

Featherstone Rovers Rugby League Football Club Ltd



GENERAL SAFETY PLAN 2020

**Ground
The LD Nutrition Stadium
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INTRODUCTION

These procedures have been produced to ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974, and subordinate regulations made under the Act, The Safety at Sports Ground Act 1975, The Fire Safety and Safety at Places of Sports Act 1987, The Regulatory *Reform (Fire Safety) Order* 2005, The Common Law 'Duty of Care' and The Rugby Football League Rules and Codes of Conduct.

Most importantly they are in place to ensure that all spectators attending games can do so in comfort and safely.

The Management Board of Featherstone Rovers Rugby League Football Club recognise their responsibilities, and accountability, for the safety and comfort of spectators and the need to comply with the various Acts, regulations, rules and codes of practice. Accordingly various persons are employed to undertake roles to ensure those responsibilities are met.

To further ensure safety and the absence of risks before and during games consultation will be required with some organisations and may be required with others. Particular organisations will include Opposing Clubs, Rugby Football League, West Yorkshire Police, West Yorkshire Ambulance Service, Local Authority Planning Officers, Local Authority Environmental Health Officers and first aid providers.

Section Managers, in ensuring the policy is implemented, are accountable thereon to the Management Board and will:-

Interpret the policy and objectives;

Ensure a suitable organisation and adequate arrangements are in place for carrying out the policy;

Ensure that responsibility is delegated and accepted within his or her department; and

Ensure that the policy is complied with.

The GSO is accountable to the Management Board and will: -

Advise on the development and implementation of an adequate organisation and suitable arrangements within the Club so that objectives are achieved.

Monitor health and safety performance throughout the Club, including the investigation of reportable accidents, and ensure that corrective action is taken where necessary.

Produce guidance to assist The Management Board, Managers and employees to comply with their responsibilities under relevant legislation and to stimulate proactivity in maintaining and improving the health, safety and wellbeing of employees.

Investigate prospective contractors and match day service providers to ensure that those selected do not impose liabilities on the Club.

Monitor the performance of contractors and match day service providers throughout their period of association with the Club.

In addition to the specific duties for match day operations, and events will: -

Interpret the policy and objectives;

Ensure a suitable organisation and adequate arrangements are in place for carrying out the policy;

Ensure that responsibility is delegated and accepted within his or her department; and

Ensure that the policy is complied with.

Ensure the policy is complied with during matches and other events and particularly with regard to match day only employees and spectators.

Objectives of the Policy Statement

This statement sets out, in accordance with the Health and Safety at Work etc. 1974 and subordinate regulations made under the Act, The Safety at Sports Ground Act 1975, The Fire Safety and Safety at Places of Sports Act 1987, The Regulatory *Reform (Fire Safety) Order* 2005, The Fire Safety and Safety of Places of Sport Act 1987 and the Management of Health and Safety at Work Regulations 1999, the organisation and arrangements made within the Club for carrying out the policy on health and safety at work, as contained in the General Statement of this policy.

In exercising their responsibility for health and safety the Management Board will support Managers and the Ground Safety Officer and, so far as is reasonably practicable, give effect to the safety policy within all Sections with a view to achieving the following objectives:-

- (a) Ensuring that responsibility is properly delegated and accepted at all management levels.
- (b) Reviewing health and safety reports and giving support to any reasonable action recommended to reduce unfavourable trends.
- (c) Ensuring, so far as is reasonably practicable, the provision of adequate measures to comply with health and safety requirements subject to the financial resources allocated and priorities set by the Club.
- (d) Ensuring the provision of a safe working environment for all the employees and working conditions which do not involve any danger to health.
- (e) Ensuring appropriate measures are taken to remove hazards, or reduce them to as low as reasonably practicable where they cannot be removed and the bringing to the attention of appropriate employees all known health and safety hazards.
- (f) Ensuring the fulfilment of the requirements of health, safety and welfare legislation concerning the Club's activities.
- (g) Ensuring the fulfilment of the requirements of sports ground safety legislation concerning

the Club's activities.

- (h) Ensuring the fulfilment of the requirements of fire safety legislation concerning the Club's activities.
- (i) Ensuring that appropriate steps are taken to ensure that rules and procedures governing the Club's activities, and including emergencies, are formulated, observed and enforced.
- (j) Ensuring that there are formal procedures for the prompt reporting of accidents, work related ill-health, dangerous occurrences or incidents involving violence and aggression, to the GSO.
- (k) Ensuring there is co-operation, and assistance, with the GSO in his investigation of accidents, work related ill-health, dangerous occurrences or incidents involving violence and aggression.

All managers have responsibility for ensuring that appropriate provisions and arrangements are in place for the day to day management of health, safety and welfare within their area of work.

Health and Safety Organisation

The Management Board will provide leadership in matters of health and safety, they will keep the organisation and arrangements for health and safety under review and initiate revision, as and when necessary, and in consultation GSO.

Section Managers are accountable for the implementation of the policy and associated guidance within their area of work commensurate with status as indicated within the Club's organisation chart with specific responsibilities for :-

- (a) Understanding the Health and Safety Policy and recognising the responsibility designated to each level of employee.
- (b) Ensuring that, whenever work is carried out, the risks to health and safety are fully assessed and recorded.
- (c) Ensuring that adequate provision is made to ensure safe and sound methods of working and the means of avoiding dangerous conditions.
 - aa) Ensuring, at the planning stages, that adequate facilities, plant and equipment for safe operations are provided.
 - ab) Providing written instructions, as required, to establish and maintain safe working methods and control measures.
 - ac) Setting a personal example at all times in matters of health and safety e.g. by wearing protective clothing or equipment where it has been specified as necessary.

- ad) Ensuring competent supervision.
- ae) Assessing the needs of employees in relation to health and safety training and releasing those employees to attend training courses.
- af) Ensuring that systems, practices and procedures have been correctly delegated and that they are operating effectively through efficient monitoring arrangements, especially those deemed necessary by statute and \ or risk assessment.

In particular:-

- periodic tests and examination certificates are obtained, recorded and available for inspection by authorised personnel;
 - all substances have been assessed and any significant risks suitably controlled, in accordance with appropriate legislation e.g. The Control of Substances Hazardous to Health Regulations.
- ag) Ensuring that those appointed to operate or work close to plant and equipment are competent to evaluate all aspects of its safe operation.
 - ah) Ensuring that all employees under their control, have received appropriate training, both induction and specific, and where necessary certificated, together with a knowledge and understanding of their delegated responsibilities.

Employees

The attention of all employees at all levels is drawn to Section 7 of the Health and Safety at Work etc. Act 1974 which requires all employees to take reasonable care for their own health and safety and that of other employees and to co-operate with their employer (Featherstone Rovers Rugby League Football Club) in meeting its responsibilities on health and safety at work; also to Section 8 of the same Act which states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety; and to Regulation 14 of The Management of Health and Safety at Work Regulations which requires, in addition to the above, that employees act in accordance with health and safety training given to them and bring any hazards known to them or shortfalls in health and safety matters to the attention of their line manager.

Any breaches of these provisions will be treated as a breach of the employee's conditions of service, i.e. misconduct or gross misconduct, according to the circumstances.

It is the duty of all employees at all levels to exercise personal responsibility for their own health, safety and welfare and that of others who may be affected by their activities at work.

Specific responsibilities include:-

- (a) Not removing or interfering with any article or device provided in the interests of safety.
- (b) Wearing protective or special safety clothing and equipment as provided whenever necessary.
- (c) Using the correct tools and equipment for the work or task in hand.

