith Logie

Tel: 07947213348

March 2019

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<sup>1</sup> This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

## IMPORTANT

### **Fire (Scotland) Act 2005 Fire Safety (Scotland) Regulations 2006**

This fire risk assessment has been carried out on your behalf, being the employer and/or the person having control, to any extent, of the premises. It is intended to assist you in compliance with Sections 53(2) and 54(2), of the Fire (Scotland) Act, which require that a risk assessment be carried out, and Part II of the Fire Safety (Scotland) Regulations, which makes requirements in relation to the risk assessment.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the above legislation and to protect relevant persons (as defined in the Fire (Scotland) Act) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety (Scotland) Regulations require that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the fire safety measures. These measures, which are set out in Schedule 2 within Part 3 of the Fire (Scotland) Act, are primarily measures to prevent the occurrence of fire and to keep people safe if fire occurs.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) Licensing, certification or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety (Scotland) Regulations refer, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements, adequate to comply with Regulation 10(2) of those Regulations, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety (Scotland) Regulations also require that you nominate one or more competent persons to assist you in undertaking the fire safety measures described above. Where there is a competent person in your employment, you must, under Regulation 17(7) of the Fire Safety (Scotland) Regulations, nominate that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *fire safety measures* (as defined within the Fire (Scotland) Act) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the legislation described above. It is strongly recommended that you obtain a copy of both the Fire (Scotland) Act and the Fire Safety (Scotland) Regulations if you do not already have ready access to these. They may be obtained from the Stationery Office, but can be freely downloaded from the Internet at:

<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050005.htm>

<http://www.opsi.gov.uk/legislation/scotland/ssi-2006-index.htm>

## GENERAL INFORMATION

### 1. THE PREMISES

- 1.1 Number of floors: 2
- 1.2 Approximate floor area: 600m<sup>2</sup> on ground floor.
- 1.3 Brief details of construction:

Constructed in 2000 the premises are a steel framed structure, block/brick walls, concrete floors, roof cladding – metal sheets

- 1.4 Occupancy:
- Football stadium with associated accommodation, functions rooms and bar.

### 2. THE OCCUPANTS

- 2.1 Approximate maximum number: 2012
- 2.2 Approximate maximum number of employees at any one time: 12
- 2.3 Maximum number of members of the public at any one time: 2000

### 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: None.
- 3.2 Disabled occupants: Occasional visitors, no employees
- 3.3 Occupants in remote areas and lone workers: Occasional staff and contractors
- 3.4 Young persons: An undetermined amount on match days unless schools have been invited. They all sit together and are supervised
- 3.5 Others: Contractors

### 4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
None since last fire risk assessment			

### 5. OTHER RELEVANT INFORMATION

- The premises are a modern football stadium constructed in 2000 and consists of a 2 storey main stand area, incorporating seating area for 1980 persons, the ground floor incorporates administration offices, dressing rooms, ancillary rooms and small bar area.
- The first floor accommodation consists of function rooms, bar and kitchen area with combined capacity for up to 200 persons, these are included in the totals in 2.1.

## **6. REFERENCES**

The full titles of British Standards and other references quoted in the report are given on the last pages.

## 7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

Fire (Scotland) Act 2005.  
Fire Safety (Scotland) Regulations 2006.

7.2 The above legislation is enforced by:

Local fire and rescue authority.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building (Scotland) Regulations 2004):

Safety at Sports Ground Act 1975

7.4 The other legislation referred to above is enforced by:

Local Authority

7.5 Is there an alterations notice in force?

Yes ☐ No ☒

7.6 Comments:

- The Licensing (Scotland) Act 2005 is also relevant to the building and its operation. However, it should be noted that, where the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 apply, any term, condition or restriction contained in a licence has no effect insofar as it relates to any matter in relation to which requirements or prohibitions are, or could be, imposed by, or under, the Act and Regulations.
- You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority.



## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 8. ELECTRICAL SOURCES OF IGNITION

8.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☒ No ☐

8.2 More specifically:

Fixed installation periodically inspected and tested? Yes ☒ No ☐

Portable appliance testing carried out? Yes ☒ No ☐

Suitable policy regarding the use of personal electrical appliances? Yes ☒ No ☐

Suitable limitation of trailing leads and adapters? Yes ☐ No ☐

8.3 Comments and hazards observed:

- The fixed electrical installation is inspected and tested on a four-yearly test cycle the last of which was in March 2020
- Portable appliance testing (PAT) is carried out every two years; this was last carried out in March 2020.

### 9. SMOKING

9.1 Reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐

9.2 More specifically:

Smoking prohibited in the building? Yes ☒ No ☐

Smoking prohibited in appropriate areas? N/A ☒ Yes ☐ No ☐

Suitable arrangements for those who wish to smoke? Yes ☒ No ☐

Smoking policy appeared to be observed at time of inspection? Yes ☒ No ☐

9.3 Comments and hazards observed:

No smoking within the curtilage of the premises.

### 10. WILFUL FIRE RAISING

10.1 Does basic security against wilful fire raising by outsiders appear reasonable<sup>2</sup>? Yes ☒ No ☐

10.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

10.3 Comments and hazards observed:

- CCTV;
- Intruder alarm;
- Secure perimeter fencing

## 11. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

11.1 Is the use of portable heaters avoided as far as practicable? Yes ☒ No ☐

11.2 If portable heaters are used:

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A ☒ Yes ☐ No ☐

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A ☒ Yes ☐ No ☐

11.3 Are fixed heating and ventilation installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

11.4 Comments and hazards observed:

Heating systems maintained annually by registered engineers.

## 12. COOKING

12.1 Reasonable measures taken to prevent fires as a result of cooking? N/A ☐ Yes ☒ No ☐

12.2 More specifically:

Filters cleaned or changed and ductwork cleaned regularly? N/A ☐ Yes ☒ No ☐

Suitable extinguishing appliances available? N/A ☐ Yes ☒ No ☐

12.3 Comments and hazards observed:

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<sup>2</sup> **Note:** C.S. Todd & Associates Ltd are not specialists in the field of security. If specific advice on security (including security against wilful fire raising) is required, the advice of a security specialist should be obtained.

- Deep clean is carried out twice annually;
- Fire blanket, CO2 & wet chemical extinguishers provided.

### 13. LIGHTNING

13.1 Does the building have a lightning protection system? Yes ☒ No ☐

13.2 Comments and deficiencies observed:

Lightning protection not considered essential in the context of this risk assessment.

### 14. HOUSEKEEPING

14.1 Is the standard of housekeeping adequate? Yes ☒ No ☐

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste? Yes ☒ No ☐

Appropriate storage of hazardous materials? N/A ☐ Yes ☒ No ☐

Avoidance of inappropriate storage of combustible materials? Yes ☒ No ☐

14.3 Comments and hazards observed:

None.

### 15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Are fire safety conditions imposed on outside contractors? Yes ☒ No ☐

15.2 Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits)? Yes ☒ No ☐

(Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*. Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Fire Protection Association.
- *Fire Safety in Construction*. HSG168 (2<sup>nd</sup> edition) HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

15.3 If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? N/A ☒ Yes ☐ No ☐

15.4 Comments:

None.

## 16. DANGEROUS SUBSTANCES

16.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?<sup>†</sup> N/A ☒ Yes ☐ No ☐

16.2 If 16.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A ☒ Yes ☐ No ☐

16.3 Comments:

- This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Act and Regulations to ensure the safety of relevant persons in the event of fire.
- The nature and quantity of flammable liquids and gases present in the premises are such that the fire hazards associated with their use and/or storage and the adequacy of the general fire precautions have been considered within this risk assessment.

## 17. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

17.1 Hazards:

None.

17.2 Comments:

-

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<sup>†</sup> Small quantities with negligible impact on the appropriate general fire precautions need not be taken into account.

## FIRE PROTECTION MEASURES

### 18. MEANS OF ESCAPE

18.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes ☒ No ☐

18.2 More specifically:

Adequate design of escape routes? Yes ☒ No ☐

Fire exits open in direction of escape where necessary? Yes ☒ No ☐

Avoidance of sliding or revolving doors as fire exits where necessary? N/A ☐ Yes ☒ No ☐

Are arrangements for securing exits satisfactory? Yes ☒ No ☐

Reasonable distances of travel:

- where there is escape in a single direction? N/A ☐ Yes ☒ No ☐

- where there are alternative means of escape? N/A ☐ Yes ☒ No ☐

Suitable protection of escape routes? Yes ☒ No ☐

Adequate provision of exits? Yes ☒ No ☐

Exits easily and immediately openable where necessary? Yes ☒ No ☐

Suitable fire precautions for inner rooms? N/A ☒ Yes ☐ No ☐

Escape routes unobstructed? Yes ☒ No ☐

18.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. N/A ☒ Yes ☐ No ☐

18.4 Comments and deficiencies observed:

- The spectator stand has a capacity of 1978 persons and there is adequate means of escape from all sections of the stand either onto the playing surface or via two vomitories located, one in the north section and one in the south section.
- The first floor accommodation, including the main function room has alternative exit routes via the main staircase and an exit into the upper section of the spectator stand.
- Disabled access is provided to a ground floor section of the stand, there is now a disabled assist to the first floor.

## 19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

19.1 It is considered that there is:

compartmentation of a reasonable standard<sup>3</sup>.

Yes ☒ No ☐

reasonable limitation of linings that may promote fire spread.

Yes ☒ No ☐

19.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? <sup>4,5</sup>

N/A ☒ Yes ☐ No ☐

19.3 Comments and deficiencies observed:

None.

## 20. EMERGENCY ESCAPE LIGHTING

20.1 Reasonable standard of emergency escape lighting system provided<sup>6</sup>?

N/A ☐ Yes ☒ No ☐

20.2 Comments and deficiencies observed:

Emergency escape lighting is installed throughout the premises along the fire exit routes and at fire exits. The system comprises a mixture of maintained and non-maintained luminaires and illuminated 'FIRE EXIT' signs.

## 21. FIRE SAFETY SIGNS AND NOTICES

21.1 Reasonable standard of fire safety signs and notices?

N/A ☐ Yes ☒ No ☐

21.2 Comments and deficiencies observed:

None.

## 22. MEANS OF GIVING WARNING IN CASE OF FIRE

22.1 Reasonable manually operated electrical fire alarm system provided<sup>7</sup>?

N/A ☐ Yes ☒ No ☐

22.2 Automatic fire detection provided?

Yes ☒ Yes ☐ No ☐

<sup>3</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>4</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>5</sup> A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

<sup>6</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

<sup>7</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

		(throughout premises)	(part of premises only)
22.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

22.4	Remote transmission of alarm signals?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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22.5 Comments and deficiencies observed:

- The fire alarm system is of the conventional type with the control panel located in the main reception. The system has comprehensive coverage of automatic fire detection, including detectors in all public areas, escape routes and back of house areas. It generally meets the recommendations for a category L2 system as defined in BS 5839-1.
- To avoid malicious activation of the manual 'Break Glass Call Points' (BGP) located in the two vomitories, these units have been altered for activation by key only, during those times that spectators are present within the stand, stewards are positioned at each vomitory with suitable keys to operated BGP's in the event of a fire.
- A back-up call (999) is also made to the Fire and Rescue Service.

