



# The UK Good Practice Guide to Working in Safety Advisory Groups Review 2018

This guidance was first published in December 2014, it was consulted on widely with industry and public services, all of whom inputted into the guidance. It is overdue for a review and we submit this questionnaire as part of the review project to implement an updated version.

This guidance is intended to form a single, core guidance document for Safety Advisory Groups (SAGs), their members, event organisers and others in the industry. It is also intended to act as a reference document that new or inexperienced event organisers might use in order to understand the structure, roles, responsibilities and expectations of a SAG.

The guidance is not only a point of reference for all those with event safety roles; it has also been developed by using examples of good practice across the United Kingdom. Existing SAGs are encouraged to use it to confirm consistency with others, while those considering establishing a SAG can use it as a logical starting point. It has been written from the outset as a guide and seeks to assist and support those aiming to follow good practice; it is not intended to be prescriptive.

The purpose of a SAG, and certainly of this guidance, is to consider events in the context of their being essential to the communities of the UK. The SAG should examine the safety aspects of events so they can proceed in as safe a way as is reasonably practicable, ideally without compromising the public's enjoyment of them.

We need your support to ensure this guidance truly reflects the current practices, issues and concerns. We need your support to ensure this truly is the latest national guidance.

Please be honest and candid. We will take comments away from identification in any public review.

Please return response by March 30th 2018 to:

[tam.hume@emergencyplanningcollege.com](mailto:tam.hume@emergencyplanningcollege.com) 01347 825154.

Thank you for your time and commitment to this guidance in ensuring the National Guide fits a National Standard and Good practice for all to follow.

Yours Sincerely

**Beverley Griffiths**

*Resilience Director – Event and Public Safety*

*The Emergency Planning College (EPC) & Editor of this Guidance.*



## Section 1: Reflection of latest practice questions

This section is to help us ascertain, changes in practice, practice we might request to use within the guidance as case studies and also areas of concern for SAGs.

1. Your details

- a. Your name \_\_\_\_\_
- b. Your role \_\_\_\_\_
- c. Your organisation & location \_\_\_\_\_

2. How many SAGs do you attend?

- a. Per week \_\_\_\_\_
- b. Per month \_\_\_\_\_
- c. Per year \_\_\_\_\_

3. Are these SAGs...?

- a. Regular diarised meetings
- b. Ad hoc or per event
- c. Both
- d. Other, please explain

4. What events are these SAGs for?

- a. All events
- b. Local Authority events only
- c. Sport
- d. Specific criteria, please explain or send your criteria for use as case study

- e. Other, please explain



5. What subjects take the most time in your SAG meetings? Please prioritise 1 – 10, 1 being most time. Please give explanation of reasons

- |                            |                          |                                              |                          |
|----------------------------|--------------------------|----------------------------------------------|--------------------------|
| a. Environment             | <input type="checkbox"/> | h. Infrastructure requirements/<br>resources | <input type="checkbox"/> |
| b. Traffic management      | <input type="checkbox"/> | i. Layout                                    | <input type="checkbox"/> |
| c. Medical management      | <input type="checkbox"/> | j. Licensing conditions                      | <input type="checkbox"/> |
| d. Fire management         | <input type="checkbox"/> | k. Security                                  | <input type="checkbox"/> |
| e. Crowd management        | <input type="checkbox"/> | l. Contingency plans                         | <input type="checkbox"/> |
| f. Organisation structures | <input type="checkbox"/> | m. Community impact                          | <input type="checkbox"/> |
| g. Structures              | <input type="checkbox"/> | n. Other, please explain below               | <input type="checkbox"/> |

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Please give explanation of reasons for prioritisation?

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6. How has counter terrorism changed your SAGs advice, meetings?

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7. Please use this space to give us any areas for concerns or highlight any case studies we could use.

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## Section 2: Guidance General Questions

1. Has the existing Guidance been of use?

a. If so, please explain its use:

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2. Should the Guidance now be a British Standard or remain a guidance document?

a. British Standard

i. Please state your reasons and explain what a BS needs to achieve?

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b. Remain Guidance

i. Please give reasons

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3. Is there a need to changes or add the existing contents main titles?

1      Aim of the Guidance      Page 8

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2      Background to Safety Advisory Groups      Page 8

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3      Safety Advisory Group constitutions      Page 11

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4      Options and limitations of the Safety Advisory Group      Page 21

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5      Exceptional circumstances      Page 23

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6      Conclusion      Page 24

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Appendix A Summary of relevant legislation Page 25

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Appendix B Statutory responsibilities of Safety Advisory Group members Page 32

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Appendix C Examples of good practice for Safety Advisory Groups Page 33

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Appendix D Questions and answers Page 35

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Appendix E About this guidance Page 39

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Appendix F Glossary Page 41

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Appendix G References, further reading and further guidance Page 43

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4. Are there any further additions you think should be added to the existing contents main titles?