- (d) Using the correct working methods as instructed (safe systems of work, control measures, etc.)
- (e) Reporting accidents, work related ill-health or dangerous occurrences to their section manager as soon as possible.
- (f) To display a proper concern for their own health and safety and that of others, particularly of new employees, young persons and members of the public (spectators).
- (f) Refraining from irresponsible behaviour and from abusing any facilities provided in the interests of health, safety and welfare.
- (g) To give immediate co-operation in all matters involving health and safety.

Health and Safety Arrangements

Information

To support the objectives of this policy specific written procedures should be drawn up for all high risk activities. These should be brought to the attention of relevant employees.

The statutory notice “Health and Safety Law” must be displayed as must the Employers Liability Insurance certificate.

The section manager will as part of their induction on their first day at work, give new employees health and safety information relevant to their work. Such information may include emergency evacuation procedures, first aid facilities, accident reporting procedures, etc.

Accident Reporting and Investigation

All employees are informed of the necessity to report all accidents or incidents which occur at work and during games or other events. Accidents should be reported to line managers who will complete the Clubs Accident Report Form and forward it on to the GSO.

Non-employees, including spectators, who are involved in an accident on the Club’s premises, should report the accident to any member of staff. The person receiving the report will complete the Club’s Accident Report Form and forward it to the GSO on event days.

To ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and to assist with the prevention of recurrences the GSO / Chief Executive will investigate all notifiable accidents.

Protective Clothing

Risks to health and safety will be controlled, as far as is reasonably practicable, at source. Where this is not possible and the work cannot be avoided then suitable and adequate protective clothing or equipment will be provided. This means that the equipment or clothing so provided will be correctly sized, have been manufactured to a recognized standard i.e. British Standards, and provide protection against the risk identified.

Clothing may also be issued, subject to risk assessment, to employees to keep them clean, warm and dry.

The necessary protective clothing or equipment should be specified in the written procedures for any activity

Emergency Procedures

A separate more detailed procedure has been drawn up for match days and can be found in this document in the Appendix

Welfare

So far as is reasonably practicable adequate arrangements for welfare facilities will be provided in accordance with the Workplace (Health, Safety and Welfare) Regulations.

Equipment, Plant and Processes

Any safety requirements arising from the introduction of new plant and equipment, substances or processes will be subject to consultation with relevant employees and appropriate instruction, training and information will be provided as necessary. Before purchasing any plant or equipment verification must be obtained to show that it meets essential safety requirements.

Hazardous substances are subject to the Control of Substances Hazardous to Health Regulations (COSHH) which necessitates a risk assessment being undertaken. Section Managers are responsible for ensuring the assessments are undertaken.

Exposure to loud noise, high or low frequencies, or continuous noise should be avoided by reducing the noise at source i.e. by engineering controls. Where this is impracticable hearing protection, which is suitable for the particular purpose, should be provided and the wearing of the hearing protection enforced.

Any manual handling operations must be assessed and carried out in accordance with the Manual Handling Operations Regulations.

All equipment must be serviced and maintained in accordance with the manufacturer's instructions and current legislation.

Certain items of plant and equipment are subject to statutory inspection and copies of any report relating to such plant and equipment will be made available for inspection at all reasonable times and on submission of reasonable notice.

Monitoring of Arrangements

The GSO is charged with the responsibility for carrying out regular reviews of procedures and progress within the Club for event day. The entire range of activities will be subject to a systematic, critical examination in order to identify any falling, or failing, standards and the means by which performance may be improved. The GSO will provide reports for the Management Board where required. This may include accident statistics, details of inspections, audits, investigations or any other activities undertaken.

Risk Assessment

In accordance with current legislation risk assessments will be undertaken by Section Managers, or their delegated representatives, for all activities and in consultation with employees. The assessment will be recorded and any resulting control measures required will be implemented. The assessment should be reviewed on an annual basis and when the circumstances change e.g. new equipment.

Training

The provision of adequate training is vital to the health and safety of employees. Section Managers will identify needs, secure appropriate training and ensure adequate records are kept. Advice on the provision of health and safety training is available from the Chief Executive and GSO.

Employees are reminded of their duty to co-operate on health and safety matters and this includes participation in health and safety training programs.

First Aid

The provision of first aid equipment and the appointment of trained first aid personnel is to be carried out in accordance with the statutory requirements. Signed authority to treat children must be obtained from a parent or guardian before any procedures take place.

Separate provision is made for match days in accordance with The Rugby Football League Rules and the 'The Green Guide'.

Visitors and Visiting Staff

Any employee who, during the course of his or her work, is required to visit premises other than his or her normal place of work must comply with the health and safety instructions relating to those premises. Those persons inviting visitors onto the premises are responsible for ensuring that the safety of the visitors is considered, that they are made aware of safety and emergency procedures and that appropriate protective clothing is provided and worn where necessary.

Approval

This policy is approved by the Management Board of Featherstone Rovers Rugby League Football Club.

A signed copy of this policy is available for inspection at Featherstone Rovers Post Office Road Featherstone. WF7 5EN

GROUND DETAILS

Ground Location

The Stadium is located on Post Office road Featherstone WF7 5EN.

The stadium is surrounded by domestic dwellings on two sides and training areas on the other.

General Description

The ground has extensive car parking facilities around the stadium. The Stadium consists of a Main Club House, and stand. In an anti-clockwise rotation from the main stand, an open terrace leads to at 90degrees to, a second open terrace Post Office Road Terrace (south side) which spans the width of the playing area then at 90 degrees, a short open terrace. On the same side of the pitch(east side) is the Community/Family stand, which is fully seated, then a 3metre access ally before the 30metre stand, which is fully seated. Turning 90 degrees (north side) is the 70 metre stand which is fully seated, and spans the full width of the playing area. Turning 90 degrees (west side) is a fenced area leading back to the main clubhouse. Three changing rooms, toilets including disabled, and a lift are available to function room's corporate rooms and a public bar within the clubhouse.

Ground Capacity

The capacity of the ground is 6954 made up of 1549 seats in the 70metre Stand plus 15 disabled seats, 661 seats in the 30metre stand plus 9 disabled seats, 1536 seats in the community stand, 663 seats in the Main stand plus 28 home directors seats and 20 away directors seats, plus an additional 10 disabled places, 2463 standing (green guide calculation) on the Post Office Road terrace including the south east terrace and the south west terrace. There are 10 turnstiles on the west side of the stadium and 4 turnstiles on the East side of the ground.

Parking

There is extensive parking for spectators on the ground.

There is parking for Players, coaching staff and match officials behind the north end stand, accessible from either side of the ground, but usually from through the main carpark.

Toilets

Both male and female toilets and a disabled toilet can be found in the Club House.

There are male and female toilets in the GMB building.

Other toilet facilities are available in the 70metre and community stand.

Food and Drink

Food and drinks can be purchased from the club house.

Glassware or cans are not permitted in the ground or on any of the stands.

