



**Fire Safety and Safety of Places of Sport Act 1987  
General Safety Certificate for a Regulated Stand**

**West Stand  
New Douglas Park  
Cadzow Avenue  
Hamilton**

**Date of Issue: 26 July 2018**  
**Date of Implementation: 27 July 2018**

# **FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987**

## **GENERAL SAFETY CERTIFICATE**

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# **FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987**

## **INFORMATION**

- (i) It is important to know all the provisions of the Fire Safety and Safety of Places of Sport Act 1987. These are explained without legal force in the booklet 'Guide to Safety at Sports Grounds' (Fifth edition), obtainable from TSO (The Stationery Office).

The following points are particularly important but reference should be made to the Act itself for authoritative information.

(ii) **Right of Entry and Inspection**

- (iii) Section 35 of the Fire Safety and Safety of Places of Sport Act 1987 gives to authorised officers the power to enter and inspect a sports ground and to make any inquiries as are considered necessary for the purposes of those Acts. Authorised officers also have power to examine records of attendance and records relating to the maintenance of safety of the Stand.

(iii) **Alterations and Extensions**

Section 32 of the Fire Safety and Safety of Places of Sport Act 1987 requires notice to be given to the Council before work is begun on any proposed alteration or extension to the Stand.

(iv) **Offences and Penalties**

Section 36(1) of the Fire Safety and Safety of Places of Sport Act 1987 provides that any responsible person and the Holder of this General Safety Certificate shall be guilty of an offence if:-

- (a) spectators are admitted to the Stand on an occasion when no safety certificate which covers the use of the Stand is in operation and no application for a general safety certificate has been made and not withdrawn or deemed to have been withdrawn; or
- (b) any term or condition of this General Safety Certificate is contravened.

Section 36(7) of the Fire Safety and Safety of Places of Sport Act 1987 provides that it shall be an offence for:-

- (a) any person to knowingly or recklessly make a false statement or knowingly or recklessly produce, furnish, sign or otherwise make use of a document containing a false statement for the purpose of procuring, cancelling, amending, replacing or transferring a safety certificate; or
- (b) any person to knowingly or recklessly make a false statement or knowingly or recklessly produce, furnish, sign or otherwise make use of a document in response to a notice by South Lanarkshire Council to supply them with such information and such plans of the sports ground as they consider necessary in respect of the issue of this Certificate; or
- (c) the Holder of the Certificate to fail to give notice to South Lanarkshire Council of any proposal to alter or extend the Stand or its installations where such alteration or extension is likely to affect the safety of persons within the Stand; or

- (d) any person to intentionally obstruct, or without reasonable excuse refuse, neglect or otherwise fail to answer any question asked by, any authorised officer in the exercise of their power outlined in paragraph (ii) above.

(v) **Prohibition Notices**

Section 9 of the Fire Safety and Safety of Places of Sport Act 1987 provide that if South Lanarkshire Council is of the opinion that the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted, the authority may serve a notice (referred to as a "prohibition notice") on the Holder of the General Safety Certificate or the person responsible for the management of the ground, prohibiting or restricting the admission of spectators.

(vi) **Appeals**

Section 22 of the Fire Safety and Safety of Places of Sport Act 1987 provides that an interested party may appeal to a court against the inclusion of anything in, or the omission of anything from, a safety certificate.

(vii) **Transfer of the Certificate**

If the Holder of the Safety Certificate ceases to be the person responsible for the management of the ground, an application must be made to South Lanarkshire Council for the transfer of the Certificate to some other qualified person.

(viii) **Other Legislation/Guidance**

The Holder should be aware that apart from the legislation detailed in (i) above, there may be other acts and guidance that apply to the Stand. These include health and safety legislation, legislation relating to people with disabilities, civil contingencies legislation, the Fire (Scotland) Act 2005, the Scottish Government's Practical Fire Safety Guidance for Places of Entertainment and Assembly and any other specific pieces of legislation or guidance that may have relevant safety implications.

