

**STOCKTON BOROUGH COUNCIL  
INDEPENDENT SAFETY ADVISORY GROUP**

**DE-BRIEF REPORT 2018/19**



**Stockton-on-Tees**  
BOROUGH COUNCIL

**Arts, Culture and Leisure**

Big plans for great experiences

## **FOREWORD – CHAIRMAN**

On behalf the Stockton Independent Safety advisory Group, please see our 2018- 2019 Debrief report. The report sets out details of the Independent Safety Advisory group's programme of work over the previous twelve months.

2018/19 has again been a very busy year for Stockton's ISAG. The partnership has appointed an Independent Chair and supported a broad programme of events, delivered by both the Council and external organisations across the area.

The partnership has had good attendance over the year, with attendees making an excellent contribution to the work of ISAG, supporting event organisers with relevant and comprehensive advice and guidance relating to the delivery of their events. As some key members of ISAG have or are about to move on, the partnership must ensure that partners and new members are integrated and contribute to the work of ISAG.

The partnership continues to support event organisers in a pro-active and positive way. The partnership will continue to foster positive relationships with external event organisers as well as the SBC events team. The group are aiming to support a range of workshops and advice sessions for event organisers, passing on key expertise and knowledge to organisers on several important elements of the event planning framework. This will help to further develop relationships, improve event safety and help event organisers to better understand the role of Stockton's ISAG.

The partnership continues to review events and the report highlights several incidents from events held over the previous twelve months. Feedback has or will shortly be provided to the organisers and the issues will be highlighted in advance of the events being submitted to ISAG for next year.

The partnership is looking forward to the 2019/20 programme of events across the borough and will continue to provide a comprehensive, robust and effective assurance process for event organisers whilst broadening our relationships with event organisers, partners and the wider Council.

Best Wishes,

Carl Marshall  
Stockton Independent Safety Advisory Group Chair

## **OVERVIEW 2018/19**

During the 2018/19 programme of events, there were a number of operational issues/concerns that ISAG were aware of/involved in and a number of near miss incidents. Details are as follows:

### Cycling Festival –

Near miss incident during the rigging of event when an operative penetrated the ground with a steel pin and hit a cable causing a major power outage. ISAG are awaiting confirmation of incident report, however we understand that the power was quickly restored and no one was injured.

ISAG will be looking for further assurances/mitigation to prevent this happening again

### Yarm Fair –

At the request of Yarm Town Council, the Showmen's Guild became the Event Organiser for the annual Yarm Fair event in 2018. ISAG reps and SBC Events Staff have worked closely with the Guild during 2018 as there remains significant challenges with visitor numbers/space, traffic management, ASB as well as the ongoing issues with the 'Flashings'... a happening led by the travelling community which is connected to, but runs independently to the Fair.

Despite additional event support from Council Services; changes to operating times and improved safety arrangements implemented by the Showmen's Guild, a number of serious incidents were reported this year.

- There was a near miss, involving a young girl running into a car – this was due to child being unsupervised rather than event safety/motorist error
- There was a stabbing in Yarm on the Friday evening, this was not however within the boundary of the fair.
- The 'Flashings' took place at a different time as agreed with the Showmen's Guild and a horse and rider from the travelling community careered into the crowd control barrier at the North end of the High Street, (next to their own community and not the public).

ISAG are aware of the year on year difficulties with delivery of the Yarm Fair event and have raised these concerns with the Borough Council, advising them along with the Town Council to review the feasibility of operating this scale of event in Yarm High Street.

### Fireworks –

ISAG note and support the change of date of the Council's 2018 Firework event to operate on a Sunday (4<sup>th</sup> November) rather than mid-week (5<sup>th</sup> November). We have noted that a weekend date reduces the impact to local businesses and commuters of the extensive road closures and the use of HVM equipment.

In 2018, the event was extremely well attended, ISAG are aware of wider impact to the Highway in terms of access, congestion and major parking issues and will be looking for further assurances from the Council how this will be managed.

### Complaints & Comments

The number of event complaints/comments received continues to be relatively low in comparison to the number of events held on Council Land. The table below shows 15 complaints/comments were received by the Council during 2018, main reasons were disruption of events, road closures, parking restrictions/arrangements.