## 23. MANUAL FIRE EXTINGUISHING APPLIANCES

23.1	Reasonable provision of manual fire extinguishing appliances?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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23.2 These comprise:

Portable fire extinguishers: ☒ Hose reels: ☐ Fire blankets: ☒

23.3	Are all fire extinguishing appliances readily accessible?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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23.4 Comments and deficiencies observed:

None.

## 24. RELEVANT<sup>‡</sup> AUTOMATIC FIRE EXTINGUISHING SYSTEMS

24.1 Type of fixed system:

None.

24.2 Comments:

-

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<sup>‡</sup> Relevant to life safety and this risk assessment (as opposed to property protection).

## 25. OTHER RELEVANT† FIXED SYSTEMS AND EQUIPMENT

25.1 Type of fixed system:

None.

25.2 Comments:

-

25.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc?

N/A ☒ Yes ☐ No ☐

25.4 Comments:

-



## MANAGEMENT OF FIRE SAFETY

### 26. PROCEDURES AND ARRANGEMENTS

#### 26.1 Safety Assistance:

The competent person(s) appointed under Regulation 17 of the Fire Safety (Scotland) Regulations 2006 to assist the duty holder to implement fire safety measures is:

Club Secretary.

#### 26.2 Fire safety at the premises is managed by<sup>8</sup>:

Mr J. Donaldson, Director

26.3 Is there a suitable record of the fire safety arrangements? N/A ☐ Yes ☒ No ☐

Comments:

None.

26.4 Appropriate fire procedures in place? Yes ☒ No ☐

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for summoning the fire and rescue service? Yes ☒ No ☐

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☒ No ☐

Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☒ No ☐

Comments:

None.

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<sup>8</sup> This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

26.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments:

Match day stewards.

26.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☒ No ☐

Comments:

Match day stewards.

26.7 Appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits)? N/A ☐ Yes ☒ No ☐

Comments:

Familiarization visits are carried out at the discretion of the fire and rescue service.

26.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Comments:

Carried out at least a day prior to any match.

## 27. TRAINING AND DRILLS

27.1 Are all staff given adequate fire safety instruction and training? N/A ☐ Yes ☒ No ☐

More specifically:

Are they trained on induction? N/A ☐ Yes ☒ No ☐

Are they given periodic refresher training? N/A ☐ Yes ☒ No ☐

Are they given additional training to cover any specific role and responsibilities? N/A ☐ Yes ☒ No ☐

Comments:

Refresher training given prior to the commencement of each new football season.

27.2 Does the above training and instruction provide information, instruction or training on the following:

Fire risks in the premises? N/A ☐ Yes ☒ No ☐

The fire safety measures in the building?

N/A ☐ Yes ☒ No ☐

Action in the event of fire?

N/A ☐ Yes ☒ No ☐

Action on hearing the fire alarm signal?

N/A ☐ Yes ☒ No ☐

Method of operation of manual call points?

N/A ☐ Yes ☒ No ☐

Location and use of fire extinguishers?

N/A ☐ Yes ☒ No ☐

Meaning of fire safety signs?

N/A ☐ Yes ☒ No ☐

Means for summoning the fire and rescue service?

N/A ☐ Yes ☒ No ☐

Identity of persons nominated to assist with evacuation?

N/A ☐ Yes ☒ No ☐

Identity of persons nominated to use fire extinguishing appliances?

N/A ☐ Yes ☒ No ☐

Comments:

None.

27.3 Are fire drills carried out at appropriate intervals?

N/A ☐ Yes ☒ No ☐

Comments:

None.

27.4 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and fire safety measures)?

N/A ☒ Yes ☐ No ☐

Is it ensured that the employees are provided with adequate instructions and information?

N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

-

## 28. TESTING AND MAINTENANCE

28.1 Adequate maintenance of workplace?

Yes ☒ No ☐

Comments and deficiencies observed:

None.

28.2 Weekly testing and periodic servicing of fire detection and alarm system?

N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:			
Weekly tests are carried out in-house and periodic servicing is carried out by an external contractor.			
28.3	Monthly and annual testing routines for emergency escape lighting?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comments and deficiencies observed:			
Monthly tests are carried out in-house and annual testing is carried out by an external contractor.			
28.4	Annual maintenance of fire extinguishing appliances?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comments and deficiencies observed:			
Annual maintenance is carried out by an external contractor.			
28.5	Periodic inspection of external escape staircases and gangways?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments and deficiencies observed:			
-			
28.6	Six-monthly inspection and annual testing of rising mains?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments and deficiencies observed:			
-			
28.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments and deficiencies observed:			
-			
28.8	Weekly testing and periodic inspection of sprinkler installations?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments and deficiencies observed:			
-			
28.9	Routine checks of final exit doors and/or security fastenings?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comments:			
Most entrance/exit doors are in daily use.			
28.10	Annual inspection and testing of lightning protection system?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments:

-

28.11 Other relevant inspections or tests:

None.

Comments:

-

## 29. RECORDS

29.1 Appropriate records of:

Fire drills?

N/A ☐ Yes ☒ No ☐

Fire training?

N/A ☐ Yes ☒ No ☐

Fire alarm tests?

N/A ☐ Yes ☒ No ☐

Emergency escape lighting tests?

N/A ☐ Yes ☒ No ☐

Maintenance and testing of other fire protection systems and equipment?

N/A ☐ Yes ☒ No ☐

29.2 Comments:

None.

## FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is

Low ☐

Medium ☒

High ☐

In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm ☒

Moderate harm ☐

Extreme harm ☐

In this context, a definition of the above terms is as follows:

**Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant.

**Moderate harm:** Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

**Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

None.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)

## ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ☐

Tolerable ☐

### † Priorities:

1. Breach of legislation, having the potential for serious injury to relevant persons.
2. Breach of legislation, but not considered to constitute a serious threat to relevant persons.
3. Necessary for best practice, but existing situation unlikely to constitute a serious threat to relevant persons.

### †† Suggested Timescale:

- A. Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.
- B. Short term. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work. (Suggested time-frame, within 3 months.)
- C. Medium term. (Suggested time-frame, within 6 months.)
- D. Long term (e.g. at time of upgrading or refurbishment).

*The full titles of British Standards and other references are given on the last pages of this report.*

Item	Requirement	†Priority	††Timescale
	There are no recommendations.		



# REFERENCES

## **Guidance in Support of Fire Safety Legislation**

### Scotland

Scottish Government: Practical Fire Safety Guidance:

- Care Homes.
- Offices, Shops & Similar Premises.
- Factories & Storage Premises.
- Educational & Day Care for Children Premises.
- Small Bed & Breakfast & Self-Catering Premises.
- Small Premises Providing Sleeping Accommodation.
- Medium & Large Premises Providing Sleeping Accommodation.
- Transport Premises.
- Places of Entertainment and Assembly.
- Healthcare Premises.

## **Guidance in Support of Building Regulations**

### Scotland

Technical Handbook 2013, Non-Domestic – Fire.

## **Fire Safety Design and Management**

BS 9991: 2011. *Code of practice for fire safety in the design, management and use of residential buildings.*

BS 9999: 2008. *Code of practice for fire safety in the design, management and use of buildings.*

## **Fire Detection and Fire Alarm Systems**

BS 5839-1: 2013. *Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.*

BS 5839-6: 2013. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.*

BS 5839-8: 2013. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9: 2011. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

## **Fire Extinguishing Appliances**

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*

BS 5306-3: 2009. *Fire extinguishing installations and equipment on premises - Code of practice for the commissioning and maintenance of portable fire extinguishers.*

BS 5306-8: 2012. *Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.*

BS EN 3. *Portable fire extinguishers.*

BS EN 671-3: 2009. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*

BS EN 1869: 1997. *Fire blankets.*

## **Emergency Escape Lighting**

BS 5266-1: 2011. *Emergency lighting - Code of practice for emergency escape lighting of premises.*

BS 5266-8: 2004. (BS EN 50172: 2004). *Emergency escape lighting systems.*

BS EN 1838: 2013. *Lighting applications – Emergency lighting.*

## **Fire Safety Signs**

BS 5499-4: 2013. *Safety signs. Code of practice for escape route signing.*

BS ISO 3864-1: 2011. *Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.*

BS EN ISO 7010: 2012. *Graphical symbols. Safety colours and safety signs. Registered safety signs*

BS 5499-10: 2014. *Guidance for the selection and use of safety signs and fire safety notices.*

### **Fixed Fire Extinguishing Systems and Equipment**

BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*

BS EN 12845: 2015. *Fixed fire-fighting systems. Automatic sprinkler systems. Design, installation and maintenance.*

BS 9990: 2015. *Non-automatic fire-fighting systems in buildings. Code of practice.*

### **Lightning**

BS EN 62305-1: 2011. *Protection against lightning. General principles.*

BS EN 62305-2: 2012. *Protection against lightning. Risk management.*

BS EN 62305-3: 2011. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4: 2011. *Protection against lightning. Electrical and electronic systems within structures.*

### **Miscellaneous**

BS 7176: 2007 + Amendment 1: 2011. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*

BS 7273-4: 2015. *Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors.*

BS 7671: 2008 + A3:2015. *Requirements for Electrical Installations. IET Wiring Regulations. Seventeenth Edition.*

PAS 79: 2012. *Fire risk assessment - Guidance and a recommended methodology.*

### **Published Guidance on Control of Contractors**

Fire Prevention on Construction Sites. Fire Protection Association.

Fire Safety in Construction. HSG168 (2nd edition) HSE.



East Fife F.C.

# Contingency Plan

## **TERMS OF REFERENCE**

1. To assess the risk of any incident occurring at Bayview Park, Harbour View Methil and which might prejudice public safety or disrupt normal operations and prepare the necessary contingency plan.
2. To ensure the contingency arrangements remain relevant and appropriate and reflect the advice in the “Guide to Safety At Sports Grounds” and also achieve the aims of the plan.

