



# AINTREE

*A Jockey Club Racecourse*

2018 Event Safety Policy Statement

Aintree, Liverpool, Merseyside L9 5AS

## **SECTION A:**

### **GENERAL POLICY STATEMENT**

#### **A1 Person with final responsibility for event day safety**

John Baker, Regional Managing Director, Jockey Club Northwest Region.

#### **A2 Safe facilities**

John Baker, Stephen Mansfield and Carl Pastor of Aintree Racecourse undertake to ensure as far as is reasonably possible that all premises and facilities at Aintree Racecourse are constructed, maintained, tested and managed in such a way as to ensure the reasonable safety of all those attending events at the racecourse. Carl Pastor is the holder(s) of the General Safety (Regulated Stand) Certificate periodically issued by Sefton Council. As such he is responsible for the reasonable safety of all those attending events at the racecourse.

This Policy Statement deals with the safety of people at the racecourse on event days. It is complementary to, and does not override or replace, the organisation's responsibilities under the Health and Safety Act 1974 or the non-event day security plans or anti-terrorism arrangements.

#### **A3 Safety and security staff and systems**

Carl Pastor the Operations Manager of Aintree Racecourse undertake to provide sufficient competent staff and to provide, maintain, test and manage effective safety and security management systems to ensure the safe admission, accommodation and exit of spectators and other people at the venue at all times that the venue is in use for an event with the assistance of the safety officer and steward deployed by G4S Security and Stewarding

## **SECTION B:**

### **ALLOCATION OF RESPONSIBILITY WITHIN THE [GROUND / COMPANY]**

#### **B1 Person with overall safety and security responsibility**

Carl Pastor the Operations Manager is the person with overall responsibility for safety and security at Aintree Racecourse at all times (i.e. on a 24/7 basis).

#### **B2 Person(s) with day to day safety responsibility**

Carl Pastor the Operations Manager since October 2014 is responsible for the Health and Safety of Employees and others at the ground, the structural integrity of the building and day to day premises security.

Date of last review: [June 1<sup>st</sup> 2018

### **B3 Person with event day safety responsibility**

Carl Pastor the Operations Manager since October 2014 is responsible for managing all safety arrangements at an event at the ground. On event days, they have direct access to the regional head of operations and the managing director on any matter related to event safety.

### **B4 Deputy to person with event day safety responsibility**

Michael Greenall / Stephen Milton the Assistant Operations Managers is responsible for event safety in the absence of Carl Pastor for any reason on an event day

### **B5 Communication and monitoring of the event safety policy statement**

Each Department Head who manages individuals who will be at the ground on an event day will be provided with a personal copy of the Aintree Racecourse Event Safety Policy Plan and will ensure their staff are familiar with the document and acknowledge this in writing.

A brief introductory talk regarding the content and purpose of the Event Safety Policy Plan will be included in all new employee induction training.

Reference and where necessary further training on the content and purpose of the Event Safety Policy Plan will be included in all ongoing staff training.

The Carl Pastor is responsible for monitoring the effectiveness of the event safety policy and its communication to all employees of Aintree Racecourse.

### **B6 Event safety policy statement review**

The Event Safety Policy Plan will be subject to regular review as an agenda item of the health and safety meeting agenda, the date of each review being recorded on minutes of the meeting and the current Policy Statement.

Such review will assess changing risk and evaluate performance taking account of any incidents including any near misses which had the potential to cause harm.

## **SECTION C:**

### **SAFETY OBJECTIVES**

#### **C1: Organisation / Structure for applying Safety**

- John Baker Regional Managing Director
- Stephen Mansfield Regional Head of Operations
- Carl Pastor Operations Manager
- Raceday Safety Officer
- Deputy Raceday Safety Officer
- Mike Greenall Assistant Operations Manager
- Stephen Milton Assistant Operations Manager
- Stewarding Manager (G4S)
- Stewarding Supervisor (G4S)
- SIA Stewards (G4S)
- Stewards (G4S)
- Site Security – CCTV Operators
- Northwest Ambulance Service
- St Johns / Crowd Doctor and Paramedics
- Special Events Parking (SEP)
- Merseyside Police – When in attendance
- Merseyside Police – Fire Arms – When in attendance
- Merseyside Fire and Rescue – When in attendance

At all times responsibility will follow the chain of command and all event safety matters will be dealt with within this structure.

