

SAFETY CERTIFICATE

London Borough of Richmond upon Thames

**SAFETY OF SPORTS GROUND ACT 1975
AS AMENDED**

**GENERAL SAFETY CERTIFICATE
FOR A DESIGNATED GROUND
KNOWN AS**

Twickenham Stadium, Middlesex. TW2 7BA

**SAFETY AT SPORTS GROUND ACT 1975
AS AMENDED
GENERAL SAFETY CERTIFICATE
ARRANGEMENT**

GENERAL SAFETY CERTIFICATE

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SAFETY OF SPORTS GROUNDS ACT 1975 AS AMENDED INFORMATION

It is important to know all the provisions of the Safety of Sports Grounds Act 1975, which are relevant to stadia within its scope.

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

(i) Right of Entry and Inspection

Section 11 of the Act 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 the Act. Authorised officers also have power to examine records of attendance at the ground and records relating to the maintenance of safety at the ground.

(ii) Alterations and Extensions

Section 8 of the Act requires notice to be given to the Council before work is begun on any proposed alteration or extension to the stadium.

(iii) Offences and Penalties

For the following offences, that is to say: -

- (a) Contravening any term or condition of this certificate (otherwise than in pursuance of a prohibition notice), admitting spectators to the sports ground at a time when no application for a safety certificate has been made or where a certificate does not relate to the current sports ground or has been withdrawn, surrendered or cancelled; or in contravention of a prohibition notice, the penalty is, on summary conviction, a fine not exceeding the statutory maximum or, on conviction on indictment, a fine or imprisonment for a term not exceeding two years, or both.
- (b) Knowingly or recklessly making a false statement or producing, signing, furnishing or otherwise making use of a document containing a false statement, or
- (c) Failing to give notice of an alteration or extension to the sports ground or obstructing an authorised officer, the penalty is on summary conviction, a fine not exceeding level 5 on the standard scale.

(iv) Prohibition Notices

Section 10 of the Act (as amended) provides that if the local authority are 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.

(v) Appeals

Section 5(3) of the Act (as amended) provides that an interested party may appeal to a Magistrates' Court against the inclusion of anything in, or the omission of anything from, a safety certificate.

(vi) 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 the Council for the transfer of the certificate to some other qualified person.

(vii) 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 sports ground. These include health and safety legislation, legislation relating to people with disabilities, civil contingencies legislation, The Regulatory Reform Fire Safety Order (2005), Sports Ground and Stadia Guide No.4: 'Safety Management' document 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 the certifying authority

SAFETY OF SPORTS GROUNDS ACT 1975
GENERAL SAFETY CERTIFICATE
Twickenham Stadium, Middlesex.TW2 7BA

1. In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 (as amended) and all other enabling powers, the London Borough of Richmond upon Thames (“the Council”) hereby issues to: -

Mr Richard Knight ("The Holder"),

This General Safety Certificate in respect of Twickenham Stadium, Middlesex. TW2 7BA, being a sports ground designated by Order of the Secretary of State as requiring a Safety Certificate.
2. This Certificate includes the Appendices and Drawings attached hereto.
3. The words used in this Certificate and the appendices attached hereto shall have the meaning assigned to them by the Safety of Sports Grounds Act, 1975, the Fire Safety and Safety of Places of Sport Act, 1987 and current edition of the Guide to Safety at Sports Grounds.
4. The Holder shall retain control over the whole and each part of the sports ground and shall take all necessary precautions for the reasonable safety of spectators admitted to the sports ground. The responsibility for the safety of spectators at the sports ground lies at all times with the Holder.
5. The Holder shall inform the Council of the name of the person at senior level in the organisation who is responsible for safety policy and its implementation, together with those of the safety officer and deputy safety officer who shall be of sufficient competence, status and authority to take responsibility for spectator safety and be able to authorise and supervise safety measures. Either the safety officer or a nominated deputy shall be present at any event during which spectators are admitted to the ground.
 - (a) The Holder has nominated as Safety Officer Mr Nigel Cox, who shall be in charge of the sports ground during the whole time it is in use for this specified activity.
 - (b) The Holder has nominated as the Deputy Safety Office Mr Garry Stocks who, in the absence of the Safety Officer, shall be in charge of the sports ground during the whole time it is in use for this specified activity.
6. Unless a nominated Safety Officer or Deputy Safety Officer whose appointment has been notified to the Council, is present, the capacity of the sports ground will be zero.
7. The Holder shall ensure compliance with the terms and conditions of this certificate at all times the sports ground is in use for a specified activity.
8. The use of the sports ground 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. No ancillary activities, apart from those listed in Appendix 3, are permitted without the prior written consent of the Council.
9. The Holder shall produce and comply with 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 included in the operations manual and a copy of the policy shall be forwarded to the Council.

