



**SAFETY POLICY FOR SPECTATOR SAFETY AT
The Home Of Football Stadium – Dronfield, S18 2GD
Sheffield F.C. – The World's First**

SECTION A	GENERAL POLICY
SECTION B	RESPONSIBILITIES
SECTION C	SAFETY OBJECTIVES

A1 Final Responsibility

The executive committee of Sheffield F.C. ("the club") bears ultimate responsibility for the safe operation of The Home Of Football Stadium football ground. The committee adopted this safety policy on 12.11.2019 and has delegated day to day responsibility for implementation of the policy to the undernoted:

Richard Sheldon
General Manager

A2 Safe facilities

The Club undertakes to ensure that, as far as are reasonably practicable, events at the club, both in the ground and in the social facilities are staged in such a way, that the safety of everybody attending these facilities is assured.

A3 Safety and systems

The Club, through the chairman, the committee and all staff will ensure the reasonable safety of those attending events within the Home Of Football Stadium. The club will ensure that systems exist for the safe admission, accommodation and exit of spectators and patrons.

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 when formulating and updating this policy.

SECTION B Allocation of responsibilities within the club

B1 Person with overall safety responsibility:

Richard Timms - Chairman

B2 Health and safety advisor to the club:

Richard Sheldon – General Manager

B3 Communication and monitoring of safety policy

Each member of staff will be advised, of the policy of the club towards the safety of spectators. All staff engaged on match day duties will be provided with more detailed information relating to their duties. The executive committee will receive regular reports on the operation and implementation of the policy.

B4 Safety Policy Review

This policy will be reviewed and amended as appropriate, following any incident involving spectators, in the light of findings of investigations. Likewise, if changes to operations or facilities lead to significant changes in working practices, the policy will come under review and amendment as necessary.

SECTION C Safety Objectives

C1 Organisation / Structure for Implementing Safety

The General Manager together with the safety advisor have the responsibility for ensuring that the policy is observed and that club personnel who are engaged in safety duties, clearly understand the requirements of the policy.

C2 Arrangements for monitoring the Policy

Members of the committee, the General Manager, Stewards and the Safety Advisor will monitor the implementation and effectiveness of the policy and report on a regular basis to the Club Chairman.

C3 Spectator Management

Segregation

Segregation will be implemented as and when deemed necessary. When segregation is deemed necessary arrangements will be made to ensure amenities for spectators like toilets and refreshment facilities are available for spectators in the segregated area.

Segregated turnstiles and entry / exit points will be in place.

When spectator segregation is in place, arrangements will be made, in consultation with the Police, for segregated on street parking adjacent to the ground.

Entry of Spectators

Spectators will be admitted to the ground in an orderly, safe manner through turnstiles, with stewards / club officials in attendance, as deemed appropriate, to ensure the safety of spectators. People who are clearly under the influence of drink or are in possession of unauthorised objects (including drink cans) will not be allowed into the ground.

The club will ensure that an effective system for counting spectators as they enter the ground is in place so that club officials can readily ascertain the number of spectators in the ground at any time.

If necessary, appropriate information can be relayed to spectators over the P.A. system which can be heard in all areas of the ground.

Management of Spectators in the Ground

Stewards and club officials will monitor the safety of spectators in the ground, as appropriate, and report any potential problems. Stewards will

be responsible for ensuring that the "No Smoking" policy, for the Boardroom and Dressing room complex, is rigorously implemented.

The P.A. system will be used to relay safety related information to spectators. Spectators can enter the covered enclosure from either end, but stewards will ensure access / exit walkways are kept clear. Appropriate signage will be in place to inform spectators.

All raised steps/ uneven areas on spectator walkways will be highlighted with high visibility markings

A safety certificate has been issued for the covered enclosure, with certain conditions attached. The maximum number of spectators allowed in this enclosure is 250. The ground capacity has been set at 2,089 by the local authority.

Exit of Spectators

Spectators will be allowed to leave the ground at the appropriate exits. Stewards and club officials will ensure that exit gates are opened before the end of the game and that spectators leave in an orderly manner, with consideration given to children and disabled persons. Exits and emergency escape routes will always be clearly marked and kept clear of obstructions

Disabled Persons

Suitable accommodation is in place for disabled persons within the ground and they will be assisted to this designated area, or to another area if they wish, by stewards or committee members as appropriate.

Stewards will assist disabled persons to enter or leave the ground if such assistance is required. Likewise, they will ensure disabled person can safely access amenities e.g. toilets: refreshment facilities

C4 Stewarding

The club will ensure that the stewards, meet all appropriate requirements with regard to numbers and training. Stewards will always be identifiable by wearing high visibility vests or jackets

C5 Inspections

The club objective is that spectators can attend The Home Of Football Stadium in the knowledge that they are in a safe environment and to ensure that the club achieves that objective, certain periodic checks will be carried out.

Periodic Inspections

General, periodic inspections will cover the following areas:

Exits to ensure that there are no trip hazards and surfaces are not slippery: Signage: Turnstiles: Combustible or flammable material, especially near the wooden Shop, store and toilets.

Firefighting equipment, as appropriate, will be in place and available for use.

Firefighting equipment, will come under the inspection regime applied to the equipment within the dressing room complex.

Inspections by the local authority are carried out annually

C6 Contractors

If contractors e.g. stewards are working at the ground the club General Manager will ensure that they are made aware of the club's policy with regard to safety matters.

C7 Communications with the Public

Matters relating to the safety policy will be relayed to the public as appropriate, through the PA system or in the match programme if applicable.