## **AIMS**

### **The aims of the plan are to:**

1. To ensure a safe and secure environment for spectators.
2. Restore normality.

The Chairman  
East Fife Football Club  
Harbour View  
METHIL

Signature .....  
(NAME) JamesStevenson

Date 22/01/2022

# Review Record

**To ensure the contingency arrangements remain relevant and appropriate and meet the requirements to adhere to the aims of the plan.**

REVIEW DATE	COMMENTS	DATE OF NEXT REVIEW
28 <sup>th</sup> . Nov. 2004		
13 <sup>th</sup> . Jan. 2007	Page 9 - The home support has been temporarily moved to the away end until seat repairs have been effected,	Jan 2008
20 <sup>th</sup> . Feb 2007	The home support has been returned to the normal home end.	Jan 2008
30 <sup>th</sup> . Jan. 2008	All still applicable - All seat frames in the stand have been changed out for a galvanised type.	Jan 2009
28 <sup>th</sup> . Jan. 2009	All still applicable-Ground Plan Updated	Jan 2010
26 <sup>th</sup> . Jan. 2010	All still applicable	Jan 2011
5 <sup>th</sup> . Jan. 2011	All still applicable	Jan 2012
26 <sup>th</sup> . Jan. 2012	All still applicable	Jan 2013
05 <sup>th</sup> . Jan. 2013	All still applicable	Jan 2014
14 <sup>th</sup> . Jan. 2014	All still applicable	Jan 2015
14 <sup>th</sup> . Jan. 2015	All still applicable	Jan 2016
15 <sup>th</sup> . Jan. 2016	Directors pictures updated	Jan 2017
14 <sup>th</sup> . Jan 2017	All still applicable	Jan 2018
16 <sup>th</sup> . Jan 2018	All still applicable	Jan 2019
14 <sup>th</sup> . Jan 2019	All Still applicable	Jan 2020

## Review Record (Continued)

REVIEW DATE	COMMENTS	DATE OF NEXT REVIEW
27 <sup>th</sup> . January 2020	All still applicable	27 <sup>th</sup> January 2021
22nd January 2021	All still applicable	22nd January 2022
22nd January 2022	All still applicable	22nd January 2023

## EXERCISE RECORD

EXERCISE DATE	SUMMARY OF EXERCISE	UPDATED BY
17/07/10	Theory exercise covering various probable scenarios.	John Donaldson
07/08/10	Practical exercise covering various probable scenarios.	John Donaldson
23/06/11 /	Theory exercise covering various probable scenarios. Practical training achieved during friendly tournament prior to the start of the season.	John Donaldson
07/11/19	Theory exercise covering various probable scenarios.	John Donaldson
12/03/20	Fire Drill	John Donaldson

## AMENDED RECORD

[illegible]

## **DISTRIBUTION LIST**

	<b>Copy</b>
Company Secretary, East Fife Football Club	1
Club Safety Officer, East Fife Football Club	2
Police Scotland	3
Scottish Fire and Rescue Service	4
Scottish Ambulance Service	5
Fife Council's Working Group on Spectator Safety	6
Bayview Control	7



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### **SECTION 1**

### **THE STADIUM** (Including ground plan & road map)

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Bomb Threat/Suspect Package  
Buildings and Services  
Safety Equipment Failure  
Crowd Control  
Emergency Evacuation  
Ticket Strategy - Abandoned Fixture  
Adverse Weather  
Post Incident Recovery.

## **SECTION 1**

### **EAST FIFE FOOTBALL CLUB**

#### **The Stadium**

Address: Bayview Stadium,  
Harbour View,  
Methil,  
Fife KY8 3RW.

Grid Reference: NT380999

Telephone No: 01333 426323

Fax No: 01333 426376

Contact Jim Stevenson - Chairman  
John Donaldson - Club Safety Officer

#### **Function/Description**

The primary function of East Fife Football Club is playing football and providing hospitality on match days. The stadium comprises a seated stand on the south side with no further spectator accommodation. There are car parks on the west and east sides of the stadium. The administration and training facilities operate daily, Monday to Friday, with football matches orientated towards Saturday afternoons.

#### **Risk/Potential Hazards**

The stadium has a current capacity of 1998 and has the potential for crowd disorder involving crushing, overcrowding, pitch invasion, etc., or a serious fire in the Main Stand complex. Each scenario could lead to substantial number of injuries/deaths and the need for major evacuation of the premises.

#### **Access Point**

The only vehicular and pedestrian access to the stadium is by way of Harbour View. Access to the playing surface is via gates at each corner of the ground.

#### **Road Access**

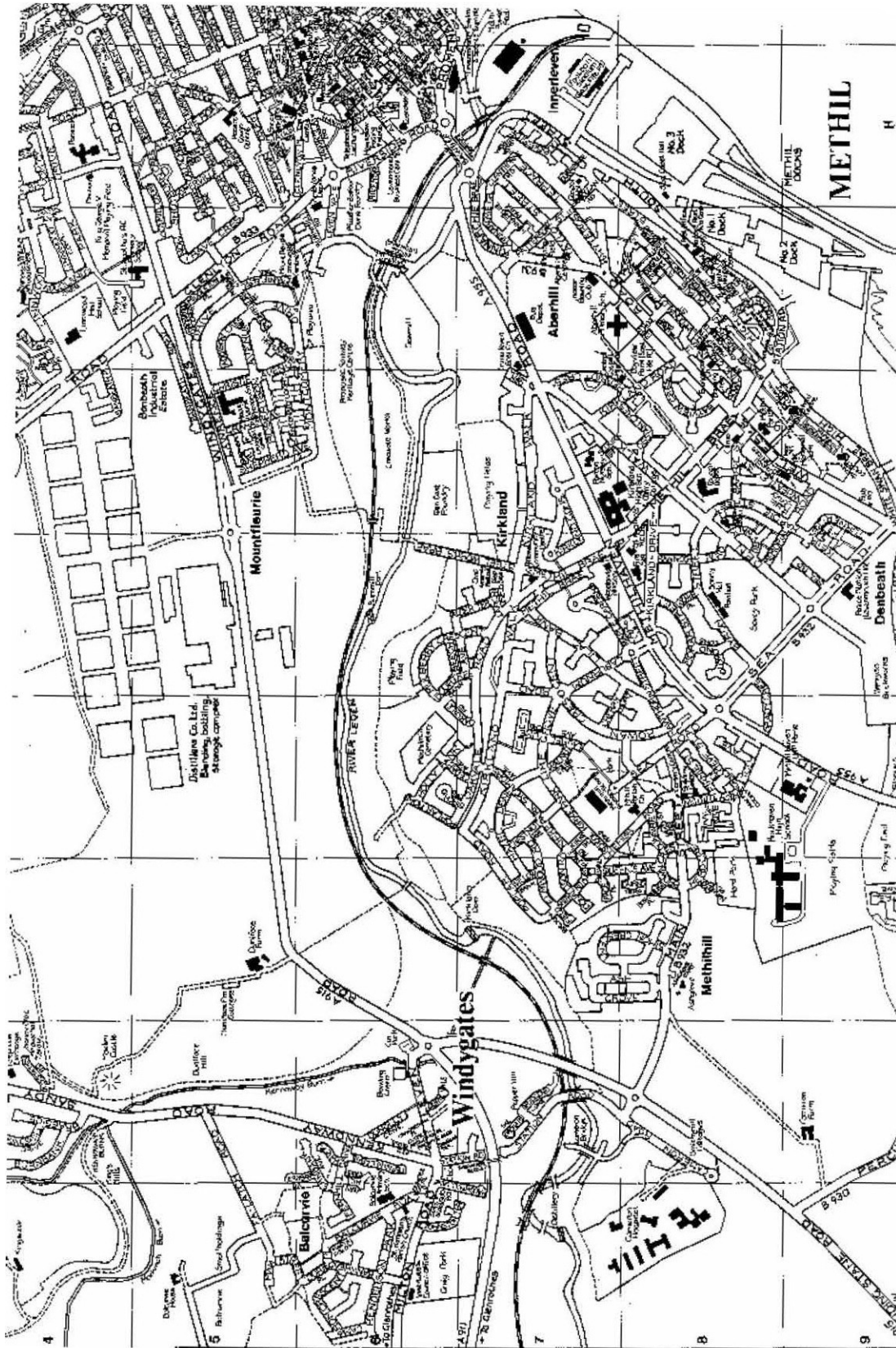
##### **FROM EAST**

A955 from Leven, across the Bawbee Bridge, south on South Street then east into Harbour View.

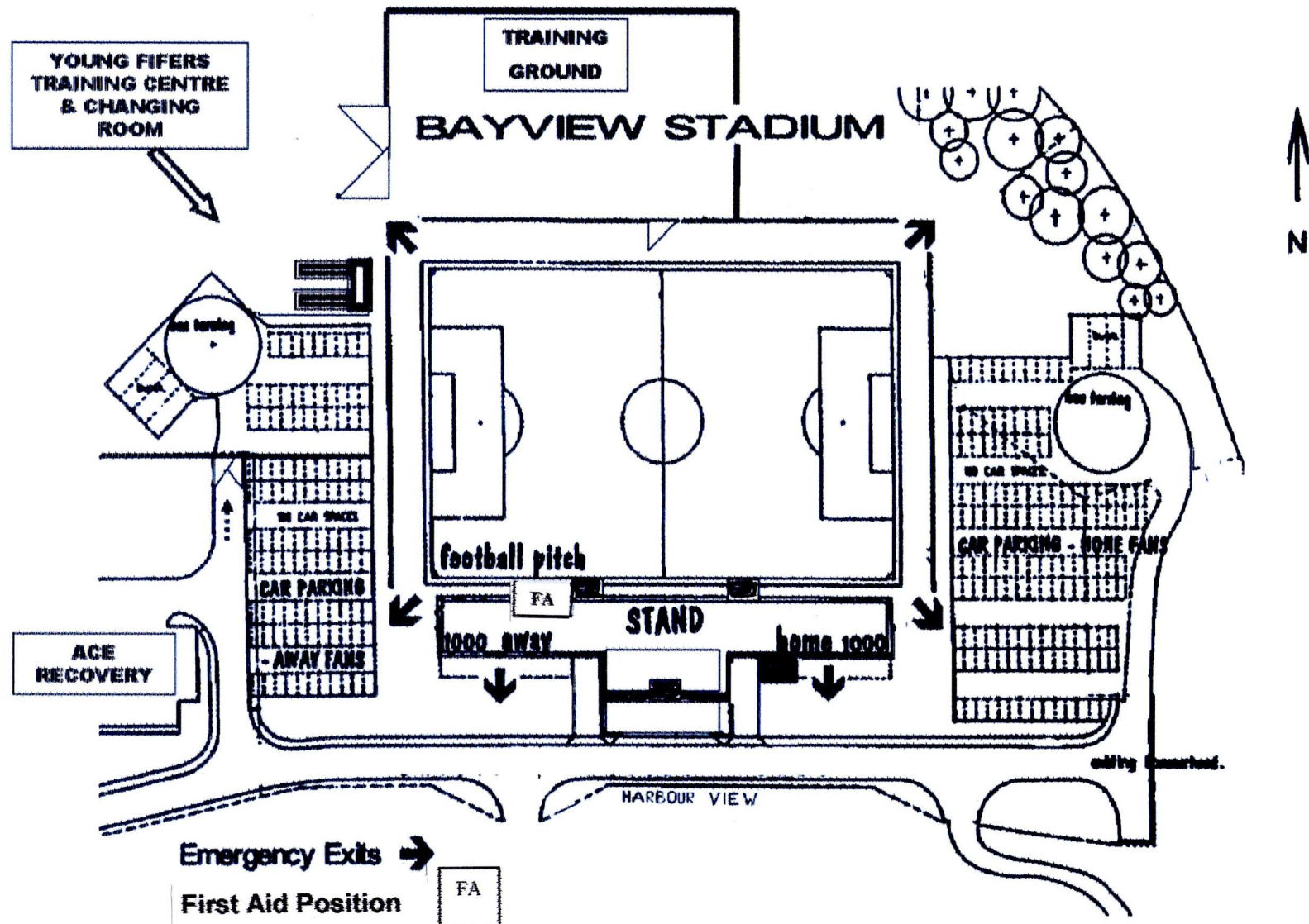
##### **FROM WEST**

B931 Wellesley Road, north on South Street then east into Harbour View.

# STREET PLAN



## GROUND PLAN



## **SECTION 2**

### **FIRE**

Any member of staff who discovers a fire should immediately activate the nearest fire alarm.

In such an event the Club Safety Officer and Match Commander will take appropriate steps to control the incident, including evacuation, until the arrival of Fire Service Scotland and all staff should promptly comply with any instructions given by their officer.

Should a fire be confirmed within the ground, the Stewards will ensure that all exit gates are fully opened and fixed in that position by the bolts provided for that purpose, as per the pre-match briefing by the Club Safety Officer and/or Head Steward Supervisor.

Stewards are to be familiar with the location and operation of all fire fighting equipment within the ground. Steward Supervisors are responsible for ensuring that the Stewards under their control have the suitable information, instruction and training.

Stewards should be capable of recognising potential fire hazards and report such findings immediately to a supervisor and/or Police Officer.

#### **Activation Fire Alarm(s)**

A fire alarm system is located in the main stand with break points located throughout. On activation of the system an audible alarm will be heard and the activation will show on the control panel in the main entrance foyer. This activation will automatically transfer a call to Fire Service Scotland. This will be further backed up by a manual telephone call by the Club Safety Officer or his Deputy to Fire Service Scot., by dialling '999' on an exchange telephone and arrange for staff to be positioned in preparation for the evacuation of the stand. Should confirmation not be received within two minutes whether a fire condition exists or not, then arrangements to cause immediate evacuation of the stand will be activated.

**Notwithstanding the foregoing, should fire conditions be evident immediately, evacuation procedures will be implemented without delay.**

## **BOMB THREAT/SUSPECT PACKAGE**

Any member of staff who receives a bomb threat or is made aware of a suspect package should immediately inform the Club Safety Officer and/or Company Secretary, who in turn should inform the Match Commander.

Prior to the turnstiles opening for any match the Head Steward Supervisor and/or Club Safety Officer shall arrange for the Stewards to walk through their designated area within the stadium to check for any suspect package.

In the event of finding such a package or being made aware of same the Steward will inform the Head Steward Supervisor who will in turn inform the Club Safety Officer and/or Police.

Where a police officer receives a report of a bomb threat or suspect package he/she should make a preliminary investigation and immediately inform the Match Commander of the circumstances, bearing in mind the possible presence of a secondary device. A rapid visual examination should be made without moving or disturbing materials. The Match Commander will instigate bomb threat assessment procedures.

**RADIO/MOBILE TELEPHONE COMMUNICATIONS WILL NOT BE USED WITHIN 25m OF ANY SUSPECT PACKAGE.**

### **Match Commander**

On receipt of the information the Match Commander will consult with the Club Safety Officer and having regard to all the circumstances and measures that may already have been adopted, decide on what action to take. Fire Service Scotland will be informed of the circumstances.

### **Evacuation/Search**

The decision to evacuate or search all or part of the Stadium will rest with the Club Management who will be advised by the Match Commander. Where a decision to evacuate is taken, Police Officers will render assistance as necessary to prevent panic and minimise obstruction. Where a search is to be carried out, officers will, at the specific direction of the Match Commander, give such assistance, as they are able to provide to search areas considered at risk.

## **BUILDINGS & SERVICES**

### **Inspections and Tests 48 hours before a Match**

Club Management should ensure that at least 48 hours before each match, the following structures, installations and components are inspected and tested by competent persons and the test results recorded as per Appendix 'B'

- Automatic Fire Detection & Fire Warning Systems, including repeater panels.
- Stewards' radio system.
- Emergency Telephones.
- Public Address system.
- Closed circuit television system.
- Emergency lighting systems.
- Temporary television camera platforms and gantries and other media installations.

If any of the above systems are not operating properly and if the faults cannot be rectified before the match, then this plan should provide for the use of acceptable substitute measures or, if necessary, the relevant areas of spectator accommodation will be closed.

The letter as per Appendix 'A' will be handed over personally to the Match Commander from the Club Safety Officer, prior to any match, confirming that Bayview Stadium can safely admit spectators on the date in question.

### **Damage to Structures**

The Club Safety Officer is responsible for ensuring that before each match all structures are free from any damage, corrosion or deformation, which might create a potential danger to the public.

If such damage is identified remedial action should be taken before the public is allowed access to the affected area.

In addition the Club Management will arrange for a detailed Annual Inspection of all structures, components and installations.

### **Power Cut or Failure**

In the event of an electricity mains failure, an uninterrupted battery power supply will operate the public address system and the emergency lighting. The Club Safety Officer will test the emergency power supplies prior to any match.

### **Gas Leak or Chemical Incident**

There is no mains gas supply to the stadium.

Chemicals are stored in the Groundsman's store situated in a lockfast room in the main stand and he is responsible for their suitable storage.

Where a chemical leak is suspected, the Club Safety Officer should advise the Fife Fire & Rescue Service, who will attend and treat it as a chemical incident.

### **SAFETY EQUIPMENT FAILURE**

The Club Safety Officer is responsible for testing the CCTV; Public Address System and Steward's Radio System prior to any match.

If any of the above systems are not operating properly and if the fault cannot be rectified before the event the Match Commander must be advised accordingly so acceptable substitute measures can be taken if appropriate.

### **Turnstile Counting Mechanism**

All turnstiles operate on a manual system.

### **Public Address System**

In the event of mains power failure, the system automatically defers to a battery power back up.

### **Stewards' Radio System**

Total failure is impossible due to the system operating on a back to back basis. There are sufficient spare sets.

### **CROWD CONTROL**

Responsibility for the safety of spectators' lies at all times with the Club Management. A Police presence is required for the maintenance of public order and to prevent the commission of offences.



### **Surging or Crushing**

Design features have been added to prevent such occurrences whenever possible and are supplemented by Stewards and Police Officers scanning crowd behaviour. In addition, the C.C.T.V. cameras within Bayview Control Room will monitor the crowd behaviour.

In the event of any surging or crushing the Steward Co-ordinator and Match Commander will deploy staff accordingly.

### **Pitch Incursion**

The Steward Co-ordinator and Match Commander will deploy staff to control the situation and restore order.

### **Late Arrivals or Delayed Start**

The Match Commander will take full cognisance of crowd safety in determining whether a delayed start should be considered to accommodate late arrivals. The Match Referee will be consulted at the earliest opportunity and kept apprised of developments.

### **Lock Outs**

A Police presence outside the stadium will be maintained after the kick-off, supplemented by C.C.T.V. monitoring of turnstile areas. In this manner, information on crowd behaviour can be analysed and appropriate actions taken by the Match Commander.

### **Disorder inside the Ground**

The Steward Co-ordinator and Match Commander will deploy staff accordingly, seeking reinforcements if required.

The Police Officers will firmly enforce the law and immediately arrest offenders.

The relevant Club Management will implement appropriate sanctions against any offender i.e. ban from ground or temporary withdrawal of season ticket.

### **Large Scale Ticket Forgery**

Any information received by the Club Management of suspected ticket forgery will be notified to the Match Commander as soon as possible.

The Match Commander will arrange for an outer cordon to be established, and Police Officers will check all tickets prior to the holder accessing the stadium. The ticket should be checked for quality, print, etc., and an ultra-violet lamp should be utilised to check for the relevant security mark.

In addition, the Club Safety Officer and Match Commander will closely monitor the turnstile computer and C.C.T.V. to ensure only the authorised number of spectator's access the stadium.

### **EMERGENCY EVACUATION**

The Club Safety Officer will be responsible for dealing with most emergencies and making appropriate decisions. However, should an incident arise whereby it becomes necessary to evacuate all or part of the stadium it is the duty of the police to assist club officials and stewards in ensuring the public leaves the ground in a speedy but orderly and safe manner.

A separate emergency plan has been prepared by the Emergency Services, in consultation with the Club Management and this will be adhered to in the event of an emergency evacuation.

### **TICKET STRATEGY - ABANDONED FIXTURE**

The decision to abandon a match can only be made by the Match Referee.

The abandonment of a match is covered in point 4 of the Club's Ground Regulations viz.

*'No refund of any cash admission charge paid at the turnstile will be made in the event of the match being abandoned after having kicked off.'*

*In the event of an 'All Ticket' match, the price of the tickets will not under any circumstances be refunded if the match has to be abandoned after the ticket has been surrendered at the turnstile.*

*Where a match is abandoned before the expiry of the first half admission vouchers for the rearranged fixture will be issued to those who attend the abandoned match. The issue of such vouchers in cases where the match is abandoned after the expiry of the first half shall be a matter for the absolute discretion of the club.*

### **ADVERSE WEATHER**

Should there be any evidence the day previous to a match that the weather is likely to affect the game proceeding, checks should be carried out on the condition of the pitch and the internal / external fabric of the stadium (steps in stand, vomitories and surrounding walkways as well as the car parks and walkways surrounding the stadium. As early as possible on the day of the match all the areas affected by snow and ice should be gritted to prevent slipping hazards.

## **POST INCIDENT RECOVERY**

This section covers the points to be considered by East Fife Football Club after a major incident within the stadium. These steps are not exhaustive but should help to ensure normal operations are achieved at the club with the minimum of disruption and delay.

To help this consideration should be give immediately to:

- Ensuring the security of the stadium as soon as possible.
- Contacting the insurance company / loss adjusters immediately.
- Making available all plans / drawings / wiring diagrams etc.
- Using parts of the stadium if possible.
- Consider an alternative venue if the stadium is un-useable.
- Informing our supporters / general public of updated information.

**EAST FIFE FOOTBALL CLUB**

**NEW BAYVIEW STADIUM**

**METHIL**

**HEALTH AND SAFETY POLICY**



# Health and Safety Policy

## Policy Statement

East Fife Football Club, through the Board of Directors, is committed to maintaining the Health and Safety of its staff and to conducting its business in ways that will not adversely affect the Health and Safety of non-employees, e.g. members of the public, contractors etc.

It is the Policy of East Fife Football Club Ltd to:

Comply fully with the requirements of the Health & Safety at Work Act etc. 1974, and with all other relevant statutory provisions and recognised codes of practice as a minimum level of achievement. The Club will ensure, so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work, and will provide the associated resources, information, training, supervision and all necessary expert safety advice for its employees as is required to enable them to carry out their work safely and effectively.

The Club acknowledges that accidents, ill health and incidents may result from failings in management control and not necessarily the fault of individual employees. Through regular safety inspections, all levels of management are expected to actively initiate and pursue ways and means of making the working environment as safe and as healthy as possible where hazards will be systematically identified and risks will be assessed and controlled.

The Club recognises the importance of safe management systems and the need to ensure the competence of employees and has therefore set up effective systems of communication with employees to manage and develop safe systems of work. The Club is committed to ensuring improvements in health and safety management, minimising injuries and ill health and ensuring, in the process, that risk management is embedded as a core business practice.