10. The Holder shall maintain and comply with all sections of the Operations Manual at Appendix 1 which relates to the safety of spectators at the sports ground.
A copy of the Operational Manual shall be forwarded to the Council and emergency services and attached to this certificate.
11. The Holder shall ensure that the maximum number of spectators that may be admitted at any one time to the sports ground and to each part thereof shall not exceed the capacities specified in Appendix 2.
12. The Holder shall produce policy documents in relation to the Health & Safety of spectators attending the Sports Ground, details of which are shown in **Section 1** of the Operations manual, a copy of which is Appendix 1 to this Certificate and includes the RFU Health & Safety policy, the Spectator Safety policy, the Young Person Risk Assessment and a Disability policy.
13. 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 at the sports ground and/or after any incident that involves implementing the Holder's emergency plans. The calculations shall be submitted to the council. The Holder may within this document specify different capacities for different events that might be held within the Sports Ground. The details of these capacities, including entry and exit gates and maps are shown in **Section 2** of the Operations Manual, a copy of which as at Appendix 1 to this certificate
14. The Holder shall, on the basis of a risk assessment, identify and apply precautions to prevent the outbreak and spread of fire; measures to ensure the safety of spectators should fire break out; provision and maintenance of fire safety equipment and the training of staff to deal with an outbreak of fire. These shall be set out in a Fire Safety plan which is detailed in **Section 3** of the Operations Manual, a copy of which is Appendix 1 to this Certificate.
15. The Holder shall undertake or commission a medical risk assessment from a competent person or organisation. In undertaking this assessment the local ambulance NHS trust, crowd doctor 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 which shall be set out in the Medical Services Operational plan which is detailed in **Section 4** of the Operations Manual, a copy of which is at Appendix 1 to this certificate.
16. The Holder shall, on the basis of a risk assessment, identify the equipment, permanent staff, safety management personnel, stewards and others necessary to monitor, direct, guide, manage and assist spectators during specified activities. Details of the equipment to be provided, the level of staffing and the training given to those staff shall be set out in the Operational Plan which is detailed in **Section 5** of the Operations Manual, a copy of which is at Appendix 1 to this Certificate.
17. The Holder shall assess in writing, the risk of incidents prejudicing public safety or disrupting normal operations and produce a plan of action to deal with all contingencies. The plan of action shall be produced in consultation with the Police, Fire Brigade, Ambulance Service and the Council. 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 stadium and shall identify appropriate individuals and their respective tasks. The Holder shall set out the Contingency Plan of Action in **Section 6** of the Operations Manual a copy of which is at Appendix 1 to this certificate. The plans shall be reviewed annually, after any incident, near miss or exercise.
18. The Holder shall also carry out training exercises at least once a year so as to ensure the emergency procedures as set out in the “plan of action” operate correctly. The Holder shall notify the Council, the police and the other emergency services not less than 14 days before a training exercise is to take place to enable them to observe the standards of staff training. Details of training exercises, including its duration, the instruction provided and the personnel involved shall be entered in a logbook retained in **Section 7** of the Operations manual, a copy of which is at Appendix 1 of this certificate.
 19. The Holder shall produce a plan of the management of vehicle movements on site, together with a plan of all on site parking. This will be detailed in the Vehicle and parking plan which is shown in Section 8 of the Operations manual, a copy of which is at Appendix 1 of this certificate.
 20. The Holder shall use his or her best endeavours to agree a Statement of Intent with the police over their respective roles. Copies of these documents will be retained in **Section 9** of the Operations manual, a copy of which is at Appendix 1 of this certificate.
 21. The Holder shall, on the basis of a risk assessment, identify the inspections and testing of structures, equipment and systems necessary to ensure the reasonable safety of spectators. The Holder shall set out the frequency of the inspection and testing in the Maintenance Schedule, which is detailed in **Section 10** of the Operations Manual, a copy of which is at Appendix 1 to this certificate. The frequency of any such inspection and test should not exceed the frequency indicated by the equipment manufacturer. The Holder shall keep a record of all inspections and tests specified in the Operations Manual. These records shall be available for inspection by authorised officer’s at all reasonable times.”
 22. The structural dynamic loading of the stadium (as identified in the holders structural reports dated January, February and December 2003, the subsequent reports dated September 2003, & August 2005 and R. Coulson’s letter dated 5 June 2007 are such as to require the holder to assess details of the frequency of the music, as referenced in the Dynamic Response report document dated 16th October, relating to the review of all music played at the Stadium. The critical range of frequency is 1.5 - 3.3Hz this range has a potential to excite synchronised movement in the stands. The holder shall produce a plan of action in relation to Structural Dynamic Risk from Music, which is detailed in **Section 11** of the Operations Manual, a copy of which as at Appendix 1 to this certificate. Any music found to exhibit this frequency or likely to make spectators respond in a more energetic manner should be eliminated.
 23. The plan of action shall also be reviewed when any permanent or temporary change is made to the structures or installations at the ground. Where following any review the Holder revises the plan of action in Section 7 of the Operations Manual, a copy of which is at Appendix 1 of this certificate, details of the revisions should be forwarded to the council.
 24. The Holder shall give not less than 35 days Notice to the Council, Police, Fire Brigade and Ambulance Service of all forthcoming specified events, together with details of any activity that might require a change to this certificate and not less than 3 months Notice if the issue of a special safety certificate is required. The 35 days notice can be waived by agreement with the Council.