## **C2: Arrangements for monitoring the event safety policy statement**

All staff performing a safety or security function will be encouraged to actively participate in achieving an effective system of overall safety and security. It is expected that the successful implementation of the arrangements under the Event Safety Policy Plan will be monitored at all levels within the above organisational structure (see C1) through a system whereby staff are continuously briefed and debriefed; assessment of risk or injuries or any incidents which occur which could have caused harm or injury.

## **C3: Management of those at the event**

### **Entry of spectators**

Aintree Racecourse will ensure the provision of adequate and sufficient entry points to the ground.

Entry will be constantly monitored to ensure that each section of the racecourse, including individual rooms and stands, are not overcrowded and that the ground capacities are not exceeded. All spectators will enter the ground via 2 of main entry points outside the Grand National and then 6 entrances on the Grand National. From this point, there is full cover by CCTV. Movement is monitored and if necessary, directed by fully trained stewards or other agreed personnel. All entry via the turnstiles is computer monitored. The P.A system is available to assist with crowd management if required.

Aintree Racecourse will employ sufficient staff to manage the safe entry of spectators prior to and during each event. This will include sufficient staff to conduct any searches identified as necessary by the event risk assessment.

### **Exit of spectators**

Aintree Racecourse will ensure the provision and maintenance of an adequate number of exits from the ground to accommodate the maximum capacity of any area in use.

The exits from the racecourse are monitored by stewards and people are directed to avoid crushing or conflict. CCTV and the P.A system are available to assist in this monitoring and control process should that be necessary. All exit routes will be checked and maintained as being clear before and while the racecourse is in use and all such exits will be clearly identified.

## **Management of spectators within the ground**

Aintree Racecourse operates a spectator safety management system incorporating safety staff, stewards and event staff to ensure the safety of spectators, and other people at the event, when entering the racecourse, whilst they are watching the event and whilst they are exiting the racecourse.

Signs which identify hazards or relate to safety matters are to be placed appropriately at points within the ground.

Any safety matters that are specific to an event will be conveyed to spectators at the event through the media of the PA system, the programme, social media feeds or such other means as may reasonably be required (see C6).

## **Employees and others present at the ground**

Aintree Racecourse will plan for the safe and secure entry and movement of employees, volunteers, contractors and other people who are at the ground on an event day.

An accreditation scheme is in place for event days and access to different areas of the ground will be controlled to ensure there is no unauthorised access to any part of the ground.

### **C4: Stewarding**

Aintree Racecourse will recruit, train and maintain a sufficient number of stewards or engage stewards from a stewarding contracting company to meet its obligations under any relevant certificates, licensing, published guidance, risk assessments and legislation at all times.

The main tasks for the stewards are – As outlined by the Green Guide 4.7 page 41

- Understand their responsibilities for health and safety
- Undertake safety checks
- Control and direct spectators and others entering and leaving
- Assist in safe operation of the racecourse
- Staff entrances, exits and strategic points
- Recognise varying crowd conditions and identify any dangers
- Recognise and report suspicious activity
- Assist the emergency services
- Provide basic first aid if needed and trained to do so before handing over to the medical teams from St Johns and NWAS
- Respond to emergencies
- Enforce ground regulations in line with the terms and conditions

Aintree Racecourse will adopt the guidance provided by the SGSA/Green Guide and other Authorities in relation to the training and conduct of stewards such as the Department for Culture, Media and Sports

## **C5: Inspection and safety reviews**

Aintree Racecourse will operate a system whereby all systems and equipment used as part of the safety and security functions are subject to continuous inspection and testing.

The frequency of inspections and tests will be not less than that advised by equipment manufacturers or statutory requirements.

Competent people will be used to carry out such inspections or tests. The result of all inspections and tests will be recorded by the facilities manager – Mark Mackin

The results of all inspections and tests; ongoing safety reporting and recording systems which make up the risk assessment; structural, mechanical and electrical surveys will form part of the annual Policy Statement review.

## **C6: Communications**

### **Communications with the public and those attending events**

Aintree Racecourse will maintain effective communications on safety and security matters with the public, spectators and others attending the event by the following methods:

- Information in event day programmes
- Information on the Aintree/Jockey Club website(s)
- Use of social media platforms
- Printed media and press releases
- Notices and publications
- Public address system.
- LED big screens and in-house TV
- Face to face conversation with stewards and other Aintree staff.

