

22 June 2017

Agenda Item:10

REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE AND PUBLIC PROTECTION

UPDATE ON EMERGENCY PLANNING AND REGISTRATION SERVICES

Purpose of the Report

1. To provide an update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

Information and Advice

Emergency Planning

UK Terrorist Threat Level

2. In accordance with the County Council's plans for major emergencies, the emergency planning team provided the link to Local Resilience Forum partners for sharing information following the Manchester Arena bombing on 22 May. The team facilitated two meetings of the Risk, Safety and Emergency Management Board, chaired by Paul McKay, to consider actions required during the escalation of the UK Threat Level. This had been raised to its highest level 'Critical' (meaning an attack may be imminent) from 23 May until 27 May. It then reverted to 'Severe', meaning that an attack is highly likely.
3. With regard to the Manchester Arena bombing, the County Council was advised that:
 - There were no known victims from Nottinghamshire
 - There were no known specific threats linked to Nottinghamshire
 - There would be no military presence in Nottinghamshire
 - There would be deployment of armed Police in town centres and crowded places
4. The emergency planning team drafted messages for use by senior managers to encourage staff to help security services by being vigilant for any sign that an attack is being planned and to report any suspicions to the Anti-Terrorist Hotline 0800 789321. This also highlighted the links from the County Council intranet to government advice on what to do if caught in an attack.

Safety of Sports Grounds – UK Threat Level

5. In view of the County Council's role in ensuring safety at sports grounds, the emergency planning team contacted major sports venues in the County, after the Manchester Arena

bombing, to pass on key advice in relation to security and counter terrorism. Sports clubs were encouraged to review security and protective measures for egress from grounds in view of fact that the Manchester attack targeted people exiting from the event.

Safety of Sports Grounds – Programme of notified inspections

6. The programme of in-performance safety inspections by the emergency planning team included the final home fixtures of the season for Nottingham Forest and Mansfield Town Football Clubs. The Nottingham Forest game was against Ipswich Town on 7 May, and Mansfield Town played Portsmouth on 29 March. No significant safety issues were found at either match. The programme of forthcoming inspections includes the higher profile fixtures at Trent Bridge Cricket Ground, when large crowds are expected.

Safety of Sports Grounds – SGSA Assessment Outcome

7. The Sports Ground Safety Authority (SGSA) have confirmed the outcome of their recent assessment of the County Council's performance in respect of Safety of Sports Grounds. The emergency planning team completed a self-assessment process which was then scrutinised and was subject to challenge by an SGSA Inspector as part of their role in monitoring local authorities' performance. The assessment covered ten topics each scored on a rising scale of satisfaction from 1 to 5. The outcome was as follows:

<u>Topic</u>	<u>Score</u>
• Capacity Calculations	4
• Safety Advisory Group Performance	5
• Safety Certification Processes	5
• Monitoring	5
• Procedures	5
• Safety Advisory Group Governance	5
• Policy	5
• Staff Training	5
• Enforcement	5
• Business Continuity Resilience	5

8. The highest possible score was achieved in all categories other than that relating the sports ground capacity calculations. Detailed calculations are in place for Nottingham Forest's City Ground, however the calculations for Mansfield Town Football Club are not of the same level of detail. They are based on the total number of seats, rather than taking account of detailed entry, exit and evacuation calculations. It is planned that a more comprehensive capacity calculation for this stadium will be completed during 2017.
9. The topics covered by the assessment have different weightings depending on their relative importance for spectator safety. The overall final assessment for the County Council was a score of 48.5 from a maximum achievable score of 50.

Safety of Sports Grounds – SGSA Consultation

10. During May, the emergency planning team contributed a response to a national consultation by the Sports Ground Safety Authority (SGSA). The SGSA is the national regulator of sports ground safety in England and Wales, and the consultation arose from

their review of current legislation. The consultation set out how safety at sports grounds is regulated, plus the remit of the SGSA and local authorities. The consultation was in two parts:

- Part 1 set out what ‘Safety’ means in the current context and explains the SGSA’s view that it includes counter-terrorism, prevention of crowd disorder and anti-social behaviour, and consideration of all people in the sports ground.
 - Part 2 set out the statutory powers the SGSA has and how they will use them to ensure reasonable safety at grounds which come under the SGSA’s regulatory remit.
11. The consultation document made clear that sports grounds have been transformed since the tragic events at Hillsborough in 1989. Facilities have improved, and have qualified safety professionals working with the police, other emergency services and local authorities to ensure the safety of spectators. Nevertheless, the conclusion of the Hillsborough Inquests is a reminder that we must never be complacent about safety. The SGSA noted that financial pressures at sports grounds and on local authorities mean that investment in safety and in regulatory activity is under increasing scrutiny. They also made the point that following the attacks on the Stade de France in Paris in 2015, and subsequent attacks on other stadia, it is clear that sports grounds and other crowded places are a potential target for terrorist activity.
12. In response to the consultation, the emergency planning team drew attention to the resource implications for local authorities conducting in-performance inspections to encompass a wider definition of safety. It was also pointed out that the consultation raised potentially overlapping enforcement responsibilities between district/borough councils and county councils in relation to Health and Safety at Work Act (district/borough responsibility) and Safety of Sports Grounds legislation (county responsibility). Also, the means by which enforcing authorities should address safety concerns relating to non-spectators was questioned, given that the use of the current Safety Factor for each ground may not address such issues and current prohibition notices are not applicable in these circumstances.