**NOTE:** No temporary variation of the terms and conditions of the certificate will be permitted other than in accordance with the terms and conditions of any relevant letter of consent by South Lanarkshire Council

# **FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987**

## **GENERAL SAFETY CERTIFICATE**

### **WEST STAND, NEW DOUGLAS PARK, CADZOW AVENUE, HAMILTON, ML3 0FT**

1. In exercise of the powers conferred by the Fire Safety and Safety of Places of Sport Act 1987, South Lanarkshire Council ("the Council") hereby issues to:-

**[REDACTED]** Stadium Manager

("The Holder"), this General Safety Certificate for a Regulated Stand in respect of the West Stand, New Douglas Park, Cadzow Avenue, Hamilton, ML3 0FT.

2. This Certificate includes the Appendices, Schedules and Drawings attached hereto.
3. The words used in this Certificate and the Schedules attached hereto shall have the meaning assigned to them by the Fire Safety and Safety of Places of Sport Act 1987 and the Fifth Edition of the Guide to Safety at Sports Grounds.
4. The Holder shall retain control over the whole and each part of the Stand and shall take all necessary precautions for the reasonable safety of spectators admitted to the Stand. The responsibility for the safety of spectators at the Stand lies at all times with the Holder.
5. The Holder shall ensure compliance with the terms and conditions of this Certificate at all times the Stand is in use for a specified activity.
6. After conducting all the necessary risk assessments, the holder shall produce detailed capacity calculations in accordance with the guidance set out in the current edition of the Guide to Safety at Sports Grounds. These calculations shall be reviewed at least once a year, after any structural changes made to the Stand and/or after any incident that involves implementing the Holder's emergency plans. The calculations shall be submitted to the Council.
7. The Holder shall produce a written statement of safety policy for spectators and employees, outlining the chain of command, and covering the safety objectives and the means of achieving them and take steps to ensure that it is known and understood by all staff and voluntary workers who may be involved in ground operations. The Holder shall also ensure that the policy is reviewed annually and revised as necessary. A copy shall be kept with the General Safety Certificate and a copy of the policy shall be forwarded to the Council.
8. The Holder shall notify the Council, in writing, at least 28 days before any change of circumstances affecting this Certificate. Any changes, which may involve alterations or conditions at the ground, shall be accompanied by sufficient information. Such information shall include:-

- ◆ two sets of drawings at a scale acceptable to the Council, capacity calculations and risk assessments and such other drawings as may be necessary
  - ◆ such calculations, risk assessments and other details as are necessary, or are further required by the Council to enable them to undertake the necessary consultation and to make an informed decision on the application
9. No alteration or addition shall be made to the Stand or its structures or installations without the prior written consent of the Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.
10. The Holder shall produce an operational manual that sets out the way the Stand operates whenever this Safety Certificate is in force (guidance in the production of this document can be found within the fifth edition of the Guide to Safety at Sports Grounds). It should include but not be limited to:-
- ◆ safety policy statement
  - ◆ written spectator safety policy statement
  - ◆ chain of command
  - ◆ steward training policy
  - ◆ stewarding plan
  - ◆ planned preventative maintenance schedule
  - ◆ medical plan
  - ◆ fire risk assessment
  - ◆ event day procedures
  - ◆ contingency plans
  - ◆ capacity calculations
  - ◆ on site vehicle movement and parking plan
  - ◆ the method of ensuring the safety of persons
  - ◆ site plans (which must include details and widths of all ingress/egress gates, doors and/or turnstiles) and details of safety equipment

The Operational Manual should be reviewed and updated annually and will be forwarded to the Council and, in turn, the Council shall distribute it to key partners for their consideration and comment.

