

# **SAUCHIE JUNIORS FOOTBALL CLUB**



## **Contingency Plan for Emergencies**

**June 2020**

## **INTRODUCTION**

Sauchie Juniors Football Club ("the Club") is a member of the East of Scotland Football Association and is recognised as being one of two senior clubs in Clackmannanshire. The Club Stadium/ Ground is Beechwood Park, Sauchie, FK10 3AX. This document details the Clubs contingency plans for emergency situations for Beechwood Park ("The Stadium" or "The Ground"). In producing this document guidance has been taken from the Department for Culture, Media and Sport, Guide to Safety at Sports Grounds, Green Book, specifically sections; 3.17, 3.18, 3.20. The Sauchie Juniors F.C. Contingency Plans have been formulated to provide a structured and progressive response to any incident likely to affect spectator Safety inside, or in the immediate areas of Beechwood Park, Sauchie. The Contingency Plans reflect the requirements placed on the Club by the "Letter of Compliance" issued by Clackmannan Council and also follow the guidance on this subject by the Scottish Football Association with respect to Club licensing. The plans outline the immediate response by the Club to any incident likely to affect spectator safety or disrupt the normal operation of the Stadium. The objectives of the Contingency Plans are to:

- Ensure the safety of spectators, players, officials and Club employees\helpers.
- Provide the immediate response plan to any potential spectator safety risk, and any subsequent actions.
- Maintain public order and control in any Stadium evacuation;
- If appropriate assist and work with Emergency Services in their response to any incident;
- Prevent damage to the fabric of Beechwood Park.

The process of risk assessment has identified the most predictable events at the Stadium. This does not imply likelihood of the events and the emphasis is on prevention as well as readiness to address events should they occur. Equally, the plans cannot cover every eventuality and the plans need to be applied flexibly.

A copy of the Risk Assessment that was carried out in the preparation of this Contingency Plan is attached as Appendix A. Only items with an exposure score of 3 and above have been included in this Contingency Plan. Some risks have a low probability, but should they occur the impact is deemed to be high e.g. a gas leak, and as such they have been included in this plan

Typical attendance for a home league match is between 150 to 300. Clackmannan Council has agreed a normal maximum operating crowd limit of 1500 with an exceptional limit of 3000. This is confirmed by a Letter of Compliance issued by Clackmannan Council.

## **INFORMATION REGARDING BEECHWOOD PARK, SAUCHIE**

### **Location**

The Ground is located in the village of Sauchie. There is access and limited parking at the Main North entrance which can be accessed from Main Street, some street parking is available opposite the ground entrance. Parking for approximately 75 cars at the North end of the Ground with an access gate to the ground.

Parking for 75 cars and access to North end of ground.



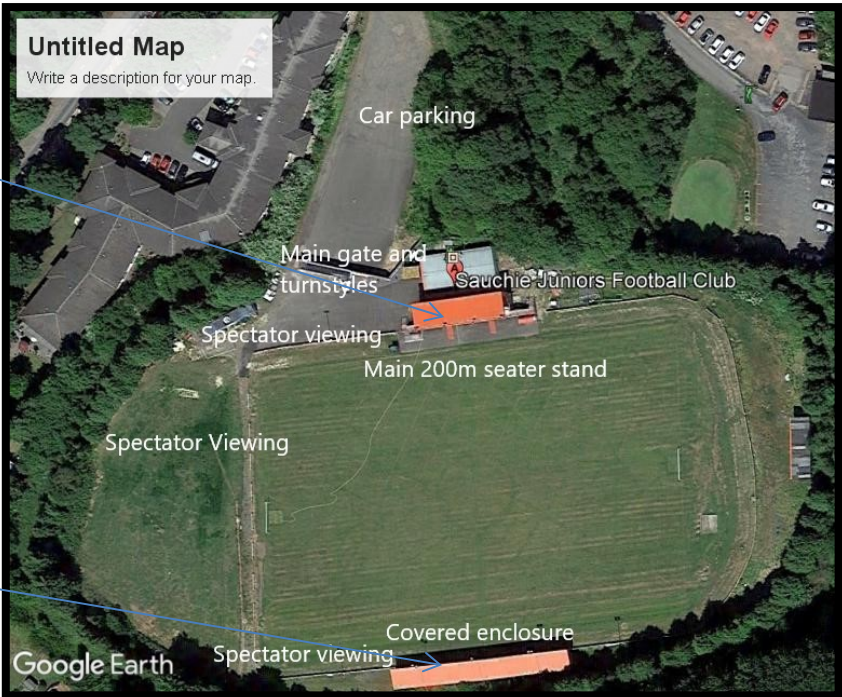
Main access for [players and officials]. Turnstile access at this end of the ground

(Parking and Main Entrances/Exits are shown by arrows).