Safety of Sports Grounds – Special Safety Certificate, Trent Bridge Cricket Ground

13. A Special Safety Certificate was issued to Nottinghamshire County Cricket Club in relation to a charity Zip Wire event at the Trent Bridge ground on 10 June. The event involved a zip wire running from the Trent Bridge Inn car park, across the outfield to a hard standing area between the Fox Road Stand and the Larwood & Voce Stand. The plans also included a climbing wall as part of the charity fund raising activities. A Special Safety Certificate was issued previously for a similar event held at the cricket ground on 4 September 2016, which passed off safely.

Contingency Planning for Waste Site incidents

14. The emergency planning team leads the work of the Local Resilience Forum’s Industrial Hazards subgroup. This group has taken responsibility for the preparation of a generic ‘Waste Site Emergency Off-Site Emergency Plan’ for Nottingham and Nottinghamshire. Preparation of the plan was initiated as a result of the debrief report into a fire at a recycling centre in Walesby in September 2016. This fire continued to burn for over a month and caused significant disruption to the community and the emergency services. The emergency planning team facilitated the multi-agency incident debriefing that

followed this incident, and the report from this was presented to the Local Resilience Forum (LRF) Resilience Working Group meeting in March 2017. Recommendations from this were approved for action by LRF subgroups.

15. The plan in preparation relates to the off-site response to a large-scale incident at a waste site, and its aim is to detail the actions to be considered or undertaken to ensure an effective multi-agency response to the effects of a fire or flood emergency. For the purpose of the plan, a waste site is defined as premises which has previously or currently uses, recycles, treats, stores or disposes of waste or mining waste. Particular attention has been given to the former Trent Valley Recycling site on the Sandy Lane Industrial Estate in Worksop. The site lies within a built up area of the town, on land that has been disclaimed by the liquidator for the company, which went out of business, and which has therefore passed to the Crown Estate. The site has a history of hazardous materials on-site and so planning includes the assessment of risks to the local population, including vulnerable people, and risks to the local environment.
16. The County Council is also contributing information for inclusion in the Tactical on-site plan prepared by Nottinghamshire Fire and Rescue Service. Once plans have been prepared, training is required for the staff of all organisations that would have a part to play, and the plans will need to be validated through simulation exercises.

Withdrawal of DHL Harworth Off-Site Emergency Plan

17. The current emergency plan for dealing with any impact on the local area arising from an emergency at the DHL Supply Chain (Harworth) site will be formally withdrawn on 30 June following the company's decision to leave the site on Brunel Industrial Estate in Harworth. The emergency planning team will notify holders of the plan, plus the Resilience Working Group of the Local Resilience Forum, and the County Councillor for the Blyth and Harworth, and other relevant County Council contacts. The plan detailed the procedures to be followed in the event of a major accident at the site, and had been prepared by the County Council under Regulation 13 of the Control of Major Accident Hazards (COMAH) Regulations 2015.

Business Continuity Awareness Week, 15 – 19 May

18. Business Continuity Awareness Week is an annual national event to encourage organisations to review how they would maintain business-as-usual during a disruption such as loss of a building, an IT failure or sudden loss of staff. The event this year focused primarily on protecting against cyber threats.
19. Participation in the week of activities contributed to the County Council's response to a statutory duty under the Civil Contingencies Act 2004, to promote business continuity within the County. The use of Business Continuity tools and methodology can help to identify where a business is vulnerable and how to limit losses if an interruption does occur. The local Business Continuity Awareness Week campaign this year, was carried out as a collaboration between Nottinghamshire, Derbyshire and Leicestershire, along with local Chambers of Commerce. Within the overall 'Cyber Resilience' theme for the campaign, there was a separate theme for each day of the week, and each organisation led the information to go out that day. This took the form of web articles, blog posts, tweets, facebook posts, and a video clip developed by Leicestershire County Council.

Each day participants were involved in sharing and retweeting these posts, and using the hashtags for the local and national campaigns.