With staff

Trained stewards and club officials will be issued with the key bullet points from the safety policy. Problems experienced or potential problems will be discussed at regular committee meetings.

C8 Fire Precautions

The Club recognises that the primary risk from fire at the ground lies with the wooden Store / Shop. To mitigate this risk the club will enforce a strict no smoking policy in this Area. Fire extinguishers will be located at these premises. Escape routes and exits will be clearly marked.

A fire risk assessment will be carried out with the results fully documented

C9 First aid/medical provision

The required number of personnel with appropriate training will be available on match days. (ref Guide to Safety at Sports Grounds)

A designated first aid room is provided, housing basic First Aid equipment to compliment the equipment carried by the trained first aiders on match days.

A Defibrillator present at all home games and specially trained personnel to administer treatment

Crowd Doctor

If an attendance of over 2,000 is anticipated arrangements will be made to have a suitably trained crowd doctor in attendance. The whereabouts of the doctor in the ground will be made known to first aid personnel and key members of the club committee. Ambulances are stationed at the local hospital and can be at the ground within 5 minutes.

C10 Club contingency plans

The club has drawn up a Contingency Plan to deal with emergencies and incidents, which might occur during a match or when spectators are queuing to enter the ground.

Controlled copies of the Contingency Plan are circulated to the safety personnel, club management and emergency services.

The committee, together with the safety advisor will continually review the Plan and revise it in the light of expertise and in consultation with the Emergency Services.

C11 Maintenance of records

1) A record of any accident or incident which causes injury other than playing injury which:

- a) is brought to the notice of the Match Safety Officer or club committee
- b) occurs whilst the Stadium is in use for a specified event, and
- c) has safety implications

2) A record of all first aid and medical treatment provided during or in connection with a specified event.

3) A record of each pre-match inspection.

4) A record on inspections and tests of firefighting equipment.

5) A record of inspections and tests of the emergency lighting.

6) A record of tests on the PA system

6 A record in Defects Log Book of any defect relating to the Safety of the ground, howsoever discovered, together with a record of when such a defect was remedied.

7 Note: Defects and their resolution will be recorded in the H & S section of minutes from the Management Committee meetings

8 A record of the following certificates:

A) A certificate of inspection of the firefighting equipment (12 monthly).

B) A certificate of satisfactory load testing to boundary walls barriers, handrails, and other structural crowd control elements

C) A certificate of inspection of the electrical installations (12 monthly).

Stewards Code of Practice

Your duty is always to ensure the safety of the public

NOTE: Stewards must ensure that all exit gates are unlocked and that bolts can be moved freely before and during a match.

Duties of Stewards

The basic duties of stewards should be to enforce the management's safety policy and all ground regulations.

If police officers are in attendance, they will have ultimate responsibility for decisions taken during an incident or emergency and stewards will co-operate accordingly.

There are several basic duties summarised as follows:

1) 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.

2) To control or direct spectators who are entering or leaving the ground, to help achieve an even flow of people in, to and from the viewing areas. Ensure spectators do not cause an obstruction in access and exit areas.

3) In the covered enclosure, stewards are required to encourage spectators to "move along" to prevent "bunching" at one end of the enclosure. When appropriate they will also monitor the numbers of spectators entering the enclosure.

4) To assist in the safe operation of the ground, not to view the activity taking place.

5) 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. They will ensure that such gates are unlocked, and bolts are free to move.

6) To recognise crowd conditions to ensure the safe dispersal of spectators and the prevention of overcrowding.

7) To assist the emergency services as required.

8) To respond to emergencies (such as the early stages of a fire); to raise the alarm and take the necessary immediate action.

9) To undertake specific duties in an emergency or as directed by the safety advisor or the appropriate emergency service officer.

10) Be vigilant and report any suspicious, unidentified, unattended packages.

11) In the event of an incendiary device or firework being activated, stewards will move all spectators away from the area. If the device continues to burn, use a fire extinguisher to deal with the fire if you feel competent to do so. If not, or if the fire spreads, call the fire brigade. Report the incident to the police if they are in attendance

EMERGENCY PROCEDURES

Each Steward must-

- a. Be fully conversant with the Club's emergency procedures, signals and methods used to indicate an emergency situation and know their operative positions
- 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. In the case of disabled spectators, stewards will ensure they exit the ground safely, giving whatever assistance is required
- d. Know the location of the first aid room and any first aid equipment kept elsewhere.
- e. Know the location of the nearest telephone.
- f. Know the location of, and be able to operate effectively, the firefighting equipment at the Stadium.
- g. At all times say calm and help to prevent panic by presenting a well-ordered and reassuring attitude.

IDENTIFICATION AND DRESS

Stewards will always be identifiable by wearing high visibility vests.

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 must not be seen eating, drinking or smoking in view of the public. No alcohol must be consumed before or during an event.
- e Under no circumstances should a steward make any gesture, whether physical or verbal so as to incite spectators.
- f 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.
- g 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 that it will resolve itself.
- h 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. An ejection must be reported to the club safety advisor or a member of the committee
- i Stewards will remain at their allocated post until released by their respective supervisor.
- j 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.

CROWD BEHAVIOUR

It is the duty of the Stewards to:

- a Prevent spectators from entering the field of play and surrounding areas. Stewards should not pursue persons on to the field of play unless authorised to do so by a supervisor or match safety officer.
- b Identify offenders using foul, abusive and racial language or threatening behaviour and all other contravention's 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.