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### Section 3 Guidance Specific Questions

#### Chapter 1: Aim of the Guidance (Page 8).

1.1 Are there any amendments or additions that should be made?

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1.2 Are there any amendments or additions that should be made?

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1.3 Are there any amendments or additions that should be made?

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1.4 Are there any amendments or additions that should be made?

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1.5 Are there any amendments or additions that should be made?

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1.6 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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#### Chapter 2: Background to Safety Advisory Groups (Page 8).

2.1 Are there any amendments or additions that should be made?

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2.2 Are there any amendments or additions that should be made?

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2.10 Are there any amendments or additions that should be made?

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2.11 Are there any amendments or additions that should be made?

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2.12 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Chapter 3: Safety Advisory Group constitutions (Page 11)

3.1

3.1.1 Are there any amendments or additions that should be made?

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3.1.2 Are there any amendments or additions that should be made?

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3.1.3 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.2

3.2.1 Are there any amendments or additions that should be made?

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3.2.2 Are there any amendments or additions that should be made?

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3.2.3 Are there any amendments or additions that should be made?

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3.2.4 Are there any amendments or additions that should be made?

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3.2.5 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.3.1 Are there any amendments or additions that should be made?

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3.3.2 Are there any amendments or additions that should be made?

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3.3.3 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.4.1 Are there any amendments or additions that should be made?

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3.4.2 Are there any amendments or additions that should be made?

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3.4.3 Are there any amendments or additions that should be made?

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3.4.4 Are there any amendments or additions that should be made?

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3.4.6 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.5.1 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.6.1 Are there any amendments or additions that should be made?

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3.7.1 Are there any amendments or additions that should be made?

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3.7.3 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.8.1 Are there any amendments or additions that should be made?

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3.8.3 Are there any amendments or additions that should be made?

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3.8.13 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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3.9.1 Are there any amendments or additions that should be made?

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3.9.3 Are there any amendments or additions that should be made?

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3.9.4 Are there any amendments or additions that should be made?

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3.9.5 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Chapter 4: Options and limitations of the Safety Advisory Group (Page 21)

4.1 Are there any amendments or additions that should be made?

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4.2 Are there any amendments or additions that should be made?

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4.3 Are there any amendments or additions that should be made?

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4.13 Are there any amendments or additions that should be made?

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4.14 Are there any amendments or additions that should be made?

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4.15 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Chapter 5: Exceptional circumstances (Page 23)

5.1 Are there any amendments or additions that should be made?

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5.2 Are there any amendments or additions that should be made?

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5.3 Are there any amendments or additions that should be made?

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5.5 Are there any amendments or additions that should be made?

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5.6 Are there any amendments or additions that should be made?

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5.7 Are there any amendments or additions that should be made?

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5.8 Are there any amendments or additions that should be made?

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5.9 Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Chapter 6: Conclusion (Page 24)

6.1 Are there any amendments or further additions that should be made?

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Appendix A: Summary of relevant legislation (Page 25)

A1: General

Are there any amendments or additions that should be made?

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A2: Legislation

Are there any amendments or additions that should be made?

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A3: Licensing Act 2003

Are there any amendments or additions that should be made?

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A4: Licensing Act (Scotland) 2005

Are there any amendments or additions that should be made?

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A5: Licensing (Northern Ireland Order) 2005

Are there any amendments or additions that should be made?

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A6: The Civil Contingencies Act 2004

Are there any amendments or additions that should be made?

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A7: The Regulatory Reform (Fire Safety) Order 2005

Are there any amendments or additions that should be made?

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A8: The Fire (Scotland) Act 2005

Are there any amendments or additions that should be made?

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A9: Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations  
(Northern Ireland) 2010

Are there any amendments or additions that should be made?

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A10: The Fire and Safety of Places of Sport Act 1987

Are there any amendments or additions that should be made?

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A11: Building Act 1984

Are there any amendments or additions that should be made?

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A12: The Health and Safety at Work Etc. Act 1974 (Applicable by order in Northern Ireland)

Are there any amendments or additions that should be made?

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A13: The Health and Safety (Enforcing Authority) Regulations 1998

Are there any amendments or additions that should be made?

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A14: Safety of Sports Grounds Act 1975

Are there any amendments or additions that should be made?

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A15: Safety of Sports Grounds (Northern Ireland) Order 2006

Are there any amendments or additions that should be made?

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A16: Football-Specific Legislation

Are there any amendments or additions that should be made?

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A17: Public Health Acts Amendment Act 1890

Are there any amendments or additions that should be made?

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A18: Fireworks Regulations 2004 and Fireworks (Scotland) Regulations 2004

Are there any amendments or additions that should be made?