In return the Club expects all members of staff and contractors working on behalf of the Club to co-operate fully in the achievement of this policy and to understand that they have a duty to take reasonable care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work.

Signed Jim Stevenson Date 06/02/2G

Chairman

## **Duties and Responsibilities**

### **Chairman**

As the Policy maker, the Chairman, on behalf of the Board, has overall and final responsibility for Health and Safety within the Club.

### **Stadium Controller**

The Stadium Controller is responsible to the Chairman for the overall implementation of Policy within the Club. In particular the post holder will:

- Ensure that all members of staff are aware of their responsibilities and specific duties and have the necessary training and authority to carry them out.
- Ensure that all statutory Health and Safety requirements are met and Codes of Practice are observed.
- Monitor the effectiveness of the Health and Safety Policy using available information presented.
- Provide suitable equipment and materials as required to meet the expectations of this policy.

### **Club Safety Officer**

The Club Safety Officer is responsible to the Chairman for the implementation of the Club Health and Safety Policy. In this capacity he/she will:

- Advise the Stadium Controller on situations and activities that are potentially hazardous to the Health and Safety of employees or others.
- Foster and maintain a safe working environment and safe systems of work.
- Endeavour to ensure the effective implementation of this policy and monitor its effectiveness.
- Ensure regular safety inspections are carried out to examine workplace safety and fire protection and, where possible, serious accidents and dangerous occurrences are investigated and that action is taken to prevent a recurrence.
- Develop, monitor and review policies and make reports to the relevant persons.
- Be responsible for all planning and assessment of risks associated with S.P.F.L. or S.F.A. fixtures (including any pre-season fixtures).
- Supervising and monitoring standards of Health and Safety within his/her sphere of operations.
- Provide C.O.S.H.H. assessments as required
- Ensure Club buildings and grounds are free from debris, structural or other 'faults' and that they are clean, safe and without risk to health and safety.
- Ensure that all access and egress is free from obstruction
- Where maintenance issues are beyond his/her remit, draw any defects to the attention of the Stadium Controller immediately

- Liaise with the Local Authority, service providers and/or contractors to ensure an appropriate resolution.
- Ensure the adequacy of utilities and services are provided to the buildings users.
- Ensure all electrical equipment has been PAT's tested annually and has a sticker or tag on the equipment with the date of the last test.
- Ensure that in conjunction with the club safety officer a Legionellosis Risk Assessment has been carried out.

### **Head of Commercial Department**

The Head of the Commercial Department will:

- Ensure that all facilities required for providing hospitality within the stadium are fit for purpose and free from defect
- Ensure that all persons engaged to provide meals and refreshments are competent and trained in Food Health and Hygiene
- Ensure all guests are briefed on Fire Alarm response and evacuation procedures.

### **All members of Staff**

The general duties set out in the ***Health & Safety at Work etc. Act 1974*** legally requires all members of staff to take reasonable care of their own health and safety and that of other persons who may be affected by what they do, or fail to do, at work.

All members of staff are legally obliged to co-operate with the Chairman to comply with any relevant statutory provisions relating to health and safety. It is essential therefore, that everyone in the Club understands clearly what this involves and should familiarise themselves with the Club Health and Safety Policy.

### **Induction Training**

#### **Legal Requirements**

Section 2 of the ***Health and Safety at Work etc. Act 1974***, places a responsibility on the Club, as an employer, to ensure, so far as is reasonably practicable, to provide information, instruction and training as necessary to ensure the health and safety at work of employees. New members of staff require adequate instruction to enable them to work safely as soon as they start work.

Regulation 11(2) of the ***Management of Health and Safety at Work Regulations 1992*** requires the Club to ensure that all members of staff are provided with adequate health and safety training on joining the Club.

### **Training Records**

A record of training focussed on delivering safe systems of work will be maintained by the Club to include the details of the member of staff, job description, subjects covered and date /location of training. Records will also be maintained of all Health and Safety courses attended and qualifications obtained. All records will be available for inspection by the Health and Safety Executive on demand.

### **Health and Safety Training**

The components of the induction and any 'refresher' training will include:

- Duties and Responsibilities
- Functions and Principal Hazards
- Employees duties under Health and Safety
- Workplace Safety and Welfare
- Risk Assessments
- Working at Heights
- COSHH Assessments
- POWER Assessments and
- Accident Management procedures
- Environmental Management

### **Function of East Fife Football Club Ltd**

The function of 'the Club' is to provide entertainment<sup>1</sup> associated Professional Football and assist the future development of the sport at a local and national level.

#### *Hazards/Risks*

A *hazard* is anything which has the potential to cause harm while  
A *risk* is the likelihood of harm resulting from the hazard.

### **Principal Hazards**

In an office environment, some of the principal hazards include but are not limited to:

- Fire
- Failures in general housekeeping

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<sup>1</sup> Entertainment includes hospitality and licensed refreshment.



- Computer related issues and
- Moving and Handling
- Slips, trips and falls

Ground staff work in many areas using a variety of equipment and products. Some of the principal hazards include:

- Working at heights (Appendix 1)
- Using substances hazardous to health and
- Working with machinery (Appendix 2)

During professional football fixtures, Club Staff and Contractors operate within specific guidelines<sup>2</sup> and under the command of the Club Safety Officer. Some of the principal hazards include:

- Spectator Disorder
- Suspect Packages
- Failure of Safety Systems and
- Inclement weather

(Football fixtures' hazards and risks are identified and control measures applied to minimise the risks<sup>3</sup>).

## **Arrangements and Procedures**

### **Employees Duties**

Health and Safety legislation requires all Club employees to take reasonable care of their own safety and others (public, contractors, visitors' etc). Employees are also required to co-operate with the Chairman and responsible persons to comply with Health and Safety legislation.

In practice this means employees:

- Making themselves aware of safety measures (rules, codes of practice, safe systems of work, event contingency plans etc.) and put them into practice.
- Thinking about how they can minimise risks before entering a dangerous situation.
- Wearing and using all protective equipment and clothing when required to do so.
- Taking preventative action to deal with Hazards encountered to minimise the potential for recurrence. This includes bringing health and safety hazards to the attention of supervisors and those who may be affected by associated risks.
- Report **ALL** injuries, accidents and dangerous occurrences.

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<sup>2</sup> Guidance to Safety at Sports Grounds – Green Guide

<sup>3</sup> Contingency Plan, Spectator Safety Policy and Event Risk Assessment

## **Workplace Safety and Welfare**

Legislation has established minimum standards for workplace Safety and Welfare. The following provided guidance on standards expected to be maintained on Club premises.

### **Temperature**

All rooms, which are workplaces, must be maintained at a minimum temperature of 16 degrees centigrade. Where physical work is involved the temperature in the workplace should be at least 13 degrees. Should the temperature fall below these levels the Club Secretary should be informed to enable a proportionate response.

### **Space**

All offices should provide adequate space to move about freely without risk to safety. If the space provided appears inadequate this should be brought to the attention of the Club Secretary.

### **Cleanliness and Housekeeping**

All workplaces must be maintained in a clean and safe condition at all times. Premises should be cleaned regularly and all refuse disposed of properly. Offices, lounges and workstations should be clean and tidy at all times and equipment, boxes etc. should be stored safely in approved cupboards, shelving units and stores. All spillages should be cleaned up immediately. All walkways and Fire Exits must be free from obstruction. Floors, steps, stairs, passageways etc. will be of sound construction and be properly maintained and kept free from any obstruction or substance likely to cause anyone to slip or trip.

Employees should be alive to the risks posed by work stair treads, uneven surfaces, holes in carpets etc. and report such matters so that repairs can be effected. **The stadium manager is responsible for maintaining a works and maintenance record of all works identified and carried out.**

Care should be taken to ensure that cupboard doors and desk drawers are not left open and that no fittings or items of furniture are left projecting in a manner that could cause an accident.

All signs and notices erected around the building must be kept clean, unobstructed and not defaced. An adequate number of waste bins will be provided and emptied on a regular basis.

There are however **general fire precautions** that can be taken:

- All Fire Doors must be kept closed and must not be wedged open; exits and corridors providing access/egress from buildings must be maintained free from obstruction; combustible waste materials should not be permitted to accumulate in buildings except in proper storage facilities.
- Where possible, electric plugs should be removed from electrical sockets when not in use and prior to vacating the premises.
- Faulty electrical equipment or wiring should be reported to supervisors and repairs to or replacement of equipment/wiring should be progressed as soon as possible. Such equipment should be disconnected and must not be used until made safe.
- Flammable liquids should be stored properly and bottles and containers holding same should be adequately sealed to prevent escape of flammable vapours. Combustible materials must be properly stored.
- Articles should not be placed on top of electrical or storage heaters. Clothing and other combustible materials should be kept away from heaters. Wet clothes should not be dried on heaters but rather drying room facilities should be used.
- Care should be taken with cigarettes and matches in all external designated smoking areas. All staff should be aware of the location and use of all fire fighting equipment in the stadium and vehicles.

### **How to reduce the risk of Injury**

- Awareness of the Fire Evacuation routes and procedures
- Ensure Fire Exits are free from obstruction
- Ensure electrical sockets are not overloaded
- Store flammable liquids securely
- Do not permit smoking other than in designated areas
- Be vigilant.

### **Fire extinguishers**

There are 3 types of fire extinguisher within the stadium

- Water
- CO2
- Chemical

These should only be used if it is felt safe to do so and you have been given instruction in their use.

- Water extinguishers should be used on carbonaceous materials (Paper, wood, free burning material etc). **Do not use on electrical installations**
- CO2 can be used on electrical installations.
- The chemical extinguisher should only be used in the kitchen if a fire should occur on the deep fat fryers.

## **Moving and Handling**

The manual moving and handling of loads in the work place is a major cause of injury. The following guidelines are aimed at reducing that risk however the default position is always to avoid manual handling wherever possible and use lifting or handling aids when they are present.

**Manual Handling is the handling of loads by human effort i.e.:**

- Lifting
- Pushing
- Pulling
- Carrying

### **Always assess**

- The load
- The individual
- The Task
- The Environment

### **Considerations**

- Does the load need to be moved or handled?
- Can a lifting aid be used?
- What is the purpose of the task?
- Where is the centre of gravity of the load?
- Is the load an awkward shape?
- Is the working environment/movement safe?
- How fit is the handler?
- Is the handler's clothing/equipment suitable for the purpose?
- Is the intended package broken or leaking?

### **Preparing for Moving and Handling**

- Clear the area before starting to lift
- Clear the route you intend to take
- Make sure before you lift where the item is to be left
- Use your whole hand to strengthen the lift
- If two or more people are involved agree who is giving the instructions
- Wear gloves
- Break the lift into stages
- If using lifting equipment do so in accordance with manufacturers instructions
- If the intended route is up or down stairs always use two persons.

## **Moving and Handling**

- Keep your back straight
- Bend knees and hips
- Tuck your chin in
- Make sure your grip is no wider than your shoulders
- Stand with your feet apart
- Stand close to the object

Factors which increase **risk of injury** include: working in an awkward, crouched position; moving or handling at arms length; moving or handling an uneven load.