The Aintree Racecourse will encourage feedback from all sources both within and outside the [Course / Company].

### **Communication with staff**

The Aintree Racecourse will encourage two-way communication with staff on all safety and security related matters. This will be supported by briefing and debriefing and by periodic staff training sessions.

Staff will be encouraged, through the chain of command, to comment on any safety or security related matter at any time and a record will be made of all such comments.

### **Communication with other agencies**

Aintree Racecourse will provide facilities for both pre-and post-event briefing between the racecourse and emergency or other external services.

The Aintree Racecourse will endeavour to provide representation at the appropriate level for all meetings with such services.

The Aintree Racecourse will encourage liaison with agencies through joint exercises, planning and exchange of information.

### **C7: Fire precautions**

Aintree Racecourse will endeavour always to minimise the danger and effect from fire.

This will be achieved by carrying out regular fire risk assessments to identify the nature, level and significance of the risk from fire, so that wherever possible such risk will be removed, reduced or contained.

The Aintree Racecourse will act upon the advice of the fire authorities, or its own fire advisors, given from time to time and employing, as may be required, specific fire prevention and detection strategies, keeping litter to a minimum and ensuring compliance with 'no smoking' legislation.

### **C8: Medical and first aid provision**

The Aintree Racecourse will provide reasonable medical, ambulance and first aid cover at all events for people at the event as required by the medical plan.

The arrangements for the provision of medical and first aid resources will be detailed in the medical plan.

Aintree Racecourse will, where identified as required by the medical plan or advice in the Green Guide, employ a crowd doctor who will be trained and competent to deal with emergencies at the ground.

Aintree Racecourse will provide paramedic ambulance services for the public at a level appropriate to the event for members of the public as per the guidance contained within the Green Guide and detailed in the medical plan.

Aintree Racecourse will provide facilities for the use of first aid personnel and engage an appropriate number of qualified first aiders as per the guidance contained within the Green Guide for each event.



## **C9: Counter terrorism arrangements**

Stephen Mansfield and Carl Pastor are the person with responsibility for day to day and event period counter terrorism arrangements. They are responsible for liaising with the appropriate local police counter terrorism organisations and for implementing appropriate and proportionate measures. They are responsible for ensuring that accurate monitoring is undertaken, and that staff receive appropriate training / briefing.

Aintree Racecourse will provide resources and facilities to ensure that appropriate and proportionate counter terrorisms measures are in place to counter any terrorism threat.

## **C10: Crowd disorder and anti-social behaviour**

Stephen Mansfield Regional Head of Operations and Carl Pastor Operations Manager is the persons with responsibility for race day measures to prevent, reduce, manage and monitor crowd disorder and anti-social behaviour that may cause harm or injury to people at an event. They are responsible for liaising with the appropriate police organisations and for implementing appropriate and proportionate measures. They are responsible for ensuring that monitoring is undertaken and that staff receive appropriate training / briefing.

Aintree Racecourse will provide resources and facilities to ensure that appropriate and proportionate measures are available to prevent and, where necessary, deal with any crowd disorder or anti-social behaviour.

## **C11: Contingency plans**

Aintree Racecourse will take all reasonable steps to identify the types of emergency or system failure that could occur at the ground whilst an event is taking place at the ground and for preparing Contingency Plans to deal with such incidents.

Aintree Racecourse will develop evacuation plans and other plans to move people in the event of an emergency situation arising.

Where incidents could lead to a major incident Aintree Racecourse will brief the emergency services and work with them to ensure that these plans are appropriate and proportionate and are compatible with the plans of the emergency services.

Aintree Racecourse will document such plans and test their effectiveness on a regular basis through exercises and reviews.

## **C12: Maintenance of records**

Aintree Racecourse appreciates the importance of producing and maintaining records for all safety and security related matters.

Aintree Racecourse acknowledge that there are areas, issues and items requiring inspection, testing and recording, ie. Structural, electrical and mechanical, where the services of a competent person will be required either from within the [Course / Company] or externally.

Appropriate records of the management of each event will be maintained at all levels of the safety and security structure within the [Ground / Company] and they will be the subject of regular review by the appropriate level of Management.

**This Policy Statement in respect of Event Safety for Aintree Racecourse was signed by, John Baker, Regional Managing Director, Jockey Club North West] having been presented to on [1<sup>st</sup> June 2018]:**

Name:

Title:

Signature:

Date: