

## Appendix 1 - details of inspections / engagement programme 2021/22

Risk rating	Stand	Last Inspection Date	Comments
High	Staffordshire County Showground	12/11/2021 Non-Event Day	<p>Virtual SAG meetings held July and August for 2021 event. Covid 19 Large Events Risk Assessment carried out in Consultation with Public Health prior to the return of spectators, provided instruction to the venue on the necessary controls required to be in place.</p> <p>Development and consideration of the event plans and procedures and the practical implementation of safety management systems for the event. Due to COVID-19 the event was rescheduled to 25<sup>th</sup>/26<sup>th</sup> August 2021.</p> <p>The event was successfully held on the rescheduled date.</p> <p>12.11.21 a Non-Event Day inspection conducted with Staffordshire Fire and Stafford Borough Building Control. Good level of compliance and assurance provided.</p> <p>Virtual SAG 15<sup>th</sup> March 2022 to commence planning process for 2022 event</p>
High	Uttoxeter Racecourse	05/04/2019	<p>Virtual SAG held 27<sup>th</sup> May 2021- review of Covid controls and Covid 19 Large Events Risk Assessment completed in partnership with Public Health, events risk assessed as green (low risk) due to events being outdoor and the dispersed nature of spectators.</p>

			Virtual SAG held on 24/12/2021 re: New Year's Eve 2021 horse racing event with consideration regarding government requirement for 100% covid pass checks of spectators.
Medium	Stafford Rangers Football Club	03/07/2019	Covid 19 Large Events Risk Assessment carried out in Consultation with Public Health and on 25/06/21 prior to the return of spectators, provided instruction to the club on the necessary controls required to be in place.
Medium	Leek Town Football Club	05/03/2021 Event Day Inspection	Introductory visit at club to meet safety management team and familiarise with venue.  Event Day Inspection conducted 5 <sup>th</sup> March 2022
Medium	Hednesford Town Football Club	12/03/2020	Introductory visit at club to meet safety management team and familiarise with venue.  No Further Action

Medium	Hednesford Hills Raceway	25/08/2016	<p>Virtual SAG held 27<sup>th</sup> May 2021 – review of Covid controls and Covid 19 Large Events Risk Assessment completed prior to the return of spectators. Ongoing event specific support to event organisers throughout 2020 /21</p> <p>Virtual SAG held 11/01/2022 - worked with event organisers and statutory partners to ensure safe management of large-scale event (Civil War 2022)- focussing on Covid controls and traffic management issues.</p>
Medium	Tamworth Football Club	29/01/2022 Event Day Inspection	<p>Introductory visit at club to meet safety management team and familiarise with venue.</p> <p>Event Day Inspection conducted 29<sup>th</sup> January 2022</p>

## Appendix 2

### SGSA Audit June 2021 and December 2021 - Action Plans

Recommended actions from LA audit report -17th June 2021

Action Point	Detail	Progress
1.	Carry out a review of the Operations Manual to determine whether it contains all relevant sections and addresses the safety of all people throughout.	Partially Complete
2.	Carry out regular (recommended at least two per year) during performance inspections, on the basis of risk assessment by officers.	Complete
3.	Implement a process for ensuring that outcomes of during performance inspections are followed up with club and SAG members	Complete
4.	Monitor the club's programme of testing and exercising contingency plans	Ongoing
5.	Improve SAG meeting processes including more comprehensive agenda, timely distribution of minutes, recording and follow up of actions, and discussion of matters arising from actions, previous minutes and during performance inspections.	Complete
6.	Exercise service business continuity plans to ensure the resilience of the safety at sports grounds function.	Some Progress
7.	Finalise the adoption of safety at sports grounds policies which include the requirement for regular review and monitoring of capacity calculations and P&S factors.	Complete
8.	Implement a process for annual review of the safety certificate, including reviewing the capacity calculations and P&S factors for the ground, using GG6 methodology.	Partially Complete
9.	Implement a process for annual inspection of the ground by competent persons, including all elements set out in Home Office Circular 72 - 1987.	Complete
10.	Update the safety certificate to include the red line drawing and ensure that the certificate is issued to a qualified person as defined in the Safety of Sports Grounds Act 1975.	Complete