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A19: The Explosive (Fireworks) Regulations (Northern Ireland) 2002

Are there any amendments or additions that should be made?

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A20: The Private Security Industry Act 2001

Are there any amendments or additions that should be made?

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A21: Occupiers' Liabilities Acts 1957 and 1984

Are there any amendments or additions that should be made?

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A22: Equalities Act 2010

Are there any amendments or additions that should be made?

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A23: Corporate Manslaughter and Corporate Homicide Act 2007

Are there any amendments or additions that should be made?

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A24: Gross Negligence Manslaughter (common law)

Are there any amendments or additions that should be made?

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A25: Criminal Justice and Public Order Act 1984 (as amended by the Anti-social Behaviour Act 2003)

Are there any amendments or additions that should be made?

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A26: Crime and Disorder Act 1998

Are there any amendments or additions that should be made?

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A27: The Public Order and Criminal Justice (Scotland) Act 2006

Are there any amendments or additions that should be made?

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A28: Road-specific legislation

Are there any amendments or additions that should be made?

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A29: Other legislation and devolved administrations

Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Appendix B: Statutory responsibilities of Safety Advisory Group members (Page 32)

Sports Grounds Safety Authority (SGSA)

Are there any amendments or additions that should be made?

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Local Authority Environmental Health Officers (EHOs)

Are there any amendments or additions that should be made?

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Maritime and Coastguard Agency (MCA)

Are there any amendments or additions that should be made?

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British Transport Police (BTP)

Are there any amendments or additions that should be made?

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Highways Agency (HA)

Are there any amendments or additions that should be made?

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Sport Northern Ireland (Sport NI)

Are there any amendments or additions that should be made?

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The Health and Safety Executive (HSE)

Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Appendix C: Examples of good practice for Safety Advisory Groups (Page 33)

Any new case studies you would like to see inserted (please give names and contacts details, so we may approach them. If you are the case study owner, please contact us with relevant summary and permission.)

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Appendix D: Questions and answers (Page 35)

D1: What can be done where a key organisation refuses to support the SAG?

Are there any amendments or additions that should be made?

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D2: What can be done where an event organiser refuses to engage with the SAG?

Are there any amendments or additions that should be made?

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D3: What can be done where an event organiser does not accept the advice of the SAG?

Are there any amendments or additions that should be made?

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D4: Is there a potential conflict of interest when certain agencies on a SAG are also responsible for enforcement?

Are there any amendments or additions that should be made?

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D5: Should the SAG be a part of the event planning process?

Are there any amendments or additions that should be made?

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D6: Can an event planner and/or manager be a member of the SAG?

Are there any amendments or additions that should be made?

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D7: Should the SAG inspect a venue and event site?

Are there any amendments or additions that should be made?

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D8: Should the SAG be involved in the debriefing for an event?

Are there any amendments or additions that should be made?

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D9: Can a SAG apply conditions to an event?

Are there any amendments or additions that should be made?

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D10: Does involvement in a SAG make its members or their organisation 'responsible' for the event?

Are there any amendments or additions that should be made?

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D11: What should the SAG do if it is asked to consider matters of public safety that fall outside the knowledge and experience of its members?

Are there any amendments or additions that should be made?

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D12: What funding is available for a SAG?

Are there any amendments or additions that should be made?

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D13: What if the event crosses town, borough or other administrative borders?

Are there any amendments or additions that should be made?

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D14: Should the SAG consider aspects of an event such as disability issues, lost and found children, etc.?

Are there any amendments or additions that should be made?

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D15: Should a SAG raise safety concerns with an event organiser's insurers?  
Are there any amendments or additions that should be made?

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Should there be further questions and answers added?

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Appendix E: About this guidance (Page 39)

E1: How it came about?

Are there any amendments or additions that should be made?

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E2: Development

Are there any amendments or additions that should be made?

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E3: Consultation process group

Are there any amendments or additions that should be made?

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E4: Guidance

Are there any amendments or additions that should be made?

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E5: In future

Are there any amendments or additions that should be made?

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Are there any further additions which need to be made?

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Appendix F: Glossary (Page 41)

Please note the descriptor, the amendment to be made and the source.

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Appendix G: References, further reading and further guidance (Page 43)

Please list any amendments or new with referencing and source or source link.

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## Section 4 Support

As with the first revision, we believe the Guidance should be consulted on and driven nationally by the profession. We intend to have a workshop to look at the comments from this survey. However we can't please every individual, so we ask that representation be through professional groups.

1. Who should be involved in this review for consultation?

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2. If you would like to be involved, please insert your contact detail below.

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Thank you for your time and commitment to this guidance in ensuring the National Guide fits a National Standard and Good practice for all to follow.

Yours Sincerely

**Beverley Griffiths**

*Resilience Director – Event and Public Safety.*

*The Emergency Planning College (EPC) & Editor of this Guidance.*