## Event Complaints/Comments 2018/19

Event	Traffic /Parking	Health and Safety	Enjoyment	Other	Total
Cycling	1				1
Vehicle Rally	2			1	3
Yarm Fair		1			1
SIRF	1			3	4
Fireworks	2				2
Halloween			2		2
Sparkles	2				2
<b>Total</b>					<b>15</b>

## Event Applications

The Council's 2018 Events Programme listed 85 event of which 56 met the scale and criteria to be reviewed by ISAG. This number of event has remained fairly constant over the past 4 years and there continues to be an approximate 50% split in terms of events safety plans received from the Council/external Event Organisers.

Appendix 1 details the events that were reviewed during 2018/19

	2011		2012		2013		2014		2015		2016		2017		2018	
SBC	12	SBC	16	SBC	16	SBC	21	SBC	24	SBC	22	SBC	26	SBC	27	
Other	14	Other	14	Other	29	Other	21	Other	23	Other	28	Other	28	Other	29	
Total	26	Total	28	Total	45	Total	42	Total	47	Total	50	Total	54	Total	56	

## MEETINGS AND MEMBERSHIP 2018/19

ISAG met on 9 separate occasions during 2018, between April – November and only one of these meetings was unscheduled. The unscheduled meeting was to review the new Great Tees 10K event, there were delays in receiving the safety plan and the original date could not be met by the Council's Events Team/Great Run Company. The majority of meetings were held at Council Offices and ran to time.

During 2018/19 all event organisers were given the opportunity to attend meetings and present their plans. This change followed recommendations made by Emergency Planning College in their 2017 audit report.

The attendance of Event Organisers during 2018 has worked well, with the majority of organisers agreeing to attend meetings. The group have noted that this face to face approach has been beneficial in terms of understanding safety arrangements, providing direct and instant feedback to events leads and also in building relationships with Event Organisers. Moving forward to 2019/20, ISAG will continue to invite event organisers to submit their event plans in person, specific request to attend will be considered for high risk events including those of scale, new events and new event locations.

It should be noted that meeting times have needed to be extended to accommodate this change in process and all meetings are now two hours in duration.

ISAG reviewed only 1 event which was not included as part of the original 2018/19 schedule. This was due to an admin oversight. The paperwork for the Event was circulated direct to members as well as being uploaded to the knowledge hub, comments were still received and actioned accordingly

Unscheduled Events that were reviewed 2018/19:

- The Big Kids Circus

### Membership

There has been a number of changes to ISAG membership during 2018/19, including a newly appointed independent Chairman, Mr Carl Marshall. The decision to appoint an external Chairman was recommended by the Emergency Planning College in their 2017 audit report and duly supported by the Council's Corporate Management Team. The appointment of an independent chair aims to provide better transparency in terms of decision making and ensures capacity to further develop and build Stockton's ISAG.

There have also been changes to ISAG's Fire, Environmental Health and Licensing representatives during 2018, Core Group Membership is as follows;

### Core Members

Carl Marshall	– Independent, Chairman
Tara Connor	– SBC, Secretariat
Angela Cooper	- SBC, Administration
Joanne Roberts	– SBC, Highways & Network Safety Representative
Raymond Sullivan	– SBC, Building Representative
Stephen Donagh	– SBC, Environmental Health
Polly Edwards	– SBC, Licensing
Inspector Carl Broughton	– Cleveland Police
Andy Robinson/Marty Challoner	– Cleveland Fire Brigade
NEAS	– Vacant

### Non-Core Members

Tim Shurmer	– Emergency Planning Unit
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It is noted that the attendance of group members has significantly increased, with an average of 80% attendance at meetings. The consistent attendance from Police and Fire representatives has been particularly beneficial, allowing ISAG to provide a full range of support and advice to Event Organisers.

Carl Marshall (Chair) will continue to work with colleagues to try to get a link into NEAS, it will also be necessary to appoint a new Police representative as Inspector Carl Broughton is due to leave at the end of the year.