11. The Holder shall also carry out training exercises at least once a year so as to ensure the emergency procedures operate correctly. The Holder shall notify the Council, Police Scotland, Scottish Fire and Rescue Service and the Scottish Ambulance Service when training is to take place to enable them to observe the standards of staff training. Details of training exercises shall be entered in a log book.
12. The Holder shall produce a planned preventative maintenance schedule for the Stand that takes into account:-
- ◆ means of ingress and egress and installations ensuring they are at all relevant times maintained, unobstructed, in good repair and in such condition as to fulfil safely their required functions
  - ◆ fire fighting equipment; mechanical installations; heating systems; crush barriers; handrails and structural crowd control elements; electrical and mechanical services including, but not exclusively, public address, CCTV and emergency telephone systems; fire warning and fire safety systems and catering systems; turnstile monitoring systems and sound systems

13. The Holder shall carry out the inspections and testing at the frequency indicated by the equipment manufacturer, or such shorter period as may be necessary to ensure the reasonable safety of spectators; the results of the inspections and testing shall be recorded and maintained available for inspection by the duly authorised officer of the Council.

A copy of this document shall be forwarded to the Council and form a chapter within the operations manual.

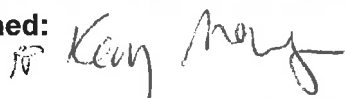
14. The Holder shall produce a plan of action to deal with all contingencies (including civil) and shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations. The plan of action shall be produced in consultation with the Council, Police Scotland, Scottish Fire and Rescue Service and the Scottish Ambulance Service. The plan of action shall cover all reasonably foreseeable contingencies up to and including the need for partial and/or the need for total evacuation of the Stand and shall identify appropriate individuals and their respective tasks, including precautions against electrical or mechanical failure. A copy of the plan shall be deposited with each of the consultees above and a copy kept within the control room, it shall also form a chapter within the operations manual. The plan shall be reviewed annually, after any incident, significant near miss or exercise.
15. The use of the Stand for spectator events under this General Safety Certificate is restricted to those activities specified in Appendix 3 and is subject to the terms and conditions set out in this Certificate.
16. The Holder shall give not less than 3 months notice to the Council, Police Scotland, Scottish Fire and Rescue Service and Scottish Ambulance Service before the Stand is used for any activity not contained within the primary and ancillary activities (Appendix 3).
17. The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the Stand shall not exceed the capacity specified in Appendix 2, and shall also ensure that any measures for controlling crowds prescribed in the management risk assessment and this Certificate are observed.
18. The Holder shall comply with the requirements and provisions of the Fire (Scotland) Act, and shall:-
- ◆ take all reasonable precautions to prevent the outbreak of fire
  - ◆ take whatever measures that are reasonably practicable to ensure the safety of spectators should fire break out
  - ◆ maintain fire/smoke detection and alarm systems, and fire fighting equipment
  - ◆ train staff to deal with an outbreak of fire
19. The Holder shall undertake or commission a medical risk assessment from a competent person or organisation. In undertaking this assessment, the Scottish Ambulance Service and first aid providers should be consulted. From the results of this assessment, the Holder shall produce a medical plan defining the levels of medical and first aid provision for staff and spectators at the sports ground. This document shall form a chapter within the operations manual.
20. In addition to the records specified within Schedule 2, the Holder shall keep the records specified in the fifth edition of the Guide to Safety at Sports Grounds, and those records shall be available for inspection by the Council's authorised officers at all reasonable times.

21. The Holder shall obtain and have available for inspection by authorised officers of the Council all necessary test certificates/records specified in the operations manual.
22. The Holder shall nominate an occupationally competent Safety Officer and Deputy Officer(s) one of whom shall be in charge of the Stand during the whole time it is in use for any specified activities noted within Appendix 3.