25. 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: -
- (a) **Such information shall include two sets of drawings to an appropriate scale to clearly show the proposed works, capacity calculations and risk assessments and such other drawings as may be necessary,**
- (b) 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.
26. No alteration or addition shall be made to the sports ground or its structures or installations without the prior written consent of the Council.
27. 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.
28. The Holder shall draw up and keep up to date plans showing the layout of the sports ground, buildings, equipment, and all details considered necessary by the Council in connection with the Safety Certificate and shall upon request supply the Council with copies.
29. 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 sports ground.
30. The previous Certificate, effective from 8th November 2008 is replaced by this Certificate with effect from 30th January 2013. The Council will review this Certificate annually.

London Borough of Richmond upon Thames
Environment Directorate
Development and Enforcement Department
2nd Floor Civic Centre
44 York Street
Twickenham TW1 3BZ

Signed:



D C Batsford
Head of Building Control
(The Officer appointed for this purpose)

Date: 30th January 2013

APPENDIX 1

Operations Manual

- S.1 R.F.U. safety policy statement - spectator safety policy statement - chain of command and method of ensuring the safety of persons within the sports ground.
- S.2 Capacity calculations - site plans (including details and widths of all Ingress/Egress gates, doors and/or number of turnstiles)
- S.3. Current Fire Risk Assessment
- S4. Medical risk assessment and medical plan,
- S.5. Stewarding - Training policy - Stewarding plan - Event day procedures – Stewards safety equipment
- S.6. Contingency plans,
- S.7. R.F.U. Training exercises,
- S.8. On site vehicle movement policy and parking plan
- S.9. Copy of the Statement of intent between Met. Police and R.F.U.,
- S 10 Planned preventative maintenance schedule
- S11 Structural dynamic risk assessment and plan
- S.12 Transport and Traffic Management Plan 2012
- S.13 Maximum numbers permitted in each Hospitality room/area

APPENDIX 2 PERMITTED NUMBERS OF SPECTATORS

Table 1

The maximum total number of spectators that may be admitted to each part of the sports ground at any one time shall be restricted to **82,160: This capacity is dependent on the full implementation of the agreed Transport and Traffic Management Plan 2012 and may be subject to a reduction if any element of the plan is not implemented.**

The numbers of seats that are provided in each part of the ground are:

North Stand

North upper including L6 box holders	2859
North middle	6131
North lower including L3 box holders	6867
North lower enclosure wheelchair spaces	51

Total: 15,908

East Stand

East upper	4617
East middle including press box	8699
East lower including L3 box holders	11439
East lower enclosure wheelchair spaces	78

Total: 24,833

West Stand

West upper including L6 box holders	4535
West middle including press gantry	8803
West lower including L3 box holders and committee area	9746
West lower enclosure wheelchair spaces	82
Level 3 & committee wheelchair spaces	16

Total: 23,182

South Stand

South Lower	7697
South Lower Wheelchair spaces	58
South Middle	6529
South Middle wheelchair terraces (50 spaces + 50 Carers)	100
South Upper	3852

Total: 18,236

The maximum numbers of persons permitted with each Hospitality suite/room or area are detailed within Section 2 of the Operations Manual

APPENDIX 3

SPECIFIED ACTIVITIES

ACTIVITIES COVERED BY THE CERTIFICATE

The activities covered by this certificate are as follows: -

Group A

- RUGBY UNION FOOTBALL, RUGBY LEAGUE
- SCHOOL SPORTS ATHLETICS

Group B

- RELIGIOUS CONVENTIONS

NOTE: Any pre-match 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.

APPENDIX 4

GENERAL GROUND ARRANGEMENT DRAWINGS

LIST OF DRAWINGS (which are held electronically)

CERTIFICATE DRAWING NO.	ARCHITECTS DRAWING NO.	DESCRIPTION
SK-149		Spectator ingress
SK-148		Spectator egress
005		Typical Section - North, East and West Stands
006		Level 1 Plan]
007		Level 2 Plan]
008		Level 3 Plan] North,
009		Level 4 Plan] East and
010		Level 4A Plan] West Stands
011		Level 5 Plan]
012		Level 6 Plan]
SK-210		Level 1 South Stand Designated areas for use
SK-211		Level 4 South Stand Designated areas for use
SK-212		Level 5 South Stand Designated areas for use
SK-213		Level 1A Designated areas for use
SK-214		Level 3 and Lower Tier South Stand Designated areas for use
SK-215		Middle Tier – South Stand Designated areas for use
SK-216		Upper Tier – South Stand Designated areas for use

APPENDIX 5

AMENDMENTS TO GENERAL SAFETY CERTIFICATE

DATE OF ISSUE

APPENDIX 6

DOCUMENTS TO BE KEPT WITH THE GENERAL SAFETY CERTIFICATE

1. Copy of the Operations Manual
2. Statement of Intent
3. All risk assessments for the sports ground
4. Safety Officers Job Description
5. Regulatory Reform Order (Fire Safety) Risk Assessments
6. Copies of any Council letters giving permission as required within this document