The stadium is enclosed by a solid wall on North side and by secure metal fence and tree lined on the East, West and South side.

### Layout

North Main Stand with seating for 200



South Enclosure

There are two turnstile entrances for spectators and player and official door. All accessed from our carpark.

There is normally no segregation of spectators but the layout permits complete segregation of access for spectators if required by the authorities.

The entire playing surface is surrounded by a tubular steel perimeter framed fence and some sections of brick walls. This barrier is not load bearing and this has been taken into account when the normal permitted attendance has been set by the local authority.

The Club changing rooms and toilets are all located within the ground under the main stand. We also have external toilets located next to our club shop.

A Sponsors Lounge and Social Club, incorporating toilets and refreshment facilities are also located within the boundary of the main stand.

## **EVENTS COVERED BY THIS CONTINGENCY PLAN**

The following are addressed in this contingency plan:

1. Fire
2. Damage to structures
3. Power cut or failure
4. Gas release or chemical incident
5. Crowd surge or crushing
6. Pitch incursion
7. Disorder within the ground
8. Emergency evacuation
9. Adverse weather
10. Late arrivals
11. Delayed start
12. Match abandonment

### **1. Fire**

Fire extinguishers are located at the following points within the Stadium:

- \* 1 x in the pavilion main entrance corridor between changing rooms - 6Kg ABC Powder fire extinguisher
- \* 1 x in the Changing room corridors- 6Kg ABC Powder fire extinguisher
- \* 1 x in the Kitchen - Fire Blanket - 100cm x 100cm
- \* 2 x In the main social club Hospitality area main entrance - 6Kg ABC Powder fire extinguisher
- \* 2 x in the Social Club main entrance corridor - 6Kg ABC Powder fire extinguisher

It has been identified that the following areas within the Stadium are at risk from fire:

#### **1.1 – Enclosures (South side)**

In the event of a fire in either enclosure, the following steps will be taken:

As soon as a Steward or Club Official learns of fire in the enclosure, spectators will be informed immediately by an appropriate method, normally over the public announcement system, or by Club Stewards, to leave the enclosure at the nearest exit.

Stewards/ Club Officials will ensure that all spectators exit the enclosures safely.

Depending on the extent and ferocity of the fire, Stewards and/or Club Officials will attempt to fight the fire with the fire extinguishers which are located in the social club entrance corridor without placing themselves or others in danger.

If it is clear that this is impossible the Fire Service will be called immediately. Responsibility for contacting the Fire Service rests with the Club Safety Officer or most senior present Club Official.

No-one will be allowed back into the enclosures without the approval of the Club Safety Officer or the most senior present Club Official, and at that stage a general announcement may be made over the public address system.

Depending on the ferocity of the fire it may be necessary to abandon the game and evacuate the ground.

**See section 8 of this document for details on emergency evacuation.**

#### 1.2 – Main stand(North side)

In the event of a fire in the enclosure, the following steps will be taken:

As soon as a Steward or Club Official learns of fire in the enclosure, spectators will be informed immediately by an appropriate method, normally over the public announcement system, or by Club Stewards, to leave the stand at the nearest exit.

Stewards/ Club Officials will ensure that all spectators exit the enclosure safely.

Depending on the extent and ferocity of the fire, Stewards and/or Club Officials will attempt to fight the fire with the fire extinguishers which are located in the social club which is situated below the North stand, without placing themselves or others in danger.

If it is clear that this is impossible the Fire Service will be called immediately. Responsibility for contacting the Fire Service rests with the Club Safety Officer or most senior present Club Official.