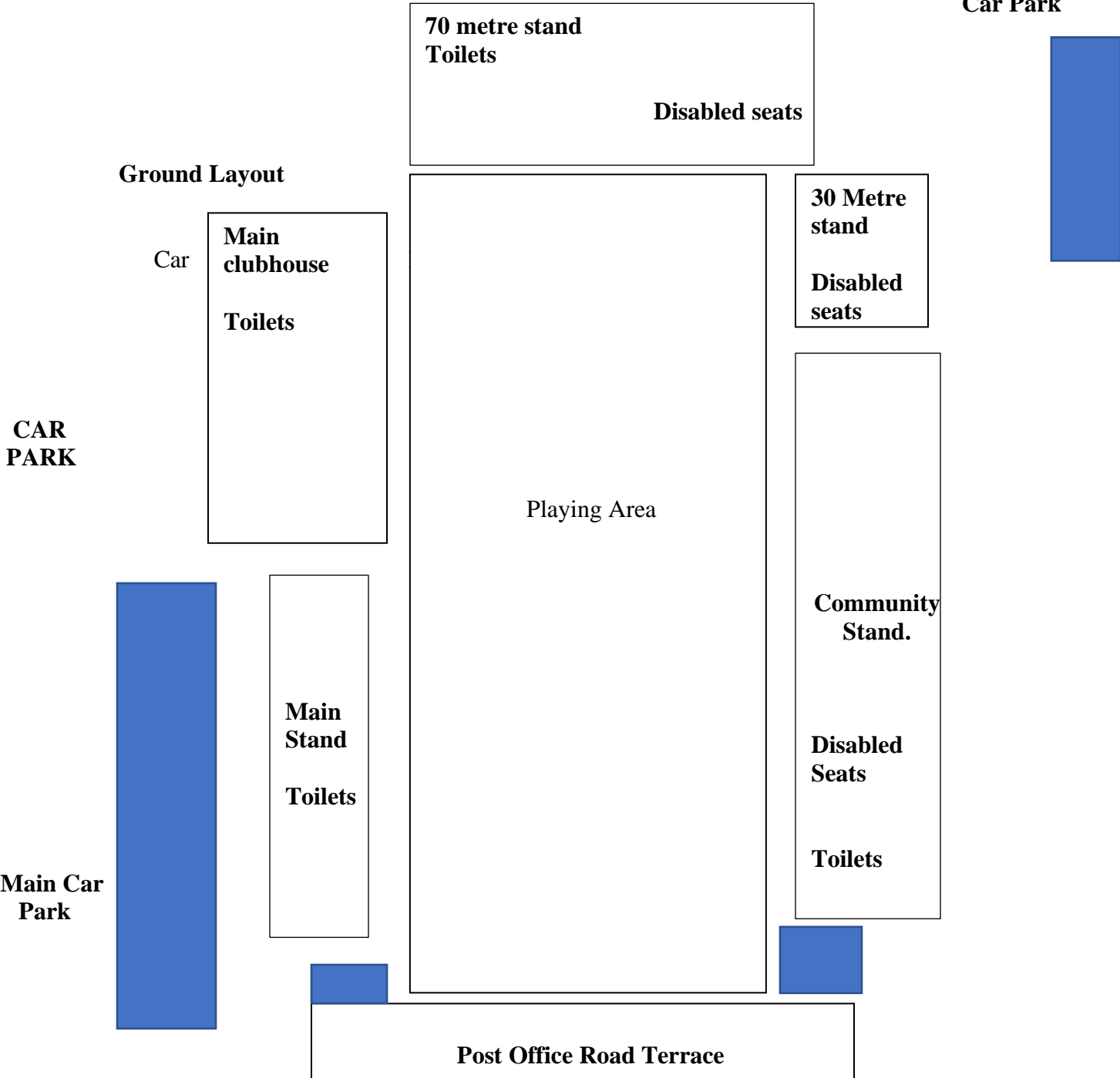
Control Point

The match day Control Point is located at the top of the main stand.

Car Park

Car Park

Ground Layout



RISK ASSESSMENTS:

Event Risk Assessments – General

Risk assessments have been completed for the general event day and can be found in the Appendix.

Event Specific Risk Assessment

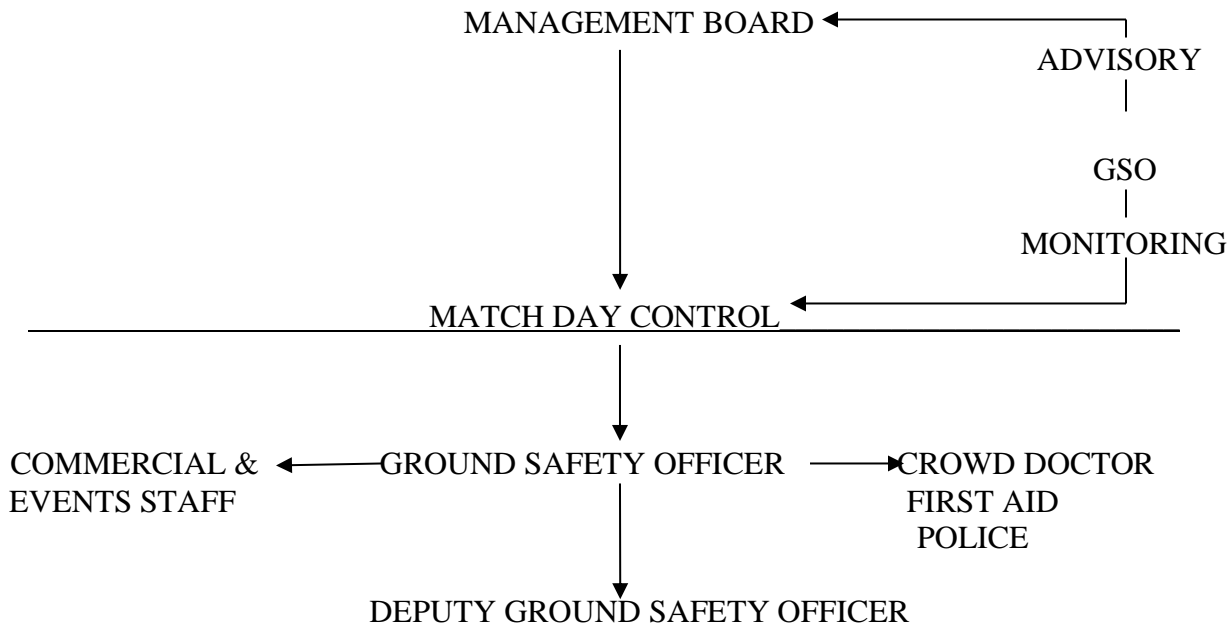
As part of the planning process for each event day the Safety Officer produces an event specific risk assessment, this assessment contains details of the known intelligence and specifies the minimum number of safety stewards required. These event specific risk assessments will be filed in the specific event day register.

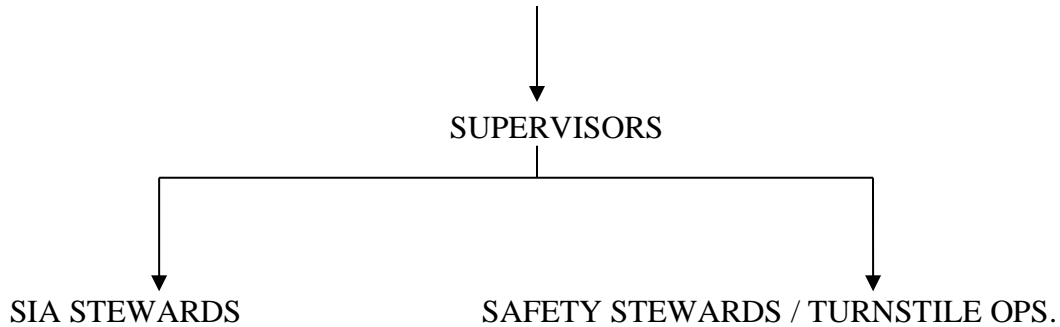
Event Specific Operational Plan

In response to the finding of the risk assessment the Safety Officer produces an event specific briefing plan, an example of a briefing plan can be found in the Appendix The briefing plan compliments the ‘Stewards hand Book’ a copy of which is in the Appendix

MATCH DAY MANAGEMENT AND SAFETY STAFF STRUCTURE AND RESPONSIBILITIES.

