

**EAST STIRLINGSHIRE
FOOTBALL AND
ATHLETIC CLUB
LIMITED**

**Safety Policy for Spectator Safety
at Firs Park Stadium Falkirk**

Adopted by the Board on 26TH May 2005

**East Stirlingshire
Football and Athletic Club Limited
Firs Park Stadium
Firs Street
Falkirk
FK2 7AY**

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Section A - general policy

A1 Final responsibility

The Board of Directors of East Stirlingshire Football and Athletic Club Limited, ("the club") bears ultimate responsibility for the safe operation of Firs Park Stadium. The Board adopted this safety policy on 26TH May 2005 and has delegated day to day responsibility for implementation of the policy to the undernoted.

Name

A. MACKIN

Position in Club

CHAIRMAN

A2 Safe facilities

The Club undertakes to ensure, as far as is reasonable practicable that , events at Firs Park Stadium are staged in such a way, that the safety of everybody attending the Stadium is assured.

A3 Safety and systems

The Club , through the Chief Executive, Operations Executive, Match Safety Officer, Staff and Stewards will ensure the reasonable safety of those attending events at 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

B1 Person with overall safety responsibility

Name

A.MACKIN

Position in organisation

CHAIRMAN

B2 Person with day to day safety responsibility

Name

L.G.THOMSON

Position in Organisation

**CHIEF EXECUTIVE /
SECRETARY**

B3 Person with match day safety responsibility

Name

R. JACK.

Position in Organisation

SAFETY OFFICER

B4 Deputy to person with match day responsibility

Name

L.G.THOMSON

Position in organisation

**CHIEF EXECUTIVE /
SECRETARY**

B4.1. In the absence of the Match Safety Officer, the Chief Executive / Secretary will assume match day responsibility.

B5 Promulgation and monitoring of 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 1974, of the policy of the Club towards the safety of spectators. Stewards and others 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.

B6 Safety Policy review

Due to the changing nature of operations and facilities, the Board recognises that this safety policy statement is not a static document. The statement will be amended and/or added to when necessity arises.

The policy will be subject to major review if changes to operations or facilities takes 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.

C1 Organisation / Structure for implementing safety

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

The Chief Executive will liaise with Falkirk Council, Central Scotland Police, the Fire Authority, the Scottish Ambulance Service and any other body in relation to safety at the Stadium. The Chief Executive will ensure that all representatives of the Club engaged in safety operations are aware of the Club safety policy outlined in this document. The Chief Executive or the Safety Officer will attend all specified events held at the Stadium and direct staff and stewards engaged in stadium safety operations.

The match day safety structure is shown at appendix 1.

C2 Arrangements for monitoring policy

It is the responsibility of the Chairman, Chief Executive, Safety Officer, Staff and Stewards to monitor the implementation and effects of this policy.

The attention of the Chief Executive must be drawn to any matters which are considered to be unsatisfactory within this policy.

The Chief Executive 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.

C3 Crowd Management

a) Entry of spectators

The Club will agree with the Police on the points, method 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 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 Club will ensure that an effective system for counting spectators into the stadium is in operation, so that the capacity for any enclosure is not exceeded and cause the density of such enclosures to be monitored. The public address system will be used to relay appropriate information to spectators both inside and outside the stadium.

When there are to be changes in the usual pattern of admission to the stadium for a particular event, the Club will publish details of the changes in the Club programme and ensure that publicity is given in the local press. Appropriate announcements will also be made over the public address system.

b) Exit of spectators

At the conclusion of any event, spectators will be allowed to leave the stadium by the appropriate exit gates.

In certain circumstances, the Safety Officer, may, designate that certain gates are not to be used or spectators in certain parts of the stadium are to be held back for a short while. Appropriate announcements will be made over the Public Address system to ensure that spectators in the area(s) concerned are fully aware of the arrangements. Stewards will be deployed to prevent spectators from using the designated exits although the gates remain unlocked.

c) Management of spectators in the ground

The comfort and safety of spectators within the stadium will be monitored by stewards. Stewards should monitor crowd conditions in each area and report any potential problems.

Stewards will be posted to ensure that all gangways are kept clear and free from obstruction, and emergency exit gates to the playing area are manned.