No-one will be allowed back into the enclosure without the approval of the Club Safety Officer or the most senior present Club Official, and at that stage a general announcement may be made over the public address system.

Depending on the ferocity of the fire it may be necessary to abandon the game and evacuate the ground.

**See section 8 of this document for details on emergency evacuation.**

#### 1.3. - Social Club, changing rooms

In the event of a fire in the Social Club and changing rooms, the following steps will be taken: As soon as any alert of a fire is raised the emergency services should be called. A Steward or Club Official will ensure that all personnel are evacuated from the building. Any spectators in the vicinity of the Social Club and changing rooms will also be cleared and asked to assemble at a safe distance to the North side of the ground. Depending on the extent and ferocity of the fire, Stewards and/or Club officials may attempt to fight the fire with the fire extinguishers which are located in the buildings, without placing themselves or others in danger. Responsibility for contacting the Fire Service rests with the Club Safety Officer or most senior present Club Official. No-one will be allowed back into the buildings without the approval of the Club Safety Officer or the most senior present Club Official, and at that stage a general announcement may be made over the public address system or loud hailer. Depending on the ferocity of the fire it may be necessary to abandon the game and evacuate the ground.

**See section 8 of this document for details on emergency evacuation.**

## **2. Damage to Structures**

Upon notification of any structural damage or defect in or nearby to the Stadium the Safety Officer or most senior present Club Official will:-

2.1. If the Stadium has not yet been opened for the admission of spectators:-

- Inspect the damage with the Club Safety Officer, Groundsman, or any other suitable Club Official and assess the risk to safety;
- If appropriate arrange for repairs to be carried out.
- Depending on the risk the area affected will need to be cordoned off or the ground closed to Public access
- Determine whether the next scheduled fixture can continue

2.2. If the Stadium has been opened and spectators admitted:-

- Inspect the damage with the Club Safety Officer, Groundsman, or any other suitable Club Official and assess the risk to safety
- If the damage/defect is causing or is likely to cause a threat to spectators safety the area will need to be evacuated, and spectators directed to a safe area of the ground
- Cordon off the area using Stewards to ensure no one enters the area of danger
- Determine whether the fixture can continue, and if required order an emergency evacuation (see section 8 of this document).

## **3. Failure of Electrical Supply**

There are no emergency power supplies for either the floodlights or other buildings within the stadium. If a power cut occurs during a floodlit match and the Referee decides to abandon the game, spectators will be kept informed by Stewards and Club Officials with the use of a loud hailer. Stewards will ensure that spectators leave the ground safely, with disabled spectators getting assistance as required.

The Safety Officer, or most senior present Club Official, should contact Sauchie Juniors Football Club to report the fault on telephone number 01259 722933. A list of all emergency telephone numbers will be held in the office.

## **4. Red Diesel or Chemical Incident**

There is one diesel oil storage tank in the North side of the ground which supply the boiler in the boiler house which supply radiators for heating and hot water for sinks.

In the event of anyone suspecting oil leak they should immediately contact the Club Safety Officer or any other available Club Official.

There are no harmful / noxious chemicals used within the ground so it should be assumed that any chemical release detected comes from an external source. In the event of anyone suspecting a chemical release, they should immediately contact the Club Safety Officer or any other available Club Official.

In the event of such an alert being raised the Safety officer, or senior present Club Official will:-

- Contact the Fire Brigade on 999 giving them details of the location and nature of the issue;
- Direct a Steward to meet the Fire Brigade at the North Main entrance from Main Street;

- Advise the Stewards in the area that all naked flames in the area are to be extinguished, and to open all available doors and windows
- Advise spectators in the affected area via the public address system to extinguish cigarettes and not to use a naked flame from any source In consultation with the Fire Officer the Club Safety Officer, or most senior present Club Official, the following action or decisions will be taken:-
- Part or full evacuation of the affected area(s).
- Whatever the extent of the evacuation the affected area will be cordoned off by stewards
- Personnel will not be allowed to return to the affected areas until the Fire Brigade or Gas company gives the permission to do so
- If the game has not yet kicked off a decision will be made by the referee whether the game should go ahead. If the game is underway the referee will decide whether the game should be abandoned or delayed.