The Holder has nominated [REDACTED] as Safety Officer  
The Holder has nominated [REDACTED] as Deputy Safety Officer

23. In the event that no nominated Safety Officer is available for a specified activity and an alternative Safety Officer requires to be used, the Holder must ensure that the alternative Safety Officer is occupationally competent and has knowledge of the stadium and the operational plan. The Holder must also advise the Council and Police Scotland of the alternative arrangements at the earliest opportunity.
24. Unless a nominated Safety Officer or an alternative occupationally competent Safety Officer is present, the capacity of the Stand will be zero.
25. No specific activity, which is specially presented for children, shall take place until the Council's consent has been given in writing. At least 28 days notice in writing shall be given to the Council of any intention to provide such a specified activity.
26. The Holder shall draw up and keep up to date plans showing the layout of the Stand and shall upon request supply the Council with copies.
27. This Certificate is issued without prejudice to other legislation controlling the construction or use of sports grounds or buildings or otherwise affecting the Holder and does not invalidate any statutory obligation upon the Holder. The specific requirements of this Certificate shall not be regarded as the limit of the obligation placed on the Holder to take all necessary precautions for the reasonable safety of spectators admitted to the Stand.
28. The previous Certificate, which came into force on 3 August 2017, is replaced by this Certificate which shall come into force on 27 July 2018. The Council will review and re-issue this Certificate annually.

**Signed:**



**Executive Director (Finance and Corporate Resources)  
for and on behalf of South Lanarkshire Council**

**Date: 26 July 2018**



## SCHEDULE 1

### CROWD CONTROL

- 1.1. The Holder shall use his best endeavours to enter into a written statement of intent with Police Scotland setting out their respective responsibilities for crowd safety and control. Any variation in the statement must be agreed in writing in advance of the specified activity to which it is relevant. It should be noted that the statement of intent is not a contract but an agreement on respective areas of responsibility.

**Note:** A copy of the statement of intent shall be kept with this General Safety Certificate and shall also be forwarded to the Council.

- 1.2. The option to delay the commencement of the sporting activity, once spectators have been admitted for the purposes of viewing a specified activity, is to be at the discretion of the Holder. Crowd safety and the preservation of good order should be the paramount consideration in deciding whether to exercise such discretion.

If there is a Police presence within the sports ground, the senior officer must be consulted. If, in his or her opinion, a serious public order or crowd control situation could arise if the specified activity is commenced whilst substantial numbers of spectators are still outside the sports ground awaiting admission, the Holder shall comply with a request by that officer to delay the start of the match.

- 1.3. When considered necessary by the Council, after consultation with Police Scotland and the Holder, the Holder shall permit entry only by ticket issued or sold before the day the sports ground is used for that particular specified activity.
- 1.4. The number of tickets issued for each particular area shall not exceed the permitted capacity of that area. Each ticket shall specify the turnstile by which the ticket holder shall enter the Stand and, where possible, shall include a simplified, understandable diagram showing the layout of the sports ground and position of entrances.
- 1.5. Sufficient entry points shall be provided and operated to allow the entry of all the spectators within one hour at a notional rate of 660 persons per entry point per hour, or such alternative rate as may be determined by the Council.

**Note:** Where the recorded rate of entry proves to be less than 660 persons per entry point per hour, that lower figure shall be used for calculating entry capacity instead.

- 1.6. Drinks may only be sold or supplied in plastic bottles or in plastic or paper beakers or cups; such beakers or cups may have loose fitting plastic or paper lids but otherwise no drink may be sold or supplied in closed containers except:-
- (a) with the prior written consent of the Council; or
  - (b) where drink is served at a table accompanying a meal; or
  - (c) in those parts of the Stand not usually open to members of the general public.

- 1.7. Television cameras, commentary/control points, camera gantries and the location of outside broadcast vans, for the broadcast or recording of specified activities, and including cables and other portable equipment, shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- 1.8. The Holder shall produce a written car park/vehicle strategy for the sports ground and submit a copy to the Council. Once the ground is open to the public, no vehicles shall be permitted to enter or remain within the sports ground without the express permission of the Safety Officer. The parking of vehicles on the sports ground premises shall be restricted to the positions indicated on the approved plans or as otherwise approved in writing by the Council.
- 1.9. A public address system shall be provided and operated by a competent person. The system shall be used for the carrying out of emergency evacuation procedures for the Stand after consultation with the Safety Officer / Deputy Safety Officer.
- 1.10. The public address system shall be capable of communicating information to areas both outside and inside the Stand. Important announcements shall be preceded by a loud signal.
- 1.11. Each gate on an exit route shall be controlled by a Steward while spectators are in the Stand.

## **SCHEDULE 2**

### **RECORDS AND CERTIFICATES**

#### **2.1 Records to be kept by the Holder**

2.1.1 The Holder shall keep, separately, for a minimum period of six years, the following records which shall be made available for inspection by the Council's authorised officers at all reasonable times. (The Holder shall be responsible for the collation of the information required for the records from the relevant organisation). Each record shall specify the name, status and qualifications of any person carrying out a test, inspection or remedial work:-

- ◆ A record of the number of spectators admitted to the sports ground for a specified activity.
- ◆ A record of any accident or incident which causes injury, which is brought to the notice of the Holder and which occurs whilst the Stand is in use for a specified activity.
- ◆ Details of any emergency systems failures.
- ◆ Details of any near miss incident.
- ◆ Record of each exercise as specified at section 11 on page 4 of this Certificate.
- ◆ A record of any assumption of control by Police Scotland.

**APPENDIX 1**

**OPERATIONS MANUAL**

## **APPENDIX 2**

### **PERMITTED NUMBERS OF SPECTATORS**

The maximum number of spectators which may be admitted to the West Stand, New Douglas Park on any one occasion for the purpose of a specified activity shall not exceed **3,264**.

The Holder has responsibility at all times for ensuring that the attendance limit is not exceeded during the period of use for the specified activity.

## **APPENDIX 3**

### **SPECIFIED ACTIVITIES COVERED BY THE CERTIFICATE**

The activities covered by this Certificate shall comprise the activities indicated below to which spectators are admitted:-

#### **Primary Activity**

Association Football

#### **Ancillary Activities**

Subject to the terms and conditions of the Certificate and to any general statutory requirements, the sports ground (New Douglas Park) may also be used for the following activities ancillary to the primary activities, namely:-

- ◆ the playing of music or singing
- ◆ the provision of news or comment relative to the primary activities
- ◆ the sale of tickets for forthcoming activities and the sale of programmes, news sheets and souvenirs
- ◆ the sale and consumption of refreshments
- ◆ public collections of any nature
- ◆ the provision of betting facilities
- ◆ any other use ancillary to the primary activities which has received not less than fourteen days' prior written approval by the Council

Any pre-meeting entertainment, including live music and dancing, shall not be commenced until the gates to the sports ground have been opened for the admittance of the public to the activities listed above and covered by the terms and conditions of the Certificate.

Note: For any activity not contained within the primary and ancillary activities, the Holder is required to make application for a Special Safety Certificate.

## **APPENDIX 4**

### **GENERAL GROUND ARRANGEMENT DRAWINGS**

#### **LIST OF DRAWINGS**

<b>CERTIFICATE DRAWING NO.</b>	<b>ARCHITECTS DRAWING NO.</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>1117/110/1 revision D</b>	General layout phase 1
<b>2</b>	<b>1117/110/1 revision H</b>	General layout phase 1
<b>3</b>	<b>222/E/(9-)05C</b>	External seating and escape dimensions/calculations/barrier heights

## **APPENDIX 5**

### **AMENDMENTS TO GENERAL SAFETY CERTIFICATE**

<b>AMENDMENT</b>	<b>DATE OF ISSUE</b>
Name of Stadium has changed to the HopeCBD Stadium	7 September 2018



## **APPENDIX 6**

### **DOCUMENTS TO BE KEPT WITH THE GENERAL SAFETY CERTIFICATE**

1. Copy of the Contingency/Action Plan (see operational manual)
2. Copy of the Medical Plan (see operational manual)
3. Copy of the Security and Stewarding Strategy (see operational manual)
4. Statement of Intent between management and Police Scotland (see operational manual)
5. All risk assessments for the Stand (see operational manual)
6. Safety policy statements (see operational manual)
7. Safety Officers Job Description (see operational manual)
8. Fire Safety Risk Assessment as per the Fire (Scotland) Act (see operational manual)
9. Copies of any Council letters giving permission as required within this document