## **Display Screen Guidelines**

The following guidelines have been developed to maximise comfort and reduce the chance of injury.

A keyboard and monitor should be directly in front of you, with your mouse next to it. The top of the monitor screen should be at eye level while the keyboard and mouse should be at or below elbow height. Adjust the mechanism of the chair, the position of the keyboard and monitor to accommodate your body.

Have materials available on the desk in accordance to their frequency of use and avoid clutter. Avoid stretching or twisting to reach things and where possible use a telephone headset to reduce strain on the neck and back. Place documents that are being typed close to the monitor to reduce frequent head turning and change of eye focus.

An important part of working with computer screens and keyboards is to relax and in particular: relax shoulders, wrists and hands, let them hang loosely for a moment and take deep breaths. Do this occasionally throughout the working day.

**If a wrist or palm rest is available** use it between keying tasks **and NOT while typing.**

## **Good working Habits**

- Take frequent short breaks and walk around a couple of time an hour
- Try and vary tasks during the day
- Use a light touch on the keyboard
- Use software features to automate tasks
- Stretch wrists before typing.

Be alert to signs of discomfort: If at any time during or after using a keyboard pain develops: numbness, tingling or weakness, swelling, burning, cramping or stiffness in hands is experienced, wrists, arms, neck or back pain develops

or any other ailment develops which appears to be linked to computer use, notification must be made to the Club Secretary.

## **Verbal Abuse**

### **Managing Conflict**

It is not easy to remain calm when being subject to verbal abuse and the matters will deteriorate if met with the wrong response.

Remaining calm can diffuse the most irate circumstances, ensure focus remains on the issue at hand, reduces stress levels and prevents the loss of temper which otherwise would give cause for complaint.

#### **When faced with an angry or irate individual, staff should:**

- Be as relaxed as possible
- Let the individual let off steam and don't interrupt
- Speak in a friendly helpful tone and maintain eye contact
- Listen and empathize with individual
- Never respond by saying 'it is not my fault' etc., as this is not important and all staff represent the Club. Try and find a resolution immediately or undertake to do so within as short a timescale as possible.
- Press the panic button If the aggression continues and is likely to lead to physical violence
- Retreat to a place of safety
- Phone the Police

## **Risk Assessments**

Regulation 3 of the ***Management of Health and Safety Regulations, 1992*** requires that a formalised risk assessment be carried out to determine the risks associated with working practices. These assessments identify risks to members of staff and any other person who may be affected by the environment they work in.

Work is ongoing to meet the minimum standard expected and will be developed further as part of business as usual across the organisation.

## **Working at Heights**

***The Work at Height Regulations 2005*** requires every employer to ensure that work at height is:

- properly planned;
- appropriately supervised;

- and carried out in a manner which is so far as is reasonably practicable and safe, that its planning includes the selection of appropriate work equipment as well as an assessment of the risks posed.

Where contractors attend the stadium to undertake works of this type, the **Stadium Manager/General Manager or Safety Officer** will ensure the contractor provides details of the system of work being employed to ensure as far as practicable that it is safe. The amended 2005 Regulations **NOW** apply to **ALL** work at height where there is a risk of a fall liable to cause personal injury.

## **COSHH**

***The Control of Substances Hazardous to Health (COSHH) Regulations 2002*** applies in relation to the way the organisation works with substances which are hazardous to health. Substances can have dangerous properties i.e. flammable liquids or vapours, or can be harmful i.e. paints, ink, glue and detergents. Ill health caused by using harmful substances can be avoided if used properly and in accordance with manufacturers' recommendations. Substances which are regarded as dangerous at point of supply must be provided with a data sheet which identify the types of hazards and the control measures to be taken (This includes the use of the personal protective equipment stated on the data sheet).

Where this type of product is obtained or exists within the organisation, **the Safety Officer must be advised so that a COSHH assessment can be undertaken and control measures conveyed to all who may be exposed to risk.**

In relation to other products which may present risk to health, staff must advise the stadium manager so that product information can be obtained and any risks assessed.

## **The Provision and Use of Work Equipment**

***The Provision and Use of Work Equipment Regulations 1998*** covers the purchase, use, maintenance and training associated with mechanical and electrical equipment the organisation provides to its employees. All existing and new equipment will be subjected to an assessment of the requirements of these regulations to ensure they are suitable for purpose and that employees and others are protected from risk. **The Safety Officer will, with relevant staff, undertake a PUWER and Risk Assessment associated with such equipment and its use.**

## Accident Management Process

**An Accident** is an unexpected, unplanned event, including a violent assault, in a sequence of events, that occur through a combination of causes; and

**A Dangerous Occurrence** is something which does not result in an injury, but which clearly could have done, commonly called a Near Miss (All near misses should be reported in the same manner as accidents would). Some of these accidents and dangerous occurrences are reportable to the Health and Safety Executive.

Accidents and dangerous occurrences do not generally happen through chance but are often attributable to poor safety management. Club managers should aim to eliminate or minimise such events.

This requires employees to identify hazards associated with the Clubs activities, determining the risks those hazards deliver and identifying control measures to minimise those risks.

Where accidents or dangerous occurrences happen, responsible persons must examine whether there is a need to revise any existing measures imposed by the Club.

As part of the Clubs' commitment to Health and Safety and its duty of care to employees, an effective procedure for the accurate and timely reporting of 'certain' accidents and dangerous occurrences to the Health and Safety Executive under the ***Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995***.

**RIDDOR** requires a responsible person (the General Manager/Safety Officer) to provide the Health and Safety Executive with the information it needs to improve health and safety at work.

Where **Major Injury or Fatality** results from an accident to a member of staff or other person affected by the Clubs' acts or omissions, a responsible person will report the incident to a Health and Safety Inspector at the HSE by telephone at the earliest opportunity and take instructions. A form **F2508P must be completed by the General Manager/Safety Officer and transmitted to the HSE within 10 days of the occurrence.**

Accidents involving vehicles on public roads are not reportable even if used solely for club business.

- Where injuries suffered at work result in an employee being away from work or who is unable to do their normal work for **more than 3 days** form F2508P will again be submitted to the HSE within the 10 day period.
- Similarly the same reporting procedures apply to Specified Dangerous Occurrences.



- If a Doctor notifies the Club that an employee is suffering from a reportable work-related disease, a completed **disease report form** will be completed and forwarded to the HSE area office.
- A record of all such events will be held internally using the Accident at Work Book.

### **Environmental Management**

Environmental impacts from our day to day activities such as waste generation, excess use of electricity, excess use of paper, ground contamination & excess use of water etc. must now form part of our safety policy, not only because of the dangers but the monetary cost savings. To lessen the impact these factors cause we can adopt a number of simple controls.

- Only print emails when really necessary
- When printing use both sides of the paper
- Switch of all office lights before leaving the premises daily
- Switch off computers and printers before leaving the premises daily
- All diesel, petrol or oil containers should be stored upright in bunded areas
- All machinery should be switched off when unattended
- Dispose of waste oil and chemicals correctly
- Drip trays should be used when refuelling plant
- Switch of all taps when unattended, repair when leaking
- Segregate as much waste as possible before disposal

In providing a safe working environment, systems, processes and practices must be developed in a way which, not only takes account of but promotes and integrates health and safety into day to day working.

This Policy should be read in conjunction with the Clubs':

- Contingency Plan
- Emergency Response Plan
- Medical Risk Assessment
- Fire Risk Assessment and
- Spectator Safety Policy

**This Policy must be seen as a living document, which constantly evolves, taking account of internal and external drivers for change.**

## Statement of Intent

### Football Club Details

#### East Fife Football Club and the Police Service of Scotland

**The purpose of this Statement of Intent is to establish the division of responsibilities and functions between Police Service of Scotland and East Fife Football Club, if there is to be a police presence in or at the football stadium.**

This Statement of Intent has been designed in accordance with the 'Final Enquiry Report of the Right Honourable Lord Justice Taylor in to the Hillsborough Disaster' (Recommendation 11) and also the 'Guide to Safety at Sports Grounds 5th Edition'.

It is emphasised that the Statement of Intent is a management statement and is not a legal document. It does not create a legally binding contract or agreement between Police Service of Scotland and East Fife Football Club and it does not constitute a conscious or implied request for police services.

### Responsibilities of the Football Club

Responsibility for spectator safety lies at all times with the ground management. Consequently, all aspects of the running of the event will be the sole responsibility of East Fife Football Club.

The Safety Officer (or the Deputy Safety Officer in his/her absence) is recognised as being in overall control of operational safety management issues on event day and must have the authority to make safety related decisions without having to refer to senior management or board members.

The Safety Officer should be directly accountable to the person with ultimate responsibility for safety (invariably the named individual to whom the General Safety Certificate under the Safety of Sports Grounds Act 1975 is issued to) to whom the right of direct access is essential.

### Responsibilities of Police Service of Scotland

The Police Service of Scotland will assist East Fife Football Club in ensuring the safety of those attending the event. Responsibility for maintaining public order, preventing and detecting crime and enforcing legislation remains with the Police Tactical Football Commander. Where a Temporary Traffic Regulation Order (TTRO) has been applied for and granted to the club, the police may assist in the management of such arrangements.



**Match Debrief Plan and Working Relationship**

Following each fixture, as part of the match operations process, there should be a match debrief meeting involving the Safety Officer, or Deputy Safety Officer in his/her absence, with the Police Tactical Commander to review the match operation and identify and agree any points for inclusion in subsequent match planning. For Category C and Category C-IR matches, this should occur within a matter of hours after the match, whereas for other categories of match it may be possible, with the mutual agreement of both parties, for meetings to be held on a regular basis (e.g. monthly) where a review is undertaken of the recent matches held since the last debrief meeting and the planning can be undertaken for the next match(es). Through discussion between the Safety Officer and the Police Tactical Commander a meeting plan, recognising the obligations and responsibilities for match safety, can be agreed.

**Variation as to Primacy**

In the event of an incident reaching a critical stage beyond the capacity of East Fife Football Club to address the situation, the following protocol regarding primacy will be adopted:

If the Safety Officer decides the situation is beyond the capacity of the Club, then he/she will verbally inform the Police Tactical Football Commander, who will then assume primacy; or

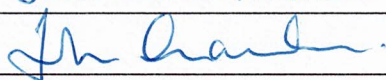
If the Police Tactical Football Commander decides that a situation has reached a critical stage and requires the immediate intervention of police resources, then he/she will verbally inform the Safety Officer that the Police Service of Scotland require to assume primacy and will work with East Fife Football Club to address the situation.

Once the incident has been dealt with and normality has been restored, the Police Tactical Football Commander will verbally inform the Safety Officer, that primacy has been relinquished by the Police Service of Scotland and the Safety Officer will re-assume primacy.

In any case, any situation and circumstances made will be fully documented in the policy log (invariably the Police Command and Control system incident) together with the rationale behind any decisions made.