## **5. Crowd Surge or Crush**

If a situation arises involving unruly crowd behaviour which may lead to surging or crushing, the Stewards, assisted by Club Officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the Safety Officer or senior present Club Official.

The Safety Officer or senior present Club Official will also alert the Clubs First Aid staff that their assistance may be required, and if necessary call the Ambulance service on 999. The public address system should be used to direct people away from the area and keep them updated on the situation. Depending on the seriousness of the event the Safety Officer or senior present Club Official will consider abandoning the game and invoking emergency evacuation procedures. See section 8 of this document for details on emergency evacuation.

## **6. Pitch Incursion**

If a situation arises involving a pitch incursion, the Stewards, assisted by club Officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the Safety Officer or senior present Club Official. All available Stewards will be deployed to the area to prevent or limit additional numbers of spectators gaining access to the pitch. Stewards will also attempt to prevent any breaches or confrontation between rival fans. The public address system will be used for issuing warning messages or advising spectators to clear the pitch area. 6. If a considerable number of spectators have intruded onto the pitch during play the game may be stopped. At that stage the Safety Officer or senior present Club Official should consult with the Police (if they are present) and match referee and make a decision on abandoning the fixture.

## **7. Disorder within the Ground**

If a situation arises involving disorder within the ground, the Stewards, assisted by Club Officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the Safety Officer or most senior present Club Official. All available Stewards will be deployed to the area to try to contain the situation and prevent further disorder escalating, either from additional people getting involved, or allowing the situation to spread to other areas of the ground. Stewards will also attempt to prevent any breaches or confrontation between rival fans. The public address system will be used for issuing warning messages or advising spectators to clear any area where any disorder is taking place, until such time as the issue is resolved. If a considerable number of spectators are involved in any disorder occurrences during play the game may have to be stopped. At that stage the Safety Officer or most senior present Club Official should consult with the Police (if they are present) and match referee and make a decision on abandoning the fixture.

## 8. Emergency Evacuation

If an emergency evacuation of the ground is required, Stewards will ensure that spectators leave the ground safely by the nearest available exit. In such evacuations Stewards will ensure all spectators with disabilities make a safe exit from the ground, offering assistance as required. Exits to be used will be via the Main South Entrance/Exit and North Entrance/Exit gates at the North side car park. The Club Safety Officer or most senior present Club Official will make the decision on if an evacuation is necessary, and if appropriate will also inform the emergency services. If an announcement is made to evacuate the ground it will be broadcast over the public address system as follows:

**“An emergency situation has arisen in the ground. Please leave the ground immediately, in an orderly manner by the nearest available exit. Please be considerate of spectators with disabilities or people with other impairments.”**

If only a specific exit can be used for evacuation, the announcement will make reference to the appropriate exit/gate to be used. In such instances the announcement will be as follows:

**“An emergency situation has arisen in the ground. Please leave the ground immediately, in an orderly manner by the [North side exit leading to the car park]. Please be considerate of spectators with disabilities or people with other impairments.”**

Stewards will be placed at all gates to stop people re-entering the Stadium, and to direct Emergency Services as necessary. Players and Officials will be instructed by the Safety Officer or most senior present Club Official to congregate in the centre circle until the situation can be assessed to see if it is safe to return to the dressing rooms. If not, they will leave the ground at an appropriate exit. Once the Stadium has been evacuated the Safety Officer or most senior present Club Official will carry out a stadium inspection to ensure that it has been totally evacuated. The inspection will be conducted by at least two persons and if appropriated they will be accompanied by the Fire Brigade.

## 9. Adverse Weather

Extremes of weather such as wind, rain, snow, ice, fog or heat wave may affect spectator safety both inside the Stadium and on ingress/egress routes. Where such extremes of weather are forecast, the Safety Officer or most senior present Club Official shall:

- Check the website of the meteorological office for update of weather conditions
- Consider in the light of all available information whether the fixture should proceed

Should the fixture be under way and adverse weather affects either the event or the safety of spectators the abandonment of the game and emergency evacuation of the stadium will be considered. The match referee will normally have input in such circumstances Spectators will be given advice and informed of any decisions over the public address system and/or loud hailer. If a match is cancelled prior to kick-off due to adverse weather please refer to section 12 of this document.