**Appendix 2 cont.**

SGSA Audit June 2021 and December 2021 - Action Plans

Recommended actions from LA audit report – 9th December 2021

<b>Action Point</b>	<b>Detail</b>	<b>Progress</b>
<b>1</b>	Carry out a thorough review of the Operations Manual, including reviewing content as well as headings, and ensure that it includes an appropriate level of detail against all relevant headings and addresses the safety of all people throughout.	Partially Complete / Ongoing
<b>2</b>	Exercise service business continuity plans to ensure the resilience of the safety at sports grounds function.	Complete
<b>3</b>	Implement a process for annual review of the safety certificate, including obtaining and up to date copy of, and reviewing the capacity calculations and P&S factor assessments for the ground, using GG6 methodology.	Partially Complete / Ongoing
<b>4</b>	Ensure that technical documents submitted by the club as part of the annual inspection are checked by competent persons, and any omissions or actions are followed up with the club.	Partially Complete / Ongoing
<b>5</b>	Amend the scheme of delegation to ensure that references to legislation are correct: 44 refers to the Fire Safety and Safety of Places of Sport Act 1987 rather than the Safety of Sports Grounds Act 1975 Act for prohibition notices. 43 also requires correcting as there is no application to a court required for a prohibition notice under this legislation.	Complete

**Appendix 3** - Planned inspections, engagement, and related activities 2022/23

The planned activity for Burton Albion is:

- Review the club’s compliance with the requirements of the current Safety Certificate, including capacity calculations – August 2022
- Complete a review of the Club’s Operation Manual - August 2022
- Support the club to carry out a tabletop contingency test exercise with key staff from Club’s safety team and SAG partners on a free Saturday (TBC) in early part of 2022/23 season – to be facilitated by Counter Terrorism and Security Advisors (CTSA)
- Complete an annual inspection of the ground – 27<sup>th</sup> October 2022
- Two event day inspections, focussing on high-risk games – 18<sup>th</sup> August 2022 (vs Ipswich Town FC) and 10<sup>th</sup> December 2022 (vs Derby County FC). Optional third EDI proposed for 15<sup>th</sup> April 2023 (vs Sheffield Wednesday FC)
- Revise and update the Safety Certificate to reflect changes in the SGSA template – November 2022
- Safety Advisory Group meetings on a quarterly basis (30/6/22; 15/12/22; 27/4/23)
- Continue to work closely with the SGSA Local Authority Inspector (next planned audit – TBC for December 2022)

Risk rating	Stand	
High	Staffordshire County Showground	The 2022 event returned to its traditional date of early summer. Between 3 <sup>rd</sup> and 17 <sup>th</sup> May 2022 Event SAG meetings held regarding County show event on 1 <sup>st</sup> and 2 <sup>nd</sup> June 2022. The team worked with SAG partners on safety measures and event planning, including new requirements for adoption of Zone Ex around the venue. Event Management Plan reviewed for event and additional Queens Jubilee Garden Party.

		<p>An updated general safety certificate was issued to the venue on 5th April 2022, following production of a revised, robust operations manual for the site.</p> <p>New General Safety Certificate issued on 5<sup>th</sup> April 2022 following revision of Operations Manual and Risk Assessments.</p> <p>Event Day Inspection completed – 1<sup>st</sup> June 2022 during day one of Staffordshire County Show event 2022.</p> <p>Hold a full SAG and conduct Non-Event Day Inspection in relation to the County Showground venue – November 2022 - ensure all safety management controls are in place. The focus for 2022/23 will be on Traffic Management and management the ticketing process.</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations - March 2023</p>
High	Uttoxeter Racecourse	<p>Special Safety Certificates issued for three events: 14th May / 9th June / 22nd July 2022 for non-racing events at venue, subject to review of Event Management Plan, Safety Policy, and Risk Assessments, including necessary event SAG engagement.</p> <p>Complete revision of General Safety Certificate and issue revised version.</p> <p>Complete full Event Day Inspection – 13<sup>th</sup> September 2022</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations. Revise and update the Safety Certificate to reflect changes in SGSA template. – August 2022</p>

		<p>Hold a full SAG and Non-Event Day Inspection – October 2022</p> <p>Complete full Event Day Inspection – 13<sup>th</sup> March 2023 (Midlands Grand National)</p>
Medium	Stafford Rangers Football Club	<p>Complete full Event Day Inspection – TBC when fixture list is published</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations. Revise and update the Safety Certificate to reflect changes in SGSA template. – July 2022</p> <p>Hold a full SAG and Non-Event Day Inspection – TBC – late summer/autumn 2022</p> <p>Complete full Event Day Inspection – TBC (Nantwich Town)</p>
Medium	Leek Town Football Club	<p>Full SAG and Non-Event Day Inspection completed – 22<sup>nd</sup> April 2022. Review compliance with the requirements of the current Safety Certificate, including capacity calculations</p> <p>Application for Special Safety Certificate received on 16<sup>th</sup> May 2022 for community event “Aloha” on 4<sup>th</sup> June 2022.</p> <p>Special Safety Certificate issued to Chairman on 1<sup>st</sup> June 2022</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations. Revise and update the Safety Certificate to reflect changes in SGSA template ahead of new 2022/23 football season</p>



		<p>Hold a full SAG - September/October 2022</p> <p>Complete Event Day Inspection – October/November 2022 subject to home fixtures</p> <p>Complete Non-Event Day Inspection – February/March 2023</p>
Medium	Hednesford Town Football Club	<p>Meeting re: new General Safety Certificate requirements – 1<sup>st</sup> April 2022</p> <p>Event Day Inspection completed – 9<sup>th</sup> April 2022</p> <p>Full SAG and Non-Event Day Inspection completed – 20<sup>th</sup> May 2022. Review compliance with the requirements of the current Safety Certificate, including capacity calculations.</p> <p>Revise and update the Safety Certificate to reflect changes in SGSA template ahead of 2022/23 football season. Application received 5<sup>th</sup> July 2022. Revision to operations manual and risk assessments.</p> <p>Application for Special Safety Certificate received 5<sup>th</sup> July 2022 for community event “Party in the Park” on 30<sup>th</sup> July 2022.</p> <p>Event SAG held on 6<sup>th</sup> July 2022. Event Safety Policy, Event Management Plan and Risk Assessments to be reviewed.</p> <p>Hold a full SAG - September/October 2022</p> <p>Complete Event Day Inspection – October/November 2022 subject to home fixtures</p>

		Complete Non-Event Day Inspection – February/March 2023
Medium	Hednesford Hills Raceway	<p>Complete full Event Day Inspection – 12<sup>th</sup> August 2022 (National Championship Weekender)</p> <p>Hold a full SAG and Non-Event Day Inspection – September 2022.</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations. Revise and update the Safety Certificate to reflect changes in SGSA template. – September 2022</p> <p>Complete full Event Day Inspection – 15<sup>th</sup> January 2023 (Civil War 2023)</p>
Medium	Tamworth Football Club	<p>Full SAG and Non-Event Day Inspection completed – 29<sup>th</sup> April 2022.</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations</p> <p>Review compliance with the requirements of the current Safety Certificate, including capacity calculations. Revise and update the Safety Certificate to reflect changes in SGSA template ahead of new 2022/23 football season</p> <p>Hold a full SAG - September/October 2022</p> <p>Complete Event Day Inspection – October/November 2022 subject to home fixtures</p> <p>Complete Non-Event Day Inspection – February/March 2023</p>