The Board of Directors are responsible for the running of day to day activities, however the Ground Safety Officer will have overall control and authority for all safety related matters from two hours before kick-off and until thirty minutes after the game has ended.





POLICE

A Police presence will not normally be necessary. In the unlikely event that there is a Police presence the most Senior Officer will assume the role of Match Commander and will monitor spectators and ground conditions from the Control Point where they will liaise with the Ground Safety Officer.

The duties and responsibilities of the Match Commander and other Police Officers is a matter for West Yorkshire Police however the role will include:-

- Ensuring public order.
- The gathering and distribution of crowd intelligence.
- Controlling the crowd outside the Ground.
- Surveillance of the crowd.
- Liaison with key Safety Management Personnel at the Club.
- Dealing with criminal offences.
- Assisting the Club with crowd control inside the Ground.

The Ground Safety Officer shall notify the local Police contact in writing of all published fixtures prior to the season commencing. In addition, the club and West Yorkshire Police will agree to a statement of intent for the up and coming season.

GROUND SAFETY OFFICER (GSO)

The Ground Safety Officer shall be a member of the Rugby League Ground Safety Officers Association and hold, or be working towards, NVQ Level 4 in Spectator Safety Management.

Prior to each home fixture (all competitions including friendly fixtures) the Ground Safety Officer/ Or CEO will liaise with their counterpart from the opposing team to discuss matters such as likely numbers of visiting supporters and their behaviour during the season when visiting other grounds.

A risk assessment will be generated by the Ground Safety Officer for each game making use of all the available information including previous history of the fixture (see appendix for template).

Once the turnstiles are opened, and until thirty minutes after the end of the game, the Ground Safety Officer will have complete authority and control over all safety related matters.

The Ground Safety Officer will ensure that sufficient numbers of trained (Level 2 Crowd / Spectator Safety) stewards are recruited and will supervise their deployment to suitable locations around the ground in accordance with relevant legislation and guidance.

The Ground Safety Officer will provide any necessary information prior to each game to enable the Supervisors and Stewards to carry out their duties satisfactorily. Stewards will be debriefed before being stood down.

Once the Turnstiles are open the Ground Safety Officer will monitor crowd conditions for signs of overcrowding, distress and disorder.

Following the game the RFL Post Match Report (a copy found in the appendix) shall be forwarded to the Rugby League, and Rugby League Ground Safety Officers Association (send to gso.report@rfl.uk.com and rlgoa@gmail.com). This applies to all fixtures including friendly fixtures.

DEPUTY GROUND SAFETY OFFICER

The Deputy Ground Safety Officer, who shall be a member of the Rugby League Ground Safety Officers Association and hold, or be working towards, NVQ Level 4 in Spectator Safety Management, reports directly to the Ground Safety Officer and is responsible for ensuring that Supervisors and Stewards are correctly deployed and working effectively.

In the event of an incident occurring on the ground which Stewards and their Supervisor are unable to remedy (yellow status) the Deputy Ground Safety Officer will attend and report back to the Control Room advising, where appropriate, the action to be taken. If the advice is that the incident should go to “red status” the Deputy Ground Safety Officer will take control of the situation at ground level keeping the Ground Safety Officer informed so that he can act accordingly.

In the absence of the Ground Safety Officer the Deputy Ground Safety Officer will assume the role of Ground Safety Officer and carry out the duties as detailed above.

SUPERVISORS

Supervisors report to the Deputy Ground Safety Officer and will be trained accordingly to fulfil their role.

General Duties

Supervisors will ensure that Stewards under their control are fully aware of their duties and carry them out in a courteous and efficient manner.

Monitor the work of their Stewards; this will involve speaking to each Steward several times during the course of their deployment.

Any incidents, damage or other matters shall be reported to the GSO either at the time of the incident or during the post-match debrief.

Carry out the post event debrief with staff

Collate reports from stewards for the post-match report and GSO debrief

Specific Duties – Officials Supervisor

- Meet and greet match commissioner, referee, touch judges, doctors and visiting team.
- Brief referee and match commissioner prior to kick off.
- Liaise with fourth official during match – positioned in technical area.
- Deal with pitch incursions (calling on support as required).
- Hand post-match report to GSO.

STEWARDS

General Duties and Requirements for All Stewards

Stewards must report ninety minutes before the arranged kick off time and are required to undertake any duties which will assist in maximizing spectator care and safety.

All Stewards are responsible for ensuring the safety, security and well-being of all spectators attending matches at the LD Nutrition Stadium. To achieve these aims they will provide help and assistance, watch for disturbances, distress and overcrowding and liaise with their Supervisors.

General Requirements for Stewards

Whilst on duty Stewards must:-

- be smartly dressed, clean and tidy
- be polite, courteous and helpful to spectators
- refrain from the use of obscene or offensive language
- concentrate on their duties rather than the game
- refrain from eating, drinking or smoking
- avoid consuming alcohol before or during the game
- not wear team colours or favours
- not celebrate good play and scores by the teams

Further Requirements for Stewards

In addition to the above Stewards are also required to:-

- be over 18 years of age
- be fit enough to carry out their duties
- possess good communication skills
- be of a sound nature
- be punctual in attendance
- be available for most fixtures
- avoid acting in any way which may discredit the club

Specific Duties for Stewards

Stands

Before A Match

Check seating for damage. Check the stand and areas below and in front for suspect packages, damage, debris and anything that may be used as a missile. Check and direct spectators to allocated seats. Ensure only spectators holding a valid ticket are permitted to enter the stands.

During A Match

Make sure spectators comply with The Clubs Ground Regulations, in particular the prohibition on foul language, homophobic or racist behaviour.

After A Match

Take up a position as instructed by the Supervisor.

When spectators have left, check for damage and report any occurrence to the Supervisor.

Debrief fully with the Supervisor.

In the Event of Emergency Procedure

In the event of an emergency, take up a position in front of the stand and if evacuation is required, direct spectators to the exit and the south gate.

Terraces

Before A Match

Check area for damage to terrace, barriers and rails. Check for suspect packages, debris and anything that may be used as a missile.

During A Match

Ensure spectators comply with The Club Ground Regulations, in particular the prohibition of foul language, homophobic and racist behaviour.

After A Match

Five minutes before the final whistle, take up a position as instructed by the Supervisor. When spectators have left, check area for damage and report any occurrence to the Supervisor.

In the event of Emergency Procedure

In the event of an emergency direct spectators away from the stand and / or club house.

8.2.3 Ext Gates

Exit gates are located to the West side (2 off), East side (2 off) and to the North end of the ground. Only authorised persons, carrying an official means of identification, may enter by the exit gates. All other persons should be directed towards the turnstiles.

Before A Match

Check that the area of the Exit Gate is clear of obstruction.

Check that the gate can be easily opened

During A Match

Constantly monitor the crowd in the area and allow no one to obstruct the Exit Gate.

After A Match

Remain at the gate until dismissed by the Supervisor and re-check the operation of the gate.

Emergency Procedure

In the event of an emergency be prepared to open the exit gate but only if authorised by the Ground Safety Officer or a Supervisor.

Tunnel Area**Before A Match**

Check area for damage to terrace / surface. Check for suspect packages, debris and anything that may be used as a missile.

Ensure no persons enter the referees room other than the referee, touch judges, fourth official and match commissioner from 90 minutes before the kick off.

During A Match

(including players and officials entering and leaving the field)

Ensure the area is clear of spectators when players and officials are due to enter or leave the field of play (start of match, half time, end of match, players sent from the field of play).

Constantly monitor the crowd in the area.

After A Match

Ensure all players and officials have left the field of play before allowing spectators into the area.

Ensure spectators and other unauthorised persons are excluded from the changing rooms.

Ensure no persons enter the referees room other than the referee, touch judges, fourth official and match commissioner until 30 minutes after the match has ended.

Other Duties

Stewards may be required to fulfill other duties including:

- Assisting with car parking.
- Supporting turnstile staff.
- Ensuring persons under the influence of alcohol or drugs do not enter the ground.
- Ensuring no person brings alcohol or drugs into the ground.
- Ensuring no person brings weapons into the ground
- Ensuring no person brings offensive material into the ground.
- Conduct searches to ensure alcohol, drugs, weapons or offensive material are not brought into the ground.

EMERGENCY PROCEDURES – SUMMARISED –

See Appendix for full details

Introduction

These procedures are intended to be comprehensive and workable for dealing with any emergency, large or small, which may occur at the ground on a match day.

The stadium has been divided into four areas for the purposes of evacuation, whether full or partial, and there are three levels of response and command which will determine how specific incidents will be dealt with.

Level of Response and Command

Code Green -Non urgent message or request

Code Amber-Assistance may be required

Code Red- Urgent assistance is required at a specific location.

Code Black-Major incident requiring immediate response.

Safety Stewards – Stewards will take initial action to deal with any incident that may occur in their allocated area. If they are unable to deal with the incident satisfactorily or require further assistance they will summon the aid of a Supervisor.

Supervisors – Supervisors are responsible for the conduct and action of Stewards under their command. If called upon for assistance by any Steward they will assess the situation and, if necessary, direct other Stewards to assist, the number being according to the nature of the incident. If evacuation of an area, either partial or full, is considered necessary the Supervisor will inform the Ground Safety Officer.

The **Deputy Ground Safety Officer** – will immediately attend any incident and assume control. If there is only a slight displacement of spectators who can be safely contained in the area he will take the necessary action and report to the GSO accordingly.

12.3 Delayed Kick Off

The decision to delay the kick off will only be considered if notification has been received that large numbers of late arrivals are expected. Consideration must be given to spectators already inside the ground and likely arrival time of those spectators who have been delayed.

Action:

1. The decision to delay a kick off will only be made after full consultation between the Ground Safety Officer and Match Commissioner. Note – If, in the opinion of the Ground Safety Officer, spectators inside the ground, entering the ground or outside the ground are, or are likely to be, at risk they may decide to delay the kick off regardless of other considerations.

2. Information on the delay will be relayed to spectators inside the ground and others outside. This information will be passed on via the PA system to spectators inside the ground and by word of mouth from Stewards to those outside the ground.

This information will include the reason for the delay and the new kick off time which **must not** be further delayed than that announced.

3. The Turnstile Manager will ensure that sufficient turnstiles remain open to cater for the delayed spectators.

Postponed and Abandoned Matches

Policy and procedures to be taken when matches are abandoned are subject to the rules and regulations of the Rugby Football League.

Matches abandoned, for whatever reason, up to and including the half time require that spectators be compensated by allowing access to the replay at half price.

Matches abandoned after half time attract no concession and the replayed match would be “all pay”.

Game Postponed Before Turnstiles Open

1. The Media Manager will be responsible for informing the media that the game has been abandoned and making every effort to notify all spectators.

2. If spectators have started to queue the Ground Safety Officer will deploy any available Stewards to pass on the information to them including the reason for the game being abandoned.

Game Postponed After Turnstiles Have Opened

1. Immediately information is available that a game is to be abandoned the Commercial & Events Manager will ensure all turnstiles are closed but remain manned.

2. The PA Announcer will give out the emergency warning signal and Stewards will take up their emergency positions.

3. Exit Gate Stewards will take up their emergency positions but will not open the gates unless told to do so by the Ground Safety Officer or Supervisor.

4. Information will be passed to spectators, including the reason that the game has been postponed, via the PA system and relayed to those outside the ground by Stewards deployed by the Ground Safety Officer.

5. The Commercial & Events Manager will make arrangements to reimburse spectators inside the ground either by returning cash or issuing tickets.

6. The Ground Safety Officer will ensure that spectators queuing outside the ground have been dispersed before allowing those inside the ground to leave. Once clear, spectators inside the ground will be directed to the three manned exit gates and authority to open the gates will be given by the Ground Safety Officer.

Game Abandoned After Kick Off

1. Immediately information is available that a game is to be abandoned the emergency warning signal will be sent out over PA system and all Stewards will move to their emergency positions.

2. Spectators will be informed of the decision and the reason for it via the PA system.

3. Spectators will be informed of the Rugby Football League policy on concessions for this type of incident.

4. If the game is abandoned before half time spectators will be told of the procedure for gaining admission to the replayed match.

5. Exit Gate Stewards will be instructed to open the gates and all other stewards will remain at their posts until the stadium is clear.

Full Or Partial Evacuation Of The Ground

In the event of an incident requiring either a full or partial evacuation of the stadium the emergency signal will be given, via the PA system, to place Stewards and other officials on alert.

Partial Evacuation

1. Evacuate spectators from the affected area if possible to a safe area or by means of normal exit routes.

2. If spectators cannot be safely accommodated within the ground and have to be moved outside, the Exit Gate Steward for the area will be instructed by the Ground Safety Officer to open the gate and remain in position.

3. Any decision to re-enter an evacuated area will be made by the Ground Safety Officer in consultation with the specialised agencies.
4. If for safety reasons spectators have to be evacuated on to the playing area the Ground Safety Officer in consultation the Match Officials will consider stopping the game, and if need be, taking players and officials off the pitch until the incident has been dealt with.
5. Once clear authorisation has been given by the Ground Safety Officer spectators will be directed to return to the area by Stewards.

Full Evacuation

1. If possible spectators will be evacuated by the recognised evacuation routes to the safe areas referred to in the emergency procedure. If any of the recognised routes are affected spectators will be directed on to the playing area and leave by the nearest exit gate, or as directed by the Ground Safety Officer.
2. Exit Gate Stewards will remain in position to prevent unauthorised re-entry in to the stadium.
3. When the evacuation is complete Supervisors take a roll call of Stewards from their respective areas and report to the Ground Safety Officer.

Action After Evacuation

1. Re-entry to the ground will only be allowed after full consultation between the Ground Safety Officer and specialised agencies (i.e. Fire Service).
2. Once clear Stewards will be directed to their emergency posts within the stadium by their Supervisors prior to spectators being allowed back into the ground.
3. Spectators will only be allowed back in to the ground through the exit gates they left by with Stewards assisting in achieving a controlled flow of spectators back in to the ground.

Communications

Generally the PA system will be used for public announcements for initiating evacuation procedures.

Procedure and Action To Be Taken In The Event Of The Following Incidents

1. Suspect Packages (Bomb Hoax / Alert) “ Mr Sellars”
2. Fire.- A PA announcement of “will the duty plumber please contact the control room. “ Mr Ash” A small fire in the stadium or location. This could lead to “Mr England” where a full evacuation could take place.
3. Serious Crowd Disturbance
4. Pitch Invasion
5. Damage to Buildings or Structure

Suspect Packages or Bomb Hoax / Alert (Code Red) “ Mr Sellars”

Bomb threats could be made by information being given to the Police, the Club or the media by a telephone call or other means. If a location is given an immediate check will be made by the nearest Steward acting on the information received.

If no location is given all Stewards will immediately check their area in accordance with the individual instruction for that area.

Should a suspect package be found the immediate area should be cleared and the details passed to the Control Point by word of mouth. The package must not be tampered with and a decision on partial or full evacuation will be made by the Ground Safety Officer based on the information available. **Radios must not be used in the immediate vicinity.** In some cases there may be a Police presence and if this is the case they may decide to take control of the situation.

The above action will also apply where a package is found by a Steward carrying out his initial search of the area.

In the event of a suspect package being found in the Club House Sale FC staff will take responsibility for evacuation, etc. However assistance may be required from the match day stewards.

Fire (Code Red) “Mr Ash”

The discovery of a fire should be notified to the Control Point immediately giving a precise location and estimate of severity. The nearest Stewards will attack the fire if it is safe to do so while other Stewards move spectators away from the area. The Ground Safety Officer will attend the scene to verify the situation and report back to the Control Point. The Fire Service will be informed by the Control Point.

Full or partial evacuation will be ordered at the discretion of the Ground Safety Officer in consultation with the Emergency Services and based on the evidence available to them.

The stand emergency vehicle access in to the ground should be via the main gate.

In the event of a fire in the Club House Featherstone Rovers staff will take responsibility for evacuation, firefighting, etc. However assistance may be required from the match day stewards.

Crowd Disturbance (Code Black)

Any potential flash point amongst spectators must be reported to the Supervisor by the nearest Steward. The Supervisor will report the incident to the Control Point and monitor the situation and, if need be, seeking support from other Stewards and the Police.

In the event of a disturbance offenders will be dealt with in accordance with the Club's Ground Regulations.

Should the crowd disorder escalate to such a scale to warrant evacuation or part evacuation of the

Ground the Ground Safety Officer will initiate the appropriate action. Appropriate action may include requesting Police support.

Pitch Invasion (Code Red)

Pitch invasion usually takes place at the end of a game by enthusiastic spectators but this must be prevented as far as possible. Five minutes before the end of the game all Stewards will take up a suitable position, as instructed by a supervisor and face the crowd. Spectators should be warned not to go on to the pitch and after the final whistle, if need be, they must be restrained.

In the event of a hostile invasion during the game all Stewards will take up suitable positions as instructed by a Supervisor at the perimeter of the pitch and will take action to remove the offenders. If the game has to be stopped the Ground Safety Officer will arrange for match officials to be escorted off the pitch.

Offenders will be ejected and the subject of further action by the Club, this may involve banning supporters from games. Details will also be passed on to other clubs who may wish to take similar action. Support will be given to the Police in the event of charges being made.

Damage to Buildings or Structure (Code Red)

Where a damaged building or structure poses a risk to spectators or other persons at the Ground the area where the building or structure is located must be sealed off and not used until the area has been declared safe by a suitably qualified person.

1. Damage Requiring Closure of the Ground

- a. If the damage cannot be rectified before the event and the event has to be cancelled, the plans for abandoned matches will be put in to operation.
- b. Spectators must not be allowed into the Ground until it has been declared safe by a suitably qualified person.
- c. If the damage occurs during an event, then the evacuation procedure will be put into effect.

2. Damage Requiring Partial Closure

- a. If possible the Ground Safety Officer will arrange an inspection with a suitably qualified person and agree the limits of the closure.
- b. The Ground Safety Officer will be responsible for securing any prohibited area and arranging for Safety Stewards to enforce the prohibition.
- c. Should damage occur during an event the Deputy Ground Safety Officer will assess the situation and report back to the Ground Safety Officer.
- d. If the damage exposes spectators to the risk of injury and cannot be rectified Stewards will be sent to clear the affected area and seal it off to prevent access.

12.11 Putting the Emergency Procedure into Effect. Prepare to evacuate stage one.

- a) An emergency warning announcement will be made over the public address system:- “ Will the duty plumber please contact the control room” This is a warning to all safety and security staff that there is potential problem and all staff should be prepared to take further action. Stewards standby and await further instructions from their supervisor.
- b) Preparing to evacuate Stage Two. “Will the duty plumber please contact the control room immediately” This is a warning that the alert stage has gone to RED and a full evacuation of the ground will follow. Steward’s standby for urgent instructions.
- c) The Supervisor will go immediately to the control room.
- d) In the event of an evacuation of the Ground the Ground Safety Officer will require the game to be stopped and this will be indicated by a continuous alarm. Instruction to sound the alarm will be passed from the Control room.
- e) The following emergency warning signal will now be made over the public address system: - “Ladies and gentlemen, this is a safety message “Due to circumstances beyond our control, will you please vacate the stands onto the

playing surface, and vacate the ground by exits indicated by security staff, as quickly and safely as possible” All stewards to supervise an immediate evacuation from the stands to the playing area and away from the stands to the opposite side of the pitch and out of the ground in a controlled and orderly manner.

- f) Gate Stewards will remain at the gates to prevent spectators re-entering the Ground.
- g) Safety Stewards will report to their supervisor by walkie talkie.

Stand Down

In the event of evacuation not being required (either partial or full) and the incident being brought under control a explanitory message will be given over the public address system:-

On hearing this Stewards may return to their normal positions.

Suspected Terrorist Incident – Stadium Lock Down

Featherstone Rovers has the capability for implementing a Full or ‘Partial Lock Down’ of the stadium. This involves appropriately trained and briefed Stewards immediately attending given access / egress points and ensuring that they are made secure. Each steward tasked, will remain at or near the access / egress point with personal radios and keys to ensure that the instruction to ‘Lock Down’ can be implemented, reviewed and lifted immediately when required.

Should information be received that gives cause to suspect a terrorist threat is imminent and that a ‘Stadium Lockdown’ is an appropriate response, then this tactic will be implemented by the Stadium Safety Officer (or Police Commander if present) and communicated from within the Stadium Control Room.

It is highly likely that such a tactic will be implemented on information received via the Police. The Safety Officer should liaise directly, or via mobile communications with the police and await further advice and guidance given by the emergency services.

Should the Emergency Services not already be aware then they must be informed by the Safety Officer (or someone else on his/her instruction) using 999, giving as much information as possible – only one person should call the emergency services to summon assistance.

The Safety Officer or another member of the Safety Team should request that an emergency message is passed over the stadium PA system from the Event Control Room.

On this announcement, Stewards and stadium officials should proceed to the emergency exits gates. However, unlike an evacuation procedure, they will be directly informed via personal hand-held radio that the Stadium is to implement a full or partial 'Lock Down'. Partial 'Lock Down' can be implemented by zones.

Stewards tasked to each access / egress point should be equipped with personal radio. They will be instructed to remain within line of sight of each post and communicate via personal radio any concerns or suspicious activity. All staff deployed will be familiar with 'Stay Safe' principles and remain cognisant of these when deploying. (see appendix)

An appropriate announcement should then be broadcast on the PA system, along the lines of:

'Ladies and Gentlemen, due to an unforeseen incident outside the Stadium access / egress has been temporarily restricted. Will you please remain in your seats within the Stadium for a short time and until further instructions?'

If it is decided that the stadium is safe and to continue with the match, the PA Announcer and Stewards should communicate this to spectators. Once the 'Lock Down' has been lifted, Stewards should return to their normal duties or any other duties as deemed necessary in the circumstances. If necessary, the PA Announcer should be asked to announce:

'Attention, attention, all Stewards please return to normal match/event duties.'

Training & Briefing

All stewards including medical teams, turnstile operators, car park staff, and hospitality staff will receive a briefing before any turnstiles or supporters are admitted into the ground.

The briefing will form part of the event day risk assessment, with regard to specific information and instructions they may require in order to perform their functions to the appropriate standard for that particular event.

All stewards will be made aware of any emergency code words that relate to fire, crowd related incidents, suspicious objects, structural defects and medical incidents.

They will be informed of any strategies or tactics in order for them to manage the event safely.

Turnstile operators will receive the briefing from the DGSO / Supervisor / Chief Executive following instructions from the safety officer or his/her deputy.

The briefing to all stewards will consist of the following.

Information: Details of the event and any anticipated problems.

Intention: The customer care, wellbeing and safety management strategies.

Method: The tactics for achieving those strategies and objectives.

Administration: General domestic issues.

Communication: The means by which personnel will be informed and directed. Also, the receiving of feedback to identify any ongoing issues.

All stewards will wear hi-vis jackets provided by the stadium and be issued with steward's instructions (hand books), radios where applicable. They will provide for themselves black trousers, white shirt and black shoes and tie and will be clean and of smart appearance at all times whilst on duty. They will at all times be impartial and will not wear any garment affiliated to any football or rugby club.

They will undertake training, this will be a requisite of the appointment to at least a level 2 qualification in spectator safety, supervisory staff will look to undertake level 3 qualification. All stewards will also undertake training with regard to vulnerable and juvenile spectators.

All new stewards will work alongside existing and experienced stewards until they are suitably competent to work alone. No steward will be deployed at the stadium until they have undertaken all aspects of the familiarisation and induction training as required by the Green Guide.

All stewards will complete their training within a 12month period.

In addition, all stewards are issued with a club specific 'Stewards Handbook', this contains a range of useful information to assist them in their duties. A copy of the current handbook can be found in the Appendix

Stewards Code of Conduct

Stewards working at the stadium are expected to abide by the following steward's code of conduct;

- Stewards must at all times be polite, courteous and helpful to all spectators.
- Stewards must at all times be smartly dressed and of clean and tidy appearance.
- Stewards must at all times concentrate on their duties (not the football match)
- Stewards must never;
 - Wear clothing that may appear partisan or cause offence,

- Celebrate goals or other match related incidents,
- Eat or drink in view of the public,
- Smoke,
- Consume alcohol before or during the event,
- Use obscene or offensive language or gestures,
- Use mobile phones or access social media while on match day duties.

The safety management team will deploy the correct number of stewards to each section of the ground on a risk basis.

General duties are to:

- Enforce and comply with the Football or Rugby League ground regulations
- Control or direct spectators when entering, while inside and when leaving the stadium.
- Provide spectators with reasonable help and assistance when required.
- Restrict stadium entry to valid ticket holders or legitimate stadium guests.
- Watch out for actual or potential crowd disturbance.
- Watch out for spectator distress and obtain appropriate support.
- Watch out for overcrowding and direct the crowd appropriately to relieve the situation.
- Report any stadium issues or emergencies and raise the alarm appropriately.
- Maintain view lines of seated spectators, ensure spectators in seated stands remain seated so as not to obscure other spectators' views, and keep hatched areas around seated stands clear of standing spectators.
- Report any damage issues to the Safety Officer.
- Remove and dispose of any observed debris or potential missiles or alcohol or pyrotechnics.
- Ensure no glasses or glass bottles are brought into the stadium and no alcoholic drinks consumed in view of the pitch.
- Direct spectators to emergency exits in an evacuation situation.
- Assist with the escort of persons from the stadium.
- If Police are in attendance, assist them as requested before, during and after the event

In addition to the above, Stewards are required to have the following characteristics:

- At least 18 years of age.
- Physically fit enough to carry out their duties.
- A competent communicator.
- Punctual in attendance.
- Of such character they are unlikely to act in a way that discredits LSV stadium.

Volunteer Stewards will be part of a 'pool' and are expected to be proactive in letting the Safety Officer know which events they are likely to be available or unavailable to carry out duties.

Contracted Stewards

Management should ensure that where contracted stewards are used, they have been made aware of their duties and responsibilities; they hold the right qualifications to undertake that role for that event at that venue and those records of their training have been seen by the event organiser or safety officer of the event before duties commence.

They must also comply with the event stadium management policies and procedures and undergo a familiarisation procedure before the event commences.

CHILD PROTECTION PROCEDURES

If a child appears to be in some distress, a Steward or stadium official should approach them, try to find out what is wrong and escort them to the Event Control Room, wherever possible this should be done with the assistance of another Steward or a female stadium official/spectator. The Safeguarding Officer should also be involved at an early stage.

If a child climbs or stands inappropriately on equipment, chairs, barriers or fences, they should be politely asked to get down and have the reason explained to them. Stewards or stadium officials should never place a hand on them or shout at them, so they cannot be startled or scared, which could cause them to fall and injure themselves.

Any child playing or misbehaving (such that they are endangering their own safety, or the safety of others, or being a nuisance to other spectators) should be asked to go back to their responsible adult in attendance. If necessary, the responsible adult should be asked to keep the child closely supervised while in the stadium.

If a child appears to be on his/her own (i.e. with no adult supervision) and is causing problems, they should be politely asked to behave themselves (do not behave threateningly or aggressively, and refrain from the use of any language that could be perceived to be foul or abusive). A Steward should be sited to keep watch of the situation, which will usually be sufficient deterrent to stop any problem behaviour. Children must not, under any circumstances, be manhandled; they will usually go quietly if escorted by a group of adults. The assistance of a female stadium official or spectator may help.

In cases where the child turns violent towards a Steward or stadium official, the adult may use reasonable non-aggressive actions to protect themselves prior to a decision being made as to next steps. Stewards and stadium officials must never let themselves be alone when dealing with an unruly child or when escorting a child from the ground.

Any incident must be recorded on the event day incident form and highlighted as child related. Where deemed appropriate a written record of the incident will be produced

subsequent to the end of the event. The stadiums Safeguarding Officer must be made aware of the situation and can be requested to assist if inside the stadium at the time of the incident.

Toilets

Always a danger area – the danger signs to watch out for when children go to the toilet:-

- Very young children going unescorted.
- The same adult who does not seem to have a connection with a child going on several occasions right behind a youngster.
- Children not using the correct toilet (male \ female).

If suspicious of an adult make an excuse to go yourself just to let them know that someone is watching.

Children Running Free

- Be vigilant and if you see a child in some kind of distress contact the Control Point.
- Regular checking of the area behind the Club House and remote areas is a must, any children playing or misbehaving should be told to go back to their parents.

Lost Children

- If approached by a child because they are lost, contact the Control Point immediately. An announcement will then be made over the Public Address system (if considered appropriate to do so). The GSO will make the parents aware of the dangers of letting their youngsters run around unsupervised
- If approached by a parent advising that they have lost their child alert the Control Point immediately. The Ground Safety Officer will organize a search party – stewards should not start searching on their own.
- Accompany lost children to the Control Point, parents looking for lost children should be directed there.

Troublesome Children

- If a child is causing particular problems then the Ground Safety Officer must be informed. The youngster will be spoken to by the Ground Safety Officer and in circumstances where their parents are present they will also be spoken to.
- If a child is on his/her own and is causing problems then you must ask them to behave in a polite but firm manner (no foul or abusive language), if they persist to the point where they

need escorting from the ground then this should be with more than one steward and with the prior knowledge of the Ground Safety Officer.

- Do **NOT** under any circumstances manhandle a child, arm up the back etc., is not acceptable, usually if other adults surround them they will go quietly.
- In cases where the child turns violent towards stewards may use reasonable force to contain the child prior to ejecting from the ground. In these circumstances **NEVER** allow yourself to be alone when escorting a child from the ground.
- Never use threatening behaviour towards a child.
- Any incidents should be reported on the usual match day incident report form and headed “Child Protection Issue”.

Children Standing on Fences or Barriers

Never, place a hand on a child; just ask them politely to get down.

Accidents Involving Children

These should immediately be reported in the usual way.

Match Day Staff Registration Form

As no staff are involved directly with children DBS checks will not be necessary but all match day staff must complete the Match Day Staff Registration Form (See appendix).

DISABLED SPECTATORS

Disabled spectators are extremely welcome at the Big Fellas Stadium and the Club will endeavour to comply with the requirements of the Disability Discrimination Act.

Wheel chairs can be accommodated in front of the 70 metre, 30 metre and main stand.

Car Parking spaces are limited and must be reserved prior to the game – reservations cannot be made on the day of the match.

A disabled lift is available in the main clubhouse.

COMMUNICATION

Issue of Radios

Some personnel will be issued with radios to relay information and receive information from the GSO.

Call Signs

A call sign will be allocated on the issue of the radio. Generally call signs will be from channel 1 or 2.

Radio Check

If in receipt of a radio you must contact the Ground Safety Officer as soon as you are in your allocated position to check the radio is operating correctly. Continue to keep in touch with the GSO throughout the game.

PA Announcements

Emergency messages and instructions may be given out over the public address system. See appendix for Emergency PA announcements.

MEDICAL ASSISTANCE

All events should have no fewer than two qualified first aider(s) present usually supplied by (To be confirmed).

First aid equipment is held in the first aid room. The stadium may also have a number of qualified first aiders.

A record of first aid treatment given to spectators must be recorded on an event day incident form as shown in the Appendix

Where further medical assistance is required, the first aider should make arrangements for the injured or ill person to be transported to a local hospital accident and emergency unit, an ambulance must be called using 999 if the incident is deemed a medical emergency. For less urgent medical assistance, the injured or ill person should be consulted, and judgement used to determine whether to call for an ambulance or make other arrangements to get the person to hospital, e.g. by private car or taxi.

The Club will arrange for a suitably trained crowd doctor to be available for all fixtures.

The Doctor and first aid personnel must be available at all times that spectators are present on the ground.

On arrival at the ground the doctor and first aid personnel must report to the GSO.

The GSO will agree a means of communication with the doctor and the first aid personnel.

A changing room will be kept available for use by the doctor or first aid personnel.

ACCIDENTS

Non Match Days

Accidents involving employees and which result in injury must be reported to the Line Manager who will complete the Accident Report Form (See Appendix) and forward it on to Crowd and Occupational Safety Adviser. The Crowd and Occupational Safety Adviser will, where appropriate, carry out an investigation and, if required, make recommendations for improvements to be made. Accident Report Forms are available from line managers.

Match Days

Accidents involving spectators or employees and which result in injury must be reported to the Ground Safety Officer who will complete the Accident Report Form (Appendix xx), carry out an investigation and make recommendations, where appropriate, for improvements to be made. Accident Report Forms are held in the Match Day Office.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The CEO is the person nominated to contact the enforcing authority in the event of a notifiable injury, disease or dangerous occurrence.

Details of commercial and non sporting activities

OTHER ACTIVITIES

If any other activities are to take place prior to the game or during half time the Ground Safety Officer must be notified in sufficient time to enable him examine details of the activity including, where appropriate, equipment, insurance, inspection records and those carrying out or supervising the event.

Failure to provide sufficient notice may result in the activity being prohibited.

18. MASCOTS

Mascots will only be permitted with the permission of the Ground Safety Officer. Clubs wishing to bring their own mascot should inform the Ground Safety Officer beforehand – not on the day of the game. The mascot must present him / herself to the Safety Officer before

changing into the costume for a briefing. Mascots must adhere to the Rugby Football League Code of Conduct for Club Mascots (issued July 2003). This requires that mascots must not:-

- Stand in unauthorised areas.
- Impeded match officials or cameramen.
- Run onto the pitch in celebration or otherwise during the match.
- Interfere with play in any manner or attempt to distract players.
- Act in a manner which suggests dissent to the referee's decisions.
- Act in a lewd or vulgar manner.
- Antagonise opposing supporters.
- Mimic or carry out acts of violence including to the opposing mascot.
- Display any written material which may cause insult or incite a section of the crowd.
- Act in a manner prejudicial to the interests of the game.

The Code of Conduct also requires that mascots must:-

- Ensure the Ground Safety Officer knows they are attending in advance.
- Report to the Ground Safety Officer, or his designated representative, on match day and abide by the instructions given by him or any of his safety staff (stewards).
- Restrict their area of operation and times to those allowed by the Ground Safety Officer.

PA ANNOUNCER

The PA Announcer is subject to the Bye Laws of the Rugby Football League (RFL) and must abide by the Rugby Football League Code of Conduct (issued September 2003).

The PA Announcer must:-

- Be articulate and speak clearly.
- Give the name of all try and goal scorers after they have scored.
- Test the emergency PA system before each game and complete the inspection form which is to be passed to the Ground Safety Officer on completion.
- Adhere to all requests made by the safety officer.
- Give equal treatment to home and away supporters.
- Know his responsibilities for emergency evacuation messages.
- Be familiar with the RFL Code of Practice on inclusive language.

The PA Announcer must not:-

- Make any public criticism of the match officials or their decisions.
- Make any public criticism of either team or its officials.
- Make any comments which may antagonize any spectators.
- Use any language which may encourage prejudice or discrimination against any section of the population.

- Use foul or abusive language.
- Make any comments about supporters which could be considered to be derogatory in any way.
- Use music in a manner which is intended to suggest any of the above.
- Speak or play music over safety messages.
- Act in a manner prejudicial to the interests of the game.

Appendices

Related key contacts
Full Ground Contingency plans in detail
Emergency PA announcements
Medical contingency plan
Police Major incident plans
Statement of Intent between West Yorkshire Police and the Club
Fire Risk assessment
Site plans
Stadium seating / standing plans
Risk assessments
P&S Factor calculations
Stewarding plan
Lost Property procedure / Form
Pyrotechnic Policy
Crowd Disorder Policy
Ticketing Strategy
Social Media Policy
Smoking Policy
Segregation Polic
Safeguarding Policy
Equality and Diversity Policy
Drones Policy
Traffic Management plan
Fire safety RA and plans
Planned preventative maintenance, inspections and tests.
Media Arrangements
Matchday briefing documents
RFL post event document.

