



Safety Policy & Contingency Plan

2024-25

1. Introduction

This plan is intended for matches played at Newtown Park. Total ground capacity designed for is 1200.

Terracing and covered stand are available for spectators. Bo'ness Athletic Football Club attract around 100-150 spectators to league games. If a crowd exceeding 500 is expected, then an Operation Plan will be in place to manage this.

The aim of this plan is to prepare for and define the action to be taken in the event of a system failure or emergency arising within the facility. This may include mechanical and electrical systems.

This Plan is intended for use of club officials and in particular the Secretary (Safety Officer) and Stewards. It should also be used by other agencies engaged on official duties at the ground as a reference, where invoked. It identifies the action required by the club and where a response is required from the emergency services.

2. Ground Detail

Accommodation for disabled spectators is provided within the enclosure and also at the Jamieson Avenue access gate point, with a wooden covered structure.

There are toilet facilities in the pavilion (ladies and disabled) and designated male toilets located in a temporary unit at the East of the stadium.

3. Spectators Admission And Management

The Club will agree with Newtown Park Association (who have consulted with Falkirk Council) on the points, method and control mechanism relating to the admission of spectators and identify those parts of the ground into which spectators should be admitted or confined, together with strategic gates that should be stewarded to ensure the safety of spectators.

The spectators will be allowed entry to the ground between 30 mins and 1 hour prior to kick off. The ground staff, Club Officials and Stewards will give a general inspection of the condition of the state of the ground to ensure all exit routes are free from obstruction or trip hazard, test exit gates and perimeter fence, inspect all areas for debris which could be used as a missile, and remove any combustible materials.

The Club will ensure an effective system of spectator access, admission of all spectators will be entry gate access, which will be enforced by the stewards responsible for admissions. This along with appropriate monitoring will ensure the capacity for any enclosure is not exceeded.

Stewards will monitor crowd conditions in each area and report any potential issues, whilst ensuring gangways and emergency exit gates are kept clear free from obstruction.

Medical

The club will provide trained first aiders.

4) General Instructions For System Failure

The Secretary (Safety Officer) is known to all club officials, volunteers and stewards.

In the event of a failure in any of the systems (e.g. emergency gates, lighting, etc) in the ground the following procedure is to be carried out:

4.1 Failure Of A System After Spectators Admission

a) The failure of any system is to be reported immediately to the Safety Officer, who will arrange for appropriate action to be taken to deal with matter via the club

officials.

- b) A competent club official will immediately investigate the reason for the failure and advise the Safety Officer of the cause and whether the fault can be rectified.
- c) The Safety Officer will advise the PA announcer (portable PA speaker available from NorDan cabin) on the progress being made. Announcements will be made at regular intervals to keep spectators informed of the situation.
- d) If the failure occurs before the match has started the Safety Officer will ensure that spectators should not continue to enter the facility.
- e) If it is necessary to abandon the event, standard evacuation procedures are to be followed.

4.2 Failure Of A System At Any Other Time

- a) The failure of any system is to be reported immediately to club officials, who will arrange for appropriate action to be taken to deal with the matter.
- b) If it is considered that the fault will not be fixed before a match and is likely to affect safety of those attending, the club officials will notify the appropriate parties as deemed necessary.

5 Communication

5.1 General Information

- a) The portable PA system is provided to enable announcements to be broadcast to all areas of the ground.
This system is located in the NorDan cabin, which can then be used for coverage of the facility.
- b) The Secretary will have a personal mobile at all times.

5.2 Public Address System

- a) The Primary function of the public address system is to assist in the control and safety of all persons in the ground.
- b) Any urgent messages to stop the match with immediate effect will be relayed through the Secretary.

Testing The System

- a) The System is tested as part of the pre-match routine.

Failure of The System

- a) In the event of a total failure of any system during a match the Safety Officer will in conjunction with the stewards ensure that all members/stewards are informed of the failure and of the need to be particularly alert to any messages that they might be required to pass on, or act upon.
- b) If it becomes apparent that the fault is not temporary the Secretary will decide as to the safety implications of continuing with the match.
- c) Should a critical system fail (eg floodlights) and it is decided to abandon the match, the general evacuation procedure should be carried out.

6 Emergency Situations

- a) All situations that might endanger the safety of spectators must be reported immediately to the Secretary.
- b) The Secretary shall decide the action to be taken to deal with the situation.

7 Evacuation & Assembly Points

7.1 Purpose

The purpose of assembling at the designated points is to enable:-

- a) Spectators to be grouped and managed in an organised manner.
- b) Club records to be checked to ensure that all club personnel are accounted

for.

c) When the evacuation has been completed all exit gates should be closed to prevent persons from re-entering. The stewards shall instigate a search of all toilets, hospitality areas, etc to ensure that no one is left in their section and report to the Secretary that the sections are clear.

Stand Area & Pavilion

- a) It is recognised that the primary fire hazard within the ground is likely to occur within the stand area or hospitality cabin/pavilion facilities.
- b) On hearing the Evacuation Message, Stewards will ensure that all emergency exit gates are opened.
- c) Disabled persons will be advised by designated Stewards to evacuate via their original route of entry. If this egress is not available the designated Steward will evacuate the area onto the pitch and await assistance from the Emergency Services to vacate the ground via the most appropriate means.

Standing Area

- a) The fire risk in these sections is minimal.
- b) On hearing the evacuation message for this area, Stewards will ensure that all emergency gates are opened.

Players & Officials

- a) On hearing the evacuation message, the players and match officials must congregate in the middle of the pitch initially where a Club Official will join them and give instructions.
- b) Thereafter if there is an imminent or immediate threat to players and officials on the pitch then a club official should direct the players and match officials out the ground via the emergency gates.

8 Fire Situation

If a fire is detected, the evacuation procedures will be implemented immediately.

8.1 Missing Or Defective – Fire Extinguishers

Newtown Park Association ensure all Fire Fighting Equipment is routinely assessed and checked.

9 Minor Incursions Onto The Pitch

If an invasion is carried out by a small number of persons, it will be the responsibility of the Stewards to deal with the matter. The offenders should not be chased onto the playing area but should be apprehended when they seek to re-enter the spectator area.

Offenders should be removed forthwith and a call made to the Police. Stewards removing offenders should only use such reasonable force as is necessary to maintain control of the person apprehended. Stewards should also take care to remember the identity of any person apprehended.

If violent action is being taken against any player or official the Stewards and Club Officials should seek to stop the incident and remove the offender to the control area for detention.

10 Major Incursions Onto The Pitch

Major incursions will be regarded as a “serious incident” and the Secretary will assume control of the situation. Stewards will follow all instructions given until such time as order has been restored.

11 Match Postponed Prior To Spectators Admission

Every effort will then be made to update social media in order to advise spectators at the earliest opportunity of the situation. If the decision is made at such a time that spectators are in the vicinity of the ground, announcements should be made via the PA and at the gates.

12 Match Postponed after Spectators Admission

As soon as a decision is made the Secretary must be advised. The Secretary will immediately ensure, via Stewards, that all access to the ground is stopped and prepare to open exit gates for egress of spectators.

DOCUMENT CONTROL

Mandatory Review Date (to be reviewed and published annually)

Review Date – 1st July 2025