Emergency Planning Team Business Continuity Plan

20. As an NCC Critical Service, the emergency planning team has recently completed a routine review of its Business Continuity Plan. The plan details minimum staffing levels required in normal times and during emergencies, fuel shortage arrangements, and staff remote working information, including back-up communication arrangements. It details arrangements for maintaining the County Council's Emergency Centre facility, and back-up arrangements for this, and safety at sports grounds contingency procedures. The plan will be activated if a business continuity incident occurs that causes, or may cause, disruption to the delivery of the team's critical functions. These functions are:

- 24 hour / 365 days per year emergency response capability, Including District and Borough Council Service Level Agreement emergency response
- Enforcement of Safety at Sports Grounds
- Facilitation of the Risk, Safety and Emergency Management Board
- Provision of Emergency Centre facilities
- Responding to partners urgent requests (Civil Contingencies Act duty)
- Provision of Rushcliffe emergency planning Service Level Agreement
- Updating Emergency Plans and associated emergency response information
- Maintaining statutory emergency plans e.g. Pipelines Safety, COMAH regulations

Recent incidents

21. The emergency planning team supported the County Council's response to an internal business continuity incident involving loss of hot water supply to a large part of County Hall. The response was led by Paul McKay and included the rapid installation of a temporary boiler to provide hot water to affected area while parts were being delivered to complete necessary safety repairs.

22. The emergency planning team was also involved when surface water flooding occurred in Radcliffe-on-Trent in May. The team was able to call contacts at Severn Trent Water who attended the scene to investigate and take remedial action when sewers were overwhelmed by rain water and appeared to be compromised by a blockage.

Community Resilience

23. The emergency planning team's recent work to support communities wishing to plan and prepare for their own part in responding to emergencies included a presentation to volunteers in Caunton. The event provided general information about being prepared for incidents, particularly those relating to flooding, and included a contribution from the County Council's health and safety manager regarding water safety.

24. Specific details were given about the County Council's community flood signage and road closure schemes, with a view to a scheme being established in Caunton. Schemes of this nature currently exist in Bleasby, Woodborough, Collingham, Thurgarton and Southwell. The volunteers in Caunton are reflecting on the information provided and will consider how they wish to proceed.

Registration and Celebratory Services

Wedding Fair at the Gilstrap, Newark

25. On Sunday 9 April 2017, the Registration Service co-hosted a multi-site Wedding Fair that included activities at the Newark Registration Office (The Gilstrap), The Ram Bar and Brasserie, and Newark Castle. The event was organised in collaboration with the Newark Advertiser Media Group and was supported by thirty-two exhibitors. Visitors were able to view premises offering wedding services and view stalls to showcase products and services including flowers, cars, stationery, dresses, honeymoons and catering. The day attracted 244 visitors, from whom three couples made bookings during the event. More bookings followed in the coming days and other customers indicated they would be in touch again at a later date.
26. The event raised the profile of the Grade II listed Victorian Gilstrap building, and feedback from exhibitors and visitors was very positive. The office contains two ceremony rooms, of which the Salvin Suite can accommodate up to one hundred guests. This is a particularly impressive room with high ceilings and original features such as stained glass windows. The smaller Library Room, with seating for up to twenty people, is no less impressive and also boasts features of historic character. Following a ceremony, the wedding party and guests can move out into a Victorian ornamental garden area at the rear of building for photographs. The grounds feature a bandstand and have impressive views of Newark Castle.

West Bridgford Registration Office, Bridgford Hall

27. Bridgford Hall, owned by Rushcliffe Borough Council, has been the home for registration services serving the West Bridgford area for many years. The service was temporarily re-located to County Hall recently, while the Hall underwent extensive refurbishment with funding from the Heritage Lottery Fund. However, the service has now returned to the building with the first appointments taking place in early April. The owner's official re-opening of the building was on 13 June.
28. The Registration Office now occupies the whole of the ground floor of the building while the upper floors are given over to Birchover Residences who provide luxury suites for the public to hire. The registration office offers two beautifully restored ceremony rooms fitted with chandeliers and fine furnishings, and there is a separate access and area of the building for those wishing to register births or deaths or to give notice of marriage. The success of the project demonstrated the strong working relationship established between the County Council and Rushcliffe Borough Council.
29. Registration staff are pleased with their working environment, which is reflected in how proudly they present the building to visiting customers. An Open Day event took place on 4 May and a Wedding Fair is planned for October. The Open Day enabled customers to view the rooms, particularly the many who booked before the refurbishments were completed and so had booked the venue sight-unseen. Approximately 400 people visited on the day and many couples have booked since the event. By the end of May this year, the service had taken more than 250 marriage ceremony bookings for Bridgford Hall.

Other Options Considered

30. None.

Reason/s for Recommendation/s

31. To update the Committee on this area of work contained within its remit.

Statutory and Policy Implications

32. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

33. There are no financial implications for Emergency Planning or Registration budgets.

RECOMMENDATION

It is recommended that the Committee notes the update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

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Constitutional Comments

34. As this report is for noting only, no Constitutional Comments are required.

Financial Comments

35. There are no financial implications

Background Papers and Published Documents

- SGSA Joint Consultation, February 2017.

Electoral Division(s) and Member(s) Affected

- All