

CAMBRIDGE SAFETY ADVISORY GROUP

2017 GUIDE



WHAT IS THE ROLE OF THE SAFETY ADVISORY GROUP?

The Cambridge Safety Advisory Group (SAG) is made up of senior officers from all the emergency services (Police, fire and rescue, ambulance, NHS Trust) alongside the City Council, Cambridgeshire County Council and other relevant organisations.

The group convenes on the first Thursday of every month to advise event organisers on their forthcoming events which are being held within the Cambridge City Council boundary. Its primary objective is to ensure the safety of community events and other similar public mass gatherings.

If you're planning to hold an event which involves a large gathering of people the Safety Advisory Group would like you to provide details of the event. This will enable us to assist you with advice on a range of issues including; safety, street closures and licences that may be required.

telephone: 01223 457890
email: sag@cambridge.gov.uk

The Group is chaired by the City Council and is a free of charge service. The Safety Advisory Group exists solely in an advisory capacity. Therefore it cannot take any decisions on behalf of the local authority. It provides independent advice to the event organisers, who retain the legal responsibilities for ensuring a safe event.

It is the policy of Cambridge City Council to uphold reasonable standards of safety at all public events within the City Council boundary, to encourage the wellbeing of the public at these events whilst also ensuring that minimal inconvenience is occurred by local residents, business and the general public.

Cambridge City Council is the Licensing Authority under the Licensing Act 2003 and as such exercise its powers under said Act when necessary in relation to an event. It will also take into account any enforcement and other protocols agreed between the Council and other local authorities. As such it will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.

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WHERE IS THE GROUP HELD?

From January 2017 onwards the meeting of the Safety Advisory Group will be held at:

Parkside Place Community Fire Station,
Parkside,
Cambridge
CB1 1JF

If your event needs to attend the Safety Advisory Group an invitation will be sent in advance to organisers to confirm the date and time of attendance. You will be asked to provide a copy of your events management control document and risk assessment prior to the meeting taking place.



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INFORMING US OF AN EVENT

If you've never attended the Cambridge Safety Advisory Group before and are planning an event you will need to submit the following form which can be downloaded using the following link.

<https://www.cambridge.gov.uk/sites/default/files/documents/safety-advisory-group-event-form.pdf>

The form can be posted or scanned and emailed to us at:

Licensing
Cambridge City Council
PO BOX 700
Cambridge CB1 0JH

Email: sag@cambridge.gov.uk

We suggest you tell us about your event as early as possible, even if the details haven't been confirmed.

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TYPICAL EVENTS WE SHOULD KNOW ABOUT

- fetes and fairs
- open-air concerts and music festivals
- trade shows
- sporting events
- open-air entertainment
- firework displays
- large-scale company parties
- processions, marches and carnivals
- street parties
- religious events

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EVENT SAFETY

The event safety guide aims to help everyone who organises events to ensure that they run safely. The guide will enable event organisers to understand the needs of others concerned with the event, such as local authorities and the emergency services, so that they can all work together to improve event safety. The guide is produced by the Health & Safety Executive (HSE) and can be found here:

https://www.cambridge.gov.uk/sites/default/files/event_safety_guide.pdf

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USEFUL INFORMATION

Guidance for any temporary demountable structures (eg. stages) and where Construction (Design and Management) regulations apply and what has to be considered can be found here:

<http://www.legislation.gov.uk/ukxi/2015/51/contents/made>

For guidance on Food Safety or Hygiene Regulations, you can contact our commercial team via email: commercial@cambridge.gov.uk

Additional information can be found here:

<https://www.cambridge.gov.uk/food-safety>

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