It is acknowledged that the high volume of event applications is a significant draw on individual member's time and resources, not only in attending meetings but also in reviewing health and safety documentation and responding/assisting event organisers. The continued commitment of the individual members is noted and appreciated.

## **EVENT APPLICATIONS AND INFORMATION**

### Deadlines:

Of the 56 event applications that were submitted to ISAG, 42 were received by the deadline date given, and 14 were submitted past the deadline.

### Knowledge Hub:

The Knowledge Hub online resource is used to share information between group members, and continues to work well. It is particularly useful for large scale events which have high volumes of documentation. Membership to the group is by invite only, and is restricted to core members and some selected non-core members.

### Counter-Terrorism:

Awareness - ISAG continue to request evidence of incident planning arrangement, awareness training, HVM, threat assessment processes given the increase in the number of terrorist attacks in recent years, counter-terrorism has become high on the agenda.

CT SecCo Assessments carried out on all events of scale, followed by an Event Threat Assessment for any large SBC events

### Support to External Event Organisers:

ISAG note that the Council has continued to provide substantial support to a number of external Event Organisers in developing their event safety plans and arrangements.

Organisations include:

- Yarm Town Council
- Billingham Town Council
- Thornaby Town Council
- Friends of Ropner Park
- Showmen's Guild
- BIFF

### Remembrance Sunday/WW1:

In addition to the above, ISAG reps have worked closely with event organisers in their delivery of WW1 events during 2018. As the centenary year of WW1 it was anticipated that the scale and number WW1 events especially around Remembrance Day would be substantially increased. Following a series of one to one meetings, additional support was provided by the Police and the Council's Enforcement and Events Teams.

ISAG have noted the Traffic Management challenges associated with the Yarm, Billingham and Thornaby locations for their Remembrance Sunday events.

## ACTION PLANS

The table below details progress against a number of recommendations made following an audit by the Emergency Planning College. Outstanding actions will be rolled forward into 2019

<b>Recommendation</b>	<b>Action</b>
Consider amending the roles and responsibilities of the Chair of the ISAG to bring them in line with the UK Good Practice Guide to Working in Safety Advisory Groups	<b><i>Completed, appointment of new independent Chair</i></b>
Consider amending the terms of reference to include keeping abreast of current legislation	<b><i>Completed and new protocols are in place</i></b>
Strengthen efforts at a strategic level to ensure NEAS are aware of the importance of their role as part of ISAG.	<b><i>Chair to Progress</i></b>
Revisit the roles and responsibilities of core members of the ISAG; specifically with regard to the role and responsibility of the emergency services	<b><i>Discussion with ISAG Partners in 2019</i></b>
The recording of the 'trigger' factors for ISAG review of an event	<b><i>This is being considered as part of review of the events application process.</i></b>
Clarification of the word 'application' when organisers submit documentation for events	<b><i>This is being reviewed as part of the streamlined event request, application, review and assurance process.</i></b>

## IMPROVEMENT PLANS 2019/20

<b>Issue</b>	<b>Date</b>	<b>Action/Progress</b>
Develop a series of event workshop sessions for External Event Organisers	April 19	TC/AC to develop
Counter-terrorism Measures – Prevent Training	June 19	Roll out to all event organisers
Research other Safety Advisory Groups	Dec 19	Chair & Secretariat to attend/observe an external ISAG meeting
Review Web Guidance	Jan 19	Action AC
Continue to review Group Membership, and induction process	Feb 19	Action AC

		Seek and appoint a new representative member from the Police - CM.
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2019/20 programme

All meeting will be held on a Tuesday 2-4pm

- March 5<sup>th</sup>
- April 3<sup>rd</sup>
- May 14<sup>th</sup>
- June 11<sup>th</sup>
- July 9<sup>th</sup>
- August 13<sup>th</sup>
- September 17<sup>th</sup>
- October 15<sup>th</sup>
- November 12<sup>th</sup>

Event Organisers will be contacted in January 2019, informing them of their allocated ISAG date and deadlines for submitting event applications. Organisers are reminded of the purpose/role of ISAG and given further information about the type of information that the group expect to receive.