



SAFETY PROCEDURES MANUAL

CONTROL OF ISSUE AND AMENDMENT OF THE MANUAL

RESPONSIBILITY

The Ground Safety Officer (GSO) of Sale FC Rugby (Sale FC) will be responsible for the administration, control, review and amendment of the manual.

DISTRIBUTION

Distribution of the manual is controlled to recipients shown on the distribution page of the manual. Those recipients are then responsible for the control of the copy in their possession and must complete any amendments as and when issued.

Apart from the holders of controlled copies it is useful for other persons to have a copy of the whole or part of the manual. The relevant holder of the controlled copy shall ensure that any such copies made with their permission are marked "uncontrolled" on each page so copied.

FAMILIARISATION

Holders of controlled copies are responsible for ensuring, as far as is reasonably practicable, that staff under their control is sufficiently familiar with relevant sections of the manual, and with amendments made to it.

AMENDMENTS

All amendments to the manual shall be signed by the GSO and approved by the Chairman. They shall be accompanied by an instruction to either "add/remove/replace/destroy" the relevant part. This instruction shall be separate from the amendment and will not form part of the manual.

DISTRIBUTION LIST

Sale FC Rugby Executive Committee

Ground Safety Officer:	Dave Hulme
Deputy Safety Officer	Peter England
Trafford Council (Sports Ground Safety):	Nicola Duckworth

SAFETY MANAGEMENT

GENERAL SAFETY POLICY STATEMENT

- 1 Sale FC Rugby is committed to the promotion of safe practices as a mutual objective of all employees, officers, members of Sale FC Rugby and visitors.
- 2 Sale FC Rugby accepts responsibility for the provision of safe facilities and conditions.
- 3 Sale FC Rugby, where applicable, will operate in compliance with current Safety Regulations including the following:
 - (a) SAFETY OF SPORTS GROUNDS ACT 1975
 - (b) FIRE SAFETY AND SAFETY OF PLACES OF SPORT ACT 1987
 - (c) REGULATORY REFORM (FIRE SAFETY) ORDER 2005
 - (d) HEALTH AND SAFETY AT WORK ACT 1974
 - (e) FOOD SAFETY ACT 1990

RESPONSIBILITIES

- 1 Ground Safety Officer.**
 - 1.1 To ensure there is an effective Safety Policy and to periodically appraise its effectiveness.
 - 1.2 To ensure that safety is a permanent agenda item at board meetings.
 - 1.3 To ensure that a safety report is given at every Annual General Meeting.
 - 1.4 To ensure that all employees and Officers understand and actively support the safety policy.
 - 1.5 To be aware of all applicable Safety Legislation and Codes of Practice.

- 1.6 To accept responsibility for the production, organisation and implementation of the Club Safety Policy.
- 1.7 To accept responsibility for all operational safety personnel employed, contracted or invited to undertake a safety role in connection with fixtures or events attended by spectators.
- 1.8 To accept responsibility for ensuring that the Safety Procedures Manual is maintained, updated and that the specified activity takes place in accordance with the Safety Manual.

2 Officers of the “club” and committee chair persons.

- 2.1 To accept responsibility, as applicable, for ensuring that all building structures, building services and equipment are provided and maintained in such a manner that they safely fulfill their required function.
- 2.2 To contribute to and to fully support the safety policy.
- 2.3 To ensure that any employee for whom they are responsible, understand and implement safety procedure.
- 2.4 To bring to the attention of the Ground Safety Officer any incidents or changes in their field of operation that may affect the safety policy.

3 Other employees of Sale FC Rugby

- 3.1 They shall make themselves aware of the safety policy and procedure and shall sign that they have read and understood the safety policy statement.
- 3.2 They shall report all hazards which they cannot control themselves.
- 3.3 It is the duty of all employees to take reasonable care for the health and safety of themselves and other persons.
- 3.4 It is the duty of all employees to co-operate with their employer and any other person in the execution of the safety duty.

4 Contractors.

- 4.1 All contractors working on Sale FC Rugby property shall be responsible for themselves their employees and their subcontractors for compliance with all safety legislation and the Sale FC Rugby Health & Safety Policy.
- 4.2 All contractors shall indemnify Sale FC Rugby against any loss damage or injury resulting from any of their actions or omissions. They shall carry adequate insurance to cover this liability.
- 4.3 The above requirements are a condition of any contract with Sale FC Rugby.

5 Members and Visitors.

- 5.1 They shall observe safety notices and instructions given by persons enforcing the safety policy.
- 5.2 They shall report any accident in which they are involved to the Ground Safety Officer or the Deputy Safety Officer.

ADMINISTRATION OF THE SAFETY PROCEDURES MANUAL

USE OF THE MANUAL

1. The manual shall serve as a reference in connection with all operational procedures, building structures, services and equipment.
2. No changes are permitted to the above without first giving consideration to the effect on safety management and the Safety Manual.
3. It is the responsibility of the person approving any changes to the items listed under heading 1 to consult with the ground safety officer upon the effect on safety management.

LOCAL AUTHORITY POWERS TO INSPECT

1. Powers to inspect as detailed under the Fire Safety and Safety of Places of Sport Act 1987, shall be given at any reasonable time to any person duly authorised by:
 - (a) The Local Authority
 - (b) The Chief Officer of Police
 - (c) The Fire Authority
2. Any person wishing to enter the ground shall carry official identity or authority, which shall be produced as required.
3. Any of the above authorised persons shall be given access to attendance and other safety records and shall be permitted to take copies of such records.

UPDATING PROCEDURES

1. The