

## Appendix A



HM Government  
of Gibraltar



Royal Gibraltar  
**POLICE**

*Delivering a Safer Gibraltar  
through Excellence in Policing*



GIBRALTAR FIRE  
& RESCUE SERVICE

*Proudly serving the Rock's Community since 1865*



*gha* GIBRALTAR HEALTH  
AUTHORITY



**ulture.gi**  
Gibraltar Cultural Services

# SAFETY ADVISORY GROUP TERMS OF REFERENCE

[Type text]

- 1. INTRODUCTION**
- 2. PURPOSE**
- 3. AUTHORITY**
- 4. POLICY**
- 5. MEMBERSHIP**
- 6. MEETINGS**
- 7. ROLES AND RESPONSIBILITIES**
- 8. NOTICE OF EVENTS**
- 9. PROCEDURE FOR DEALING WITH EVENTS**
- 10.EXITING MAJOR EVENTS**
- 11.GENERAL**

## **1. INTRODUCTION**

**1.1.** The Safety Advisory Group (SAG) has been formed specifically so that authorities and agencies in Gibraltar liaise with a view to review, consider and ensure the safety of public events. The SAG will assist in ensuring events take place in a safe environment. The SAG will also provide assistance to event organisers so that they are made aware of their legal obligations and meet their safety responsibilities.

**1.2.** The overall intent of the SAG is for events to take place, safely organised and managed.

## **2. PURPOSE**

**2.1.** To ensure as far as possible that risk to public safety is minimised for all large scale public events.

**2.2.** To maintain an overview of forthcoming public events in Gibraltar.

**2.3.** To ensure public events are covered by all necessary permissions and appropriate insurance cover.

**2.4.** To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.

**2.5.** To provide a forum within which agencies and organisations may develop a coordinated approach to safety.

**2.6.** To review public events through debrief (including any significant incidents or “near misses”) and make recommendations where appropriate for improving safety.

**2.7.** To ensure that safety recommendations made are introduced, prior to the issuing of a future Entertainment Licence.

**2.8.** To ensure that coverage development of risk assessments and related documentation are submitted and best practice is followed based on agreed guidelines.

**2.9.** To ensure that there are in existence agreed contingency plans for dealing with major incidents.

**2.10.** To monitor compliance with the standards agreed.

## **3. AUTHORITY**

**3.1.** The Ministry of Culture recognises the value of the events and encourages events taking place. It also encourages the wellbeing of the public at those events, and ensures as far as possible, that any inconvenience to residents, businesses and the general public arising from events is minimised. It is the policy of the Ministry of Culture to uphold appropriate standards of public safety at all public events held in Gibraltar. To aid these objectives, the Ministry of

Culture maintains a Safety Advisory Group (SAG) for public events, and has established partnerships with selected agencies, which offer specialist advice to the Ministry.

- 3.2. A 'Public event', for the purpose of the SAG is any event open to the general public, and is a one-time or periodic, free or ticketed, cultural, sporting, charitable or cause-related, and conducted for the purpose of attracting revenue, support, awareness, and/or for entertainment purposes, and created by and/or for the general public.
- 3.3. In general, "public event" will be treated as being an event for SAG consideration depending on the initial safety assessment of the event by SAG members.
- 3.4. The Group's remit includes indoor and outdoor events which require corresponding licenses to include firework displays, carnivals, parades, music festivals and other large scale events of a similar nature including sporting events.
- 3.5. The Ministry of Culture is the Licensing Authority. It will exercise its powers under the Entertainments Act and all other relevant legislation and policies, Licensing Policies. It will also take into account any enforcement and other protocols agreed between the Ministry and responsible authorities.

#### **4. POLICY**

- 4.1. It is the policy of the SAG to, so far as reasonably practicable, offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those who could be affected by such events, including those in the surrounding.
- 4.2. The group is not responsible for the review of safe systems at work of event organisers / crews, but will consider the consequences of work related incidents during public access.
- 4.3. The group specifically provides advice and does not approve or ban an event. The group if found not to support a specific event would advise the Licensing Authority of its concerns. It would be up to the Licensing Authority to consider the SAG's views before issuing the licence or otherwise. It will also be within the remit of SAG members within their own separate statutory powers to stop an event from taking place if so deemed.
- 4.4. The decision making authority is vested in the Chair(s). Where other agencies may exercise their own statutory decision making, it will be specifically under their own statutory powers and not under the umbrella of the SAG.
- 4.5. The overall responsibility for the safety of persons is vested primarily in the event organiser and management team.
- 4.6. Event organisers will be provided with publications, providing advice and direction for organising an event.
- 4.7. Members of the SAG must declare any material conflict of interest in relation to any matters being put before the group.
- 4.8. Records of procedures and meetings will be maintained.

4.9. Lessons learnt approach will be applied with a view to improve the overall safety of events.

## 5. MEMBERSHIP

5.1. The SAG will be routinely co-chaired by the Minister for Culture (or representative) and Civil Contingencies Coordinator (or representative).<sup>iii</sup> The composition of the SAG will comprise senior officers (or their representatives) from the following agencies:-

- Gibraltar Ambulance Service (GHA)
  - Gibraltar Cultural Services
  - Gibraltar Fire and Rescue Service
  - Gibraltar Health Authority
  - Royal Gibraltar Police
  - Invited representatives as and when required. Although not formally part of the SAG's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded. Invited representatives may be drawn from groups or organisations which the SAG considers appropriate.
- 5.2. Invited representatives may include: - Gibraltar Sport & Leisure Authority, Environmental Agency, Technical Services Department, Highways Department or any other Government agency or organisation which could include the licence holder and/or event organiser (as appropriate).

## 6. MEETINGS

6.1 The Safety Advisory Policy Committee<sup>iii</sup> will convene every New Year in January, chaired by the Minister for Culture, to set the policy for the year, present the forecast of events and consider lessons identified from previous events.

6.2. The SAG will meet quarterly to exercise its core functions. Any core member may also request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.

6.3. Where matters arise which require consideration by the SAG a meeting may be called at short notice.

6.4. All relevant agencies should be represented at the meeting and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary.

6.5. The SAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair(s) of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. A record of the inspection will be circulated to all relevant parties.

6.6. It will be the responsibility of the Civil Contingencies Coordinator in consultation with the Ministry of Culture to arrange a time and day for the SAG to meet.

- 6.7.** Meetings will take place at the Strategic Coordination Centre (No6 Convent Place) unless otherwise agreed.
- 6.8.** Minutes of the meetings will be recorded by the office of Civil Contingencies and shared with members of the SAG for accuracy before publication.

## **7. ROLES AND RESPONSIBILITIES**

### **7.1. Chair(s) of Group:-**

- To ensure that meetings of the Safety Advisory Group take place on a regular basis.
- To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation.
- To ensure minutes are taken at each meeting.
- To safe guard against conflict of interests.

### **7.2. Department of the Environment, Sustainability and Climate Change:-**

- To ensure that the Environment is preserved at all stages of the process.
- To provide advice on how any potential environmental effects can be mitigated.
- To advise on best waste management practices according to the nature of the event.
- To ensure sustainable practices are at the forefront of any decision making process.

### **7.3. Ministry of Culture:-**

- To inform SAG members of proposed events.
- To issue the corresponding entertainment licence when applicable.

### **7.4. Gibraltar Cultural Services**

- To provide advice with regards the management of Gibraltar cultural events.

### **7.5. Gibraltar Fire and Rescue Service:-**

- To provide advice and assistance in relation to fire safety issues and operational considerations to ensure compliance.

### **7.6. Gibraltar Health Authority Ambulance Service:-**

- To provide advice and assistance in relation to first aid and medical provision for events.

### **7.7. Gibraltar Health Authority:-**

- Co-ordination and provision of all aspects of public health and impact of secondary care in support of events.

### **7.8. Royal Gibraltar Police:-**

- To provide advice and assistance in relation to the prevention and detection of crime.

- To provide advice and assistance in relation to the prevention of/or stopping of breaches of the peace.
- To provide advice and assistance in relation to traffic issues.

## **8. NOTICE OF EVENTS**

- 8.1.** Where an event is notified to a member of the SAG, it is the responsibility of that member to notify, in writing (including e-mail), the other members of the Group.
- 8.2.** When planning an event involving more than 5,000 persons a minimum of 6 months' notice should be sought. For an event involving between 500-5,000 persons a minimum of 3 months' notice should be sought.

## **9. PROCEDURES FOR CATERGORISING EVENTS**

- 9.1.** The following procedure has been approved for use by the Safety Advisory Group:-
- First quarter (January) the SAG diary of events for the forthcoming year is presented by the Ministry of Culture.
  - If events are evaluated for further consideration, the event will be considered in detail with the appropriate agencies and/or organisers invited to attend. The above process will be repeated during every quarterly meeting.
  - The Office of Civil Contingencies will be responsible for producing minutes of the meetings and communicating those decisions to all necessary parties (including non-attendees).

## **10. EXISTING MAJOR EVENTS**

- 10.1** A complete list of all annual existing major public events is to be produced.
- 10.2** Where possible, regular events will be the subject of a standard approach.
- 10.3** A guide incorporating standard conditions will be produced for each type of event.

## **11. GENERAL**

**11.1** Core members of the SAG must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

**11.2** All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

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<sup>iii</sup> Separate TOR's will be published for the Safety Advisory Policy Committee