C4

Stewarding

While the stadium is in use for a specified activity, the Club shall ensure the attendance of such number of Stewards as are required by the Chief Constable to ensure compliance with the conditions of the "General Safety Certificate".

C5 Inspection and safety reviews

The Board's objective is that spectators at Firs Park Stadium will be able to attend events in the knowledge that they are in a comfortable and safe environment.

The Chief Executive 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:

a) Pre-event reviews

To achieve the Club's objective, the Safety Officer and/or the Chief Executive will, before every specified event:

- 1) Ensure that the following inspections and examinations are carried out:
 - a) A general inspection of the condition of the state of the stadium, paying particular attention to the condition of each seat, stairway, exit route, access route and directional sign.
 - b) 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
 - c) An examination of each crash barrier and balustrade for corrosion, deformation or any other visible weakness, test exit doors and gates, including those in the perimeter fence, to ensure that they are easily and fully openable, examine all turnstiles to ensure that they are in proper working order.
 - d) An inspection of all areas to ensure that there are no potential missiles, litter, debris, and building materials in areas to which spectators have access and that all goods, litter, combustible or flammable material, unauthorised products and other obstructions have been cleared from each exit, stairway, exit route, boiler room, refreshment area, plant room, generator room and voids.
 - e) An inspection of all voids, kitchen and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards

2) Ensure that the following arrangements are in place:

- a) Sufficient number of trained stewards and first aid personal will be present.
 - b) First aid equipment and materials to the standard required in the General Safety Certificate are provided.
 - c) Fire fighting equipment is in position and available for use.
- 3) Not less than 48 hours before every specified event the Safety Officer and/or the Chief Executive will ensure that the following equipment and systems have been tested:
- a) The emergency lighting generator and associated engine.
 - b) The emergency telephones and automatic fire detection system.
 - c) The public address system.
 - d) The turnstiles.
 - e) The personal radio's and batteries, portable back up public address system.

b) Monthly reviews

The Chief Executive will ensure that the following activities are carried out:

- a) An inspection of all fire fighting equipment.
- b) A test of the emergency lighting generator

c) Six monthly reviews

d) Annual reviews

The Chief Executive will ensure that the following inspections are carried out and certificates are submitted to the Local Authority:

- a) Testing of crush barriers and handrails
- b) Ground condition
- c) Structural integrity of the stands
- d) Electrical installation
- e) Fire alarm system
- f) Emergency lighting system
- g) Public address system
- h) Fire fighting equipment
- i) Boilers and pressure vessels
- j) Earthing of floodlight towers
- k)

e) Contractors and self-employed persons

The Club requires that all contractors and self employed persons comply with Code of Practice No 1 (for Contractors and Self Employed Persons on Club Premises), of the General Safety Policy made under the Health and Safety of Work Act 1974 and any other codes of practice which may be made in respect of that policy which refer to the area of work that they may be engaged in.

The Chief Executive and/or the Safety Officer will ensure that all contractors and their personnel working at the Stadium during a specified event are aware of the Club's emergency procedure.

C6 Communications

a) With the public

Matters relating to 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.

b)With staff

Systems are in place to ensure that staff are fully 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 de-briefed before and after each event. Informal meetings will also be organised at which safety matters can be discussed.

c) with other agencies

The Club will maintain regular contact with the Local Authority, Police, Fire Brigade, St Andrews Ambulance Association and any other competent bodies on Safety matters at Firs Park Stadium.

The Club will organise and carry out a joint exercise with the emergency services to test the arrangements contained in the Club's "Contingency Plan."

The Club will organise and carry out a joint exercise with the emergency services to discuss any special arrangements which might need to be made. Pre-match briefings will be undertaken along with Stewarding Management.

C7 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, internal catering areas and voids to provide warning of fire and in areas where the safety and safe exit of spectators might be jeopardised by fire. The system is activated by numbered manual call points, smoke and heat detectors. The system will be 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 necessary areas of the Stadium.

All staff will receive training in fire prevention and control appropriate to their needs.

C8 First Aid/Medical provision

The Club has provided an equipped First Aid Room in accordance with the requirements of the General Safety Certificate.

It is situated within the main entrance/exit corridor beneath the stand inside the main stand entrance/exit door.

For every specified event the Club will make the following arrangements:

Liase with the St. Andrews Ambulance Association to ensure that a sufficient number of properly trained First Aid personnel are present (2 for every 1000 spectators or part thereof).

C9 Club contingency plans

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 preparations 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 full controlled distribution list is contained in appendix 3.

The Chief Executive 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 the evacuation exercise and by special exercises which will be undertaken from time to time.

C10 Maintenance of records

The Chief Executive will, in accordance with the terms of the General Safety Certificate, ensure that the following records maintained and kept for a minimum of 6 years.

- 1) A record of the number of spectators admitted to the Stadium for each specified event and the number admitted to each part.
- 2) A record of any accident or incident which causes injury other than a playing injury which:
 - a) is brought to the notice of the Safety Officer or Chief Executive
 - b) occurs whilst the Stadium is in use for a specified event, and
 - c) has safety implications
- 3) A record of all first aid and medical treatment provided during or in connection with a specified event.
- 4) A record of the numbers of stewards on duty at each event.
- 5) A record of pre-event inspection
- 6) A record of tests to the public address system
- 7) A record of the tests of the turnstiles and electronic monitoring system.
- 8) A record on inspections and tests of the fire fighting equipment.
- 9) A record of inspections and tests of the lighting generator.
- 10) A record of all fire alarms, whether or not initiated by the Fire Detection System.
- 11) A record of all substantial maintenance work and improvements relating to safety carried out at the Stadium.
- 12) A record in a Defects Log Book of any defect relating to the safety of the Stadium howsoever discovered together with a record of when such a defect has been remedied.

13) A record of the following certificates:

- 1.**A certificate of examination of boiler calorifier etc.
(12 monthly)
- 2.**A certificate of inspection of the fire fighting equipment
(12 monthly)
- 3.**A certificate of inspection of the public address system
(12 monthly)
- 4.**A certificate of inspection of the lighting generator
(12 monthly)
- 5.**A certificate of inspection of the manual fire alarm and automatic fire detection equipment (12 monthly)
- 6.**A certificate of structural safety (12 monthly)
- 7.**A certificate of satisfactory load testing to crush barriers, handrails and other structural crowd control elements (25% every 12 months)
- 8.**A certificate of inspection of the electrical installations
(12 monthly)



This policy in respect of spectator safety for the East Stirlingshire Football an Athletic Club Limited, was adopted by the Board of Directors on:

26th MAY 2005

and signed on behalf of the board by:

NAME:

L.G.Thomson

POSITION:

CHIEF EXEC / SECRETARY

SIGNED.....

DATE:

26th MAY 2005



**EAST STIRLINGSHIRE
FOOTBALL AND ATHLETIC CLUB LIMITED
FIRS PARK, FIRS STREET
FALKIRK
FK2 7AY**

**MANAGEMENT RESPONSIBILITY FOR SAFETY
AT FIRS PARK STADIUM, FIRS STREET, FALKIRK**

**THE CHAIRMAN OF THE BOARD
(A. MACKIN)**

**CHIEF EXECUTIVE
(L.G. THOMSON)**

**SAFETY OFFICER
(ROBERT JACK)**

**HEAD STEWARD
(MARK McDONALD)**

**PUBLIC ADDRESS SYSTEM ANNOUNCER
(LES MITCHELL)**



APPENDIX 2

Stewards Code of Practice

Your duty is to ensure the safety of the public at all times !

Duties of Stewards

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 ten basic duties summarised as follows:

- i. to understand their general responsibilities towards the health and safety of all categories of spectators (including those with disabilities and children), other stewards, ground staff and themselves.
- ii. to carry out pre-event safety checks
- iii. to control or direct spectators who are entering or leaving the ground , to help or achieve an even flow of people in, to and from the viewing areas.
- iv. to assist in the safe operation of the ground, not to view the activity taking place.
- v. to staff entrances, exits and other strategic points; for example, segregation, perimeter and exit doors or gates which are not continuously secured in the open position while the ground is in use.
- vi. to recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of overcrowding, particularly on terraces or viewing slopes.
- vii. to assist the emergency services as required.
- viii. to provide basic emergency first aid.
- ix. to respond to emergencies (such as the early stages of fire); to raise the alarm and take the necessary immediate action.
- x. to undertake specific duties in an emergency as directed by the safety officer or the appropriate emergency service officer.

1) EMERGENCY PROCEDURES

Each steward must:

- a. be fully conversant with the Club's emergency evacuation procedures and coded messages and to know their operative positions and procedures if any emergency should occur.
- b. know the location of and be able to direct spectators to the nearest available exit gate.
- c. assist, help and direct spectators to vacate the Stadium, if called upon to do so, by the nearest available exit route.
- d. know the location of the first aid room and any first aid equipment kept elsewhere.
- e. know the location of the Club's emergency telephones.
- f. know the location of, and be able to operate effectively, the fire fighting equipment at the Stadium.
- g. at all times stay calm and help to prevent panic by presenting a well ordered and reassuring attitude.

2. IDENTIFICATION AND DRESS

Each steward must:

- a. wear the distinctive uniform provided, by absolute management
- b. abide by the Stewarding Dress Code:

MEN: Predominately white shirt, company tie
 Dark trousers (no jeans)
 Dark shoes (no trainers)

WOMEN: As above, but with white blouse and dark skirt as option
 No scarves or hats etc., to be worn whilst on duty other than those permitted or provided by absolute management

3. DEPLOYMENT

- a. Stewards are expected to report for duty at 1pm for Saturday matches and 5.30pm for evening fixtures. Following the main and subsidiary briefings they search their area and report to their Supervisor Steward any damage or defect likely to threaten spectator safety.
- b. Stewards must comply promptly with any instruction given in an emergency by the Safety Officer or nearest supervisor

4. CONDUCT

- a. Stewards are employed to watch the crowd but must be aware of any incident occurring in the Stadium which might affect crowd

behaviour.

- b. Stewards must be vigilant at all times and never complacent.
- c. Stewards must be familiar with the contents of the Club's Evacuation Procedures.
- d. Stewards will 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.
- e. Stewards must not be seen eating, drinking or smoking in view of the public. No alcohol must be consumed before or during an event.
- f. Under no circumstances should a steward make any gesture, whether physical or verbal so as to incite spectators.
- g. 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.
- h. If a steward is unable to resolve a problem, assistance should be sought from their supervisor or other responsible person. Stewards are not to ignore a problem and hope it will resolve itself.
- i. Should it be necessary to eject a member of the public from the Stadium, you are to use no more force than is necessary to achieve the task.
- j. Stewards will remain at their allocated post until released by their respective supervisor.
- k. 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 are not to be carried.
- l. Stewards must not make any statements to the media, or to the public generally, concerning any matters arising from any incident or in the course of their duties.

5) CROWD BEHAVIOUR

It is the duty of Stewards to:

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

6) INCIDENT REPORTS

- a. 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.
- b. At the end of the event, Stewards must report any incident occurring throughout their duty. Examples of matters to be reported include:

Ticket irregularities - duplications etc.

Ejection's or arrests

Crowd disorder - fighting, foul language, complaints

Action taken in response to criminal offence - offensive weapon, alcohol in the Stadium, pick-pocketing

Damage to Club equipment

Any organisational problems

Accidents to spectators - injuries, illness, sudden death etc.

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

CONTINGENCY PLAN DISTRIBUTION LIST **26TH MAY 2005**

Controlled Copy Number	Issued to/Location
1	CHAIRMAN
2	CLUB SECRETARY
3	SAFETY OFFICER
4	OPERATIONS EXECUTIVE
5	STADIUM CONTROL ROOM
6	HEAD STEWARD
7	BOARD ROOM
8	COACH'S OFFICE
9	FALKIRK POLICE STATION
10	POLICE HQ - STIRLING
11	FIRE BRIGADE HQ
12	SCOTTISH AMBULANCE SERVICE
13 AMBULANCE	ST. ANDREWS ASSOCIATION
14	FALKIRK COUNCIL
15	EMERGENCY PLANNING OFFICER
16	GROUNDSMAN
17	STAFF NOTICE BOARD
18	PUBLIC ADDRESS ANNOUNCER