Close continuous consultation between the Safety Officer and the Police Tactical Football Commander during the event is paramount, however any variation in primacy requires to be formalised in writing and documented in the Variation of Primacy Agreement in **Appendix A**

**Club Safety Officer Details**

<b>Name</b> (block capitals)	JOHN A WILSON
<b>Signature</b>	
<b>Designation</b>	Safety officer
<b>For and on behalf of</b>	Football Club



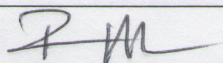
## OFFICIAL: POLICE & PARTNERS

### Police Officer Tactical Commander Details

Name

PAUL HUNTER

Signature



Rank

Inspector

For and on behalf of the Police Service of Scotland

### Variation of Primacy Agreement

Any variations as to the division of responsibility will be agreed in writing between the Safety Officer, Football Club and the Police Tactical Commander, Police Service of Scotland

Date

Fixture

Stadium

Competing Teams

Safety Officer

Police Tactical Football  
Commander

#### Note

Due to the dynamics of any situation developing, **and after verbal agreement is given**, this variation of primacy agreement and any subsequent policy log can be formally completed after the incident has been dealt with and normality restored.

### Variation from Club to Police

The name of the Safety Officer and the name of the Police Tactical Commander should be recorded in the appropriate box when a match is handed over, together with the time and the reason(s) for the decision to do so (insert brief details of incident e.g. large scale disturbance in the Lower West Stand).



**RESTRICTED – WHEN COMPLETE**

<b>Details of Variation of Primacy</b>			
<b>Hand over Time</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Reason(s)</b>
<b>Primacy returned at (Time)</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Normality Restored (Summary &amp; Time)</b>
<b>Hand over Time</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Reasons(s)</b>
<b>Primacy returned at (Time)</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Normality Restored (Summary &amp; Time)</b>
<b>Hand over Time</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Reasons(s)</b>
<b>Primacy returned at (Time)</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Normality Restored (Summary &amp; Time)</b>
<b>Hand over Time</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Reasons(s)</b>
<b>Primacy returned at (Time)</b>	<b>Handed over by</b>	<b>Handed over to</b>	<b>Normality Restored (Summary &amp; Time)</b>

The above reflects the major issues that occurred during the course of the match and which resulted in the variation of primacy which took place on this day.

**Club Safety Officer Details**

<b>Name (block capitals)</b>	
<b>Signature</b>	
<b>Safety Officer,                  Football Club</b>	

**Police Officer Tactical Commander Details**

<b>Name (block capitals)</b>	
<b>Signature</b>	
<b>Police Tactical Commander, Police Service of Scotland</b>	



**Pre Match Ground Inspections.**  
**East Fife v                      Date:**

Area to be checked	Date checked Pre- Match.	Faults/Problem	Date checked Post - Match.	Faults/Problem	Fixed by
<b>Pre Match Checks – 48 hrs before.</b>					
Emergency Lighting.					
Fire Alarm System.					
Sound System.					
Radios Charged.					
Radio Checks.					
Emergency Gates 1.					
2.					
3.					
4.					
Exit Gates 1.					
2.					
3.					
4.					
Turnstiles 1.					
2.					
3.					
4.					

CCTV Monitor 1.					
2.					
3.					
4.					
<b>Pre Match Checks – 24 hrs before.</b>					
Roofing.					
Guttering.					
Walkways.					
Segregation.					
Toilets-Gents.					
Toilets-Ladies.					
Toilets-Disabled.					
Stand Seating.					
Stand lighting.					
Signage.					
Stewards Coats/Bibs.					
Rubbish Bins.					
Fire extinguishers.					
Emergency telephones.					
Disabled bays.					
Pitch perimeter.					
Car & Bus parks.					
Stadium walkways and car parks.					

# EFFC Risk Assessment Proforma – Jan 2022



## Risk Assessment Form

<b>LOCATION:</b>	<b>New Bayview Stadium.</b>	<b>DATE:</b>	<b>22/02/22</b>	<b>REF No:</b>	<b>EFFC 2022-02</b>
<b>AREA:</b>	Bayview Stadium including Home & Away Car Parks and surrounding walkways.	<b>RISK ASSESSMENT TEAM</b>			
TASK DESCRIPTION: Match Day Risk Assessment v Celtic – FJ/02/2G		John Donaldson		Safety Officer	
		Jim Stevenson		Chairman	
<b>REFERENCES AND OTHER RELEVANT INFORMATION:</b> E.g. Emergency Provisions / Competency requirements.  Guide to Safety at Sports Grounds (The Green Guide)		<b>CONFIRMED ALARP APPROVED BY:</b>			
		<b>NAME (PRINT):</b>		John Donaldson / Jim Stevenson	
		<b>SIGNATURES:</b>			
		<b>POSITION:</b>		Safety Officer / Chairman	
		<b>DATE:</b>		22/02/2022	



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TASK ACTIVITY / DESCRIPTION	3. HAZARD DESCRIPTION	4. HAZARD EFFECT	5. INITIAL RISK			6. LIST ALL CONTROL MEASURES REQUIRED	7. PER RESP.	8. RESIDUAL RISK			9. ALARP	10. ACTION CLOSED ?
			H	P	R			H	P	R		
Football Match	<b>Fire.</b>	Possible Fatalities	H	M	H	The contingency and emergency plans cover the areas below: <ul style="list-style-type: none"> <li>Smoke detectors sited within vulnerable areas of the stadium.</li> <li>The Fire Detection system message will activate throughout the stadium.</li> <li>A back up message can be sent from the control centre.</li> <li>The stadium has a Safety Certificate from the council, and all plans and systems checked out.</li> <li>The Fire Detection system is connected to the local Fire Fire Brigade call out system.</li> <li>The club stewards have been trained in evacuating the stadium.</li> <li>All emergency systems have been checked prior to the event.</li> </ul>	Club Safety Officer	H	L	M/L	Y	Yes
	<b>Bomb Threat.</b>	Possible Fatalities	H	M	H	Contingency and emergency plans cover the areas below: <ul style="list-style-type: none"> <li>The stadium is inspected before each match.</li> <li>The Fire Brigade call out time is within 5 minutes.</li> <li>Stewards / Police are trained to deal with such events.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES

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	<b>Damage to structure.</b>	Personnel injury	M	L	M	<ul style="list-style-type: none"> <li>Contingency and emergency plans cover this eventuality</li> <li>The stadium structure is inspected prior to each match.</li> <li>Stewards should be vigilant to notice such damage early.</li> <li>Staff are available to deal with such problems.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES
	<b>Loss of Electricity Supply.</b>	Loss of supply to essential services	H	L	M	<ul style="list-style-type: none"> <li>A UPS back up source of power is available for everything but floodlights.</li> </ul>	Club SO	M	L	M/L	Y	YES
	<b>Loss of CCTV System.</b>	Loss of remote access / back up film to all areas of the stadium both inside and out.	M	L	M	<ul style="list-style-type: none"> <li>This system is checked 2 days before the match and in the majority of cases would be fixed before the match.</li> <li>If this should not be possible the police should be informed and extra stewards sought for the match.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES
	<b>Loss of Public Address System.</b>	Loss of means of communications with crowd in case of emergency.	H	L	M	<ul style="list-style-type: none"> <li>This system is checked 2 days before the match and in the majority of cases would be fixed before the match.</li> <li>A back up battery operated microphone system is available.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES
	<b>Loss of Radio System</b>	Loss of communications between stewards and the control centre.	M	L	M	<ul style="list-style-type: none"> <li>Radios are kept on trickle charge.</li> <li>Radios are checked 2 days prior to match in majority of cases they will be repaired before match.</li> <li>If this is not the case one extra steward will be sought to act as a runners.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES

EFFC Risk Assessment Proforma – Jan 2022.

	<b>Overcrowding</b>	Personnel injury	H	H	H	<ul style="list-style-type: none"> <li>Every 15 minutes a steward will update the Safety Officer with the turnstile returns.</li> </ul>	Club Safety Officer	H	L	M	Y	YES
	<b>Crowd Surging</b>	Personnel injury.	M	L	M	<ul style="list-style-type: none"> <li>Contingency and emergency plans cover this eventuality</li> <li>Stewards are trained to recognize this starting and how to deal with it.</li> <li>Because of all-seating arrangements this is unlikely to be a danger.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES
	<b>Crowd Unrest</b>	<p>Fighting / Personnel injury.</p> <p>Possibility of persons being banned prior to the game.</p>	M	L	M	<ul style="list-style-type: none"> <li>Spectators are segregated.</li> <li>If there is any conflict stewards will be stationed between home and away fans at the barriers.</li> <li>Persons to be spoken to before they enter the building.</li> <li>Any signs of trouble and stewards to escort them from the club premises.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES
	<b>Racial / Sectarian / Anti-Social Behaviour.</b>	Bad publicity against the club.	M	L	M	<ul style="list-style-type: none"> <li>A public address system message will be issued before each match denouncing this type of behaviour</li> <li>A section in each match programme and season tickets states the club stance on this type of behaviour.</li> <li>Stewards are trained to deal with this type of behaviour.</li> </ul>	Club Safety Officer	M	L	M/L	Y	YES

EFFC Risk Assessment Proforma – Jan 2022.

	<b>Pitch Incursions.</b>	Danger to the players and officials.	M	L	M	<ul style="list-style-type: none"> <li>It is recognised that this will only happen at certain types of games / times of the season.</li> <li>The Stewards are trained to recognise this happening and how to deal with it.</li> <li>The chief steward will accompany the match officials and / or players up the tunnel to their dressing rooms as soon as possible if necessary.</li> <li>Stewards are positioned to ensure that supporters are kept separate from players and officials.</li> </ul>	Club Safety Officer	M	L	M/L	Y	Y
	<b>Use of flares or smoke bombs.</b>	<ul style="list-style-type: none"> <li>Burns.</li> <li>Inhalation of fumes.</li> <li>Stoppage to play.</li> </ul>	H	M	M	<ul style="list-style-type: none"> <li>Good search techniques prior to the game.</li> <li>Stewards trained to deal with them.</li> <li>Use of proper PPE, goggles and gloves.</li> <li>Availability of sand and shovels.</li> <li>There is a strategy on how to deal with exposure either in stand or on pitch.</li> </ul>	Club Safety Office	H	L	M	Y	Y

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	<b>The Car Parks at both ends of the stadium &amp; the roadway outside the stadium.</b>	<ul style="list-style-type: none"> <li>Damage to cars or injury to personnel.</li> <li>Blockage of road at Harbour Wynd.</li> </ul>	M	L	M	<ul style="list-style-type: none"> <li>These areas will have been inspected the day prior to the match.</li> <li>Stewards will fill and empty the car parks prior to and after the game.</li> <li>Stewards/police/traffic wardens may be positioned outside the stadium and on the main road 15 minutes before the end of the game to ensure it the car parks are cleared as quickly and safely as possible.</li> <li>“No Parking” cones to be sited on Harbour Wynd so supporters us the car parks and do not block the road.</li> </ul>	Club Safety Officer	M	L	M/L	Y	Y
	<b>Inclement weather.</b>	Injury to supporters and officials.	M	L	M	<ul style="list-style-type: none"> <li>If rainy the concrete down the vomitories can become slippery, these areas have recently been pressure jetted and will not now cause a problem for some time.</li> <li>Any icy areas inside or outside the stadium will be salted.</li> <li>We have sufficient doctors or FA personnel to deal with any eventuality quickly.</li> </ul>	Club Safety Officer	M	L	L/M	Y	Y

**Conclusion:** Whilst there are a number of hazards / risks that could cause damage to the fabric of the stadium, injury to personnel or bad publicity to the club these can safely be managed with controls in place to reduce the probability of these risks being realised.

It must be noted that with this type of risk rating system because the Hazard Effect in some instances is high it is impossible to reduce the risk to Low but in most cases the risk can be described as M / L or L / M rather than medium.



## **MATCHDAY BRIEF AND DE-BRIEF**

### **1. Match Information**

#### **East Fife v Arbroath**

<b>Date.</b>	<b>09/03/22</b>
<b>League / Cup / Friendly.</b>	<b>League</b>
<b>Turnstiles open.</b>	<b>1400hrs</b>
<b>Anticipated attendance.</b>	<b>450-500</b>
<b>Kick Off.</b>	<b>1500hrs</b>
<b>Tickets / Cash.</b>	<b>Cash</b>
<b>Television cameras.</b>	<b>No</b>
<b>Match Classification (A,B,C).</b>	<b>CS</b>
<b>Police Attendance.</b>	<b>No</b>

### **2. Pre Match Intelligence**

<b>Information from Clubs.</b>	<b>No notice of probable trouble.</b>
<b>Information from Police.</b>	<b>No notice of probable trouble.</b>
<b>Information from previous matches.</b>	<b>No notice of probable trouble.</b>

### 3. Stewarding

<b>Club Safety Officer.</b>	<b>John Donaldson</b>
<b>Head Steward.</b>	<b>Willie Rigby</b>
<b>CCTV Controller.</b>	<b>Tom Irvine</b>
<b>No of SIA badged stewards.</b>	<b>4</b>
<b>Number of SIA stewards (others).</b>	<b>6</b>

### 4. Policing

<b>Duty Sergeant (Levenmouth).</b>	<b>PS Plod</b>
<b>Direct Contact Number.</b>	<b>01592 418920 / 418950</b>
<b>Match Commander if required.</b>	<b>As Above</b>

### 5. Briefings

<b>Time of Referee Briefing.</b>	<b>1400hrs</b>
<b>Person Carrying out Briefing.</b>	<b>John Donaldson</b>
<b>Referee.</b>	<b>Barry Cook</b>
<b>Assistant 1.</b>	<b>David Watt</b>
<b>Assistant 2 (Nearside-point of contact).</b>	<b>William Cowie</b>
<b>4<sup>th</sup>. Official.</b>	<b>N/A</b>
<b>Referee Observer / SPL Delegate.</b>	<b>N/A</b>

<b>Time of Stewards Briefing.</b>	<b>1345hrs</b>
<b>Person Carrying out the Briefing.</b>	<b>John Donaldson</b>
<b>Name – Printed.</b>	<b>Name – Printed.</b>

## 6. Briefing Notes

Estimated Crowd Numbers	Home: 400 Away:100
Television Coverage	No
Segregation Areas	None
<p><b>Ejections:</b></p> <ul style="list-style-type: none"> <li>• Consult supervisor first.</li> <li>• Do not manhandle if not badged.</li> <li>• Ensure back up present.</li> <li>• Get CCTV coverage for evidence.</li> <li>• Get details of person ejected.</li> <li>• Do not escort person ejected in front of opposing supporters.</li> <li>• Police will arrange for prisoner transport from ground to station.</li> </ul> <p><b>Match Policies:</b></p> <ul style="list-style-type: none"> <li>• No Flags or banners which cause annoyance/ obstruction allowed.</li> <li>• Supporters to remain seated.</li> <li>• Controlled containers: Only sealed soft drinks cartons allowed. <u>No bottles.</u></li> <li>• Racist Behaviour.</li> <li>• Foul Language / Abusive Behaviour.</li> <li>• Smoking Areas.</li> <li>• <b>Flares / Smoke Bombs</b></li> </ul>	
<p><b>Steward Specific Policies:</b></p> <ul style="list-style-type: none"> <li>• Stand and stadium areas to be searched prior to the game.</li> <li>• Watch the spectators not the game.</li> <li>• Stand in area so as not to obstruct spectators view.</li> <li>• Stewards to highlight possible problems to control quickly.</li> <li>• Prevent spectators from congregation at exit areas/stairwells.</li> <li>• When instructed open gates, notify control gates are open.</li> <li>• Chief Steward to escort officials from the pitch at half time and end of match.</li> </ul>	



<p><b>Evacuation:</b></p> <ul style="list-style-type: none"> <li>• <b>Safety Officer Eris message.</b></li> <li>• <b>Exit Gates.</b></li> </ul>	<p><b>Potential Evacuation:</b> Safety Officer Eris to report to the control room</p> <p><b>Emergency Over:</b> Safety Officer Eris no longer required.</p> <p><b>Ensure the gates are opened at the first indication of an emergency.</b></p> <p><b>Spectators may be evacuated directly onto the pitch area if required.</b></p>
<p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• <b>Radios</b></li> </ul>	<p><b>No chattering on radio.</b> <b>Channel to be confirmed by radio check prior to the game.</b></p> <p><b>Update control on developing incidents / traffic build up / parking problems etc.</b></p> <p><b>Keep alert for radio messages from others.</b></p>
<p><b>Dress:</b></p> <ul style="list-style-type: none"> <li>• <b>Appearance</b></li> <li>• <b>Behaviour</b></li> <li>• <b>Weather</b></li> </ul>	<p><b>Company / Club reflective jackets to be worn with accreditation displayed.</b></p> <p><b>Black ties, dark trousers and shoes to be worn.</b></p> <p><b>Polite but firm.</b></p> <p><b>Explain to stewards to keep and alert for possible slippery areas or people who have fell and hurt them selves. Icy areas to be</b></p>

	<b>gritted. Ensure the same happens in the car parks and that no cars block the main approach road to the stadium.</b>
<b>Debrief:</b> <ul style="list-style-type: none"><li>• <b><u>Problems observed with the structure / fabrication or fittings of the stadium.</u></b></li><li>• <b><u>Issues arising from the movement, location or conduct of spectators.</u></b></li><li>• <b><u>Any breaches of ground regulations.</u></b></li><li>• <b><u>Feed back from staff or spectator on the operation of our policies or procedures.</u></b></li><li>• <b><u>Any factors likely to affect the identification of hazards or the result of the risk assessment.</u></b></li><li>• <b><u>Miscellaneous.</u></b></li></ul>	

**This document to be completed by EFFC and kept on file.**

**East Fife F.C.  
Medical Plan**

**Appendix C**

**Match day record of medical provision**

**Guide to Safety at Sports Grounds V.5, Para's 3.22 and 18.14:**

**Management should ensure that:**

**Sufficient qualified medical, nursing, paramedic and first aid staff are present and at their post; they are properly briefed, first aid materials are maintained at the required level and appropriate medical and ambulance provision is in place. Records should be made of:**

- 1. the numbers and posts of all S.A.S. staff, SAFA and Doctor(s) in attendance**
- 2. details of all first aid or medical treatment provided**
- 3. details of any onward transmission of casualties.**

<b>First Aid/Medical Record</b>																		
<p><b>Fixture:</b> East Fife F.C. - v - _____ <b>Date:</b> _____</p> <p><b>Crowd Doctor</b> _____ Contact No. _____</p> <p>(At all matches where the crowd is expected to exceed 2000)</p>																		
<p><b>First Aid</b> (At least 2 and 1 additional per 1000 spectators beyond 2000) including designation.</p> <table style="width: 100%;"><tr><td style="width: 10%;">1. Details</td><td>_____</td></tr><tr><td>2. Details</td><td>_____</td></tr><tr><td>3. Details</td><td>_____</td></tr><tr><td>4. Details</td><td>_____</td></tr><tr><td>5. Details</td><td>_____</td></tr><tr><td>6. Details</td><td>_____</td></tr><tr><td>7. Details</td><td>_____</td></tr><tr><td>8. Details</td><td>_____</td></tr><tr><td>9. Details</td><td>_____</td></tr></table>	1. Details	_____	2. Details	_____	3. Details	_____	4. Details	_____	5. Details	_____	6. Details	_____	7. Details	_____	8. Details	_____	9. Details	_____
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<p><b>Ambulance Staffed to Paramedic Level Y/N</b> (where crowd is expected to exceed 5000) Including designation.</p> <p><b>S.A.S.</b></p> <table style="width: 100%;"><tr><td style="width: 10%;">1. Details</td><td>_____</td></tr><tr><td>2. Details</td><td>_____</td></tr><tr><td>3. Details</td><td>_____</td></tr></table>	1. Details	_____	2. Details	_____	3. Details	_____												
1. Details	_____																	
2. Details	_____																	
3. Details	_____																	

**East Fife F.C.  
Medical Plan**

**First Aid Equipment Checked and in order Y/N**

(If no, itemise on equipment checklist items to be sourced)

**First Aid Room Checked and in order Y/N**

(If no what has to be rectified)

Details of all first aid or medical treatment provided, including details of the person delivering that treatment and those of the recipient. Identification of any onward transmission to Hospital etc.

**DISCLAIMER**

I \_\_\_\_\_ (Print Name) of (Address) \_\_\_\_\_

Have from St Andrews First Aid **Refused Treatment** and / or **Refused Advice** to go to hospital straight away. (Delete as Appropriate)

I accept that they will not be held responsible by me not accepting treatment or advice.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Record Made By including designation** \_\_\_\_\_

**Safety Officer** \_\_\_\_\_

# Football Safety Officers Association (Scotland)



## Match Report

Fixture:	East Fife v Celtic
Date:	20/01/06
Venue:	New Bayview Park
Kick Off Time:	1500 hrs
Match SPL/ SFL :	League
Result:	

## Match Support Staff

Match Commander	PS Marie Stewart
Ground Commander	If required - As Above
Referee	Barry Cook
Assistant Referee 1	David Watt
Assistant Referee 2	William Cowie
4 <sup>th</sup> Official	None
Referee Observer	None
SPL Delegate	None
Club Safety Officer & Contact Details	John Donaldson (JockD1@aol.com)
Dep. Club Safety Officer & Contact Details	Tom Irvine

## Crowd Details

Home Attendance	
Away Attendance	
Total Attendance	

## Travelling Support Details

Buses	2
Mini Buses	0
Total	2
Car Park 1	0
Car Park 2	2
Car Park 3	0

### Police / Steward Numbers

Police	0
Stewards	9 plus Chief Steward

### Incident Numbers

Arrests Home	Nil
Arrests Away	Nil
Arrests Total	Nil
Casualties	Nil
Ejections	Nil

### Actions from Match Log

Nil
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### Other Relevant Details from Fixture

Nil
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Form Submitted by: John Donaldson