## 10. Late Arrivals

Should information be received that large numbers of spectators are expected to arrive at the Stadium close to or after the scheduled kick off/start time the Safety Officer or most senior present Club Official will liaise with the Club Secretary and Referee regarding the possibility of delaying the kick off (start) time. The ultimate decision on this rests with the Safety Officer or most senior present Club Official and the match referee. If appropriate a revised time mutually agreed between the Match Officials, Team Managers and both Clubs will be set as soon as the estimated arrival of the latecomers is known. If the kick off time is delayed, the Safety Officer will advise spectators inside and



outside the Stadium via the public address system. If kick off time is delayed the Safety Officer will consider broadcasting the details of the delay by:

- Posting a notice on the club website and contacting the East of Scotland League web site
- Contacting local Radio Stations

10.5. The Safety Officer will ensure the entrance gates are kept open to allow speedy ingress to the Stadium. In this respect he/she will continue to liaise with the Stewards to keep them abreast of the situation.

## **11. Delayed Start**

If for any reason the start of a match is to be delayed, the spectators will be kept informed of the situation over the public address system or by Club Officials and Stewards as appropriate.

## **12. Match Abandonment**

Where any fixture/event is cancelled before spectators are admitted to the Stadium, the Club Secretary will ensure everyone listed as follows are informed:

- Competition Secretary
- Visiting Club
- Match Officials – Referee and Assistants
- Local radio
- Match and Match Ball sponsors
- East of Scotland League and/or Competition web site

In addition the club web site and facebook page will also be updated to inform readers of the abandonment. If appropriate every effort will be made to contact the visiting Club (team) and request them to use their local Radio Station to advise cancellation of the game for their own supporters. If spectators have already been admitted when the decision to abandon the fixture is made, the Safety Officer or most senior present Club Official will ensure all entrances are immediately opened and Stewards informed of the decision. The Safety Officer or most senior present Club Official will advise spectators inside and outside the Stadium of the situation by use of the public address system, and/or loud hailer and request them to leave via the normal exit routes. If a fixture is abandoned before kick-off a voucher\ticket will be offered to all admitted paying spectators allowing free entrance to the rearranged fixture. For any fixture abandoned after half-time, then no such arrangement will apply. Full price admission will apply for a fixture rearranged under these circumstances. If a fixture is abandoned after kick-off and before half-time a voucher\ticket will be offered to all spectators allowing reduced entrance to the rearranged fixture. For any fixture abandoned after halftime, then no such arrangement will apply. Full price admission will apply for a fixture rearranged under these circumstances. For league games season ticket holders will be unaffected, since their season ticket will be valid for the rearranged game. The use of season tickets is not appropriate for any Cup games.

## 13. Document Control

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### Authorised for issue:-

Authorisation details are retained electronically in the document management system

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### Mandatory Review Date (To be reviewed and published every year).

Review Date: July 2020

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Sauchie Juniors Football Club

### APPENDIX A – RISK ASSESSMENT

Area of Risk	Probability	Impact	Rating	Notes
Fire in Enclosure	Low	High	3	Steel/concrete Structure-Little chance of ignition
Fire in dressing room	Low	High	3	Electrical cables and switchgear renewed 06/20
Fire in club house	Medium	Medium	4	Kitchen utilities are potential source of ignition
Storage of red diesel	Medium	High	5	Fuel stored in double bunded storage tank outside of building
Damage to Structure	Medium	Medium	4	Structure is steel/concrete design
Power failure	Medium	High	6	Main concern would be evacuation in the event of lighting failure
Gas/chemical incident	Low	High	3	No gas or chemicals stored on site
Public address failure	Low	Low	2	Loud-hailers would be used as an alternative
Crowd surge (normal game)	Low	Medium	2	Would not be an issue for normal gates
Crowd surge (Important match)	Medium	High	5	Main concern would be orderly evacuation
Adverse weather	Medium	Medium	4	Main risk would be structural damage from high winds and external ground conditions

NOTE – For crowd surge, pitch invasion, emergency evacuation, late arrivals and match abandonment, the rating is 2 for normal attendances but would be 6 for a major match with in excess of 500 spectators.

Assessor Name -

Signed –

Date -

Club Official Name -

Signed -

Date –