

Attending the Southend Safety Advisory Group (SSAG)

What is SSAG?

This group has been set up to assist event organisers to make suitable and sufficient arrangements to ensure safe events are held within the Borough. It is an advisory group which does not have powers to make decisions, or grant permissions but the individual attendees will make recommendations in respect of their area of expertise.

Who are SSAG?

SSAG consists of various authorities including Police, Fire & Rescue, Ambulance, HM Coastguard and various Southend Borough Council representatives including Highways, Licensing and Environmental Health. Southend Borough Council is a Unitary Authority with densely populated areas with good train and road systems linking it to London and a coastline along the Thames Estuary, so events can often attract many thousands of attendees.

Why?

SSAG was formed to coordinate the response from all the authorities to ensure both a safe event and to ensure an effective response if something should go wrong.

Presenting your event to the SSAG

You will be asked to give a short summary on the purpose of the event, where it's being held, who it's aimed at / expected audience make-up and numbers likely to attend, times and dates including details of set up and breakdown.

All event organisers will be required to produce a robust Event Management Plan (EMP) prior to an agreement in principle being made for use of Council land. It is important that your information is as detailed as possible and that you formulate the Event Management Plan as soon as possible and make contact with the emergency services at the very early planning stages to discuss any stipulations that they may have. The emergency services need to plan their resources months in advance.

Emergency Service contact details for events are:

Essex Police: email licensing.southend@essex.pnn.police.uk
and southendcommunitypolicingteam@essex.pnn.police.uk

Essex Fire & Rescue: email SouthEastGroupSDP@essex-fire.gov.uk

H M Coastguard: email area7@mcga.gov.uk

East of England Ambulance Service NHS Trust: email colin.charlton@eastamb.nhs.uk

Southend Borough Council contact details for event applications are:

Email eventbookings@southend.gov.uk telephone (01702) 534360

The format of the group is fairly informal, albeit that the meetings are minuted and you will receive a copy of any relevant minutes as a record and reminder of any issues raised. Attendees will have name cards and will be able to give expert opinions on matters, but it is important that you contact them prior to attending.

It is likely that the subject areas in the table overleaf will be discussed at the SAG, so you should think about the provisions that are being made in respect of this. We suggest you bring a pen and paper to the meeting to write down any useful advice.

Following the SAG Meeting

Following the meeting you will be required to submit a **final** Event Management Plan for approval. This should reflect the advice and requirements of the SAG members. An Agreement in Principle will not be issued until this is received and approved.

The following is a list of areas that should be discussed and these will need to be covered in detail within your EMP and associated risk assessments.
Management structure/Organising Committee
Venue and site design – include a site map
Fire Risk Assessment and safety / arrangements
Major incident planning/ counter-terrorism potential /(emergency planning)
Communication methods
Crowd management and stewarding arrangements
Alcohol /bars
Transport management/road closures
Temporary Structures e.g stages, canopies
Barriers including number , style and locations
Power supply - Electrical installations and lighting
Food, drink and water
Merchandising and special licensing
Amusements, attractions and promotional displays
Sanitary facilities - Waste management
Sound: noise and vibration
Special effects, fireworks and pyrotechnics
Facilities for people with special needs
Medical, ambulance and first-aid management
Information and welfare including lost children
Performers – popular / local / unknown
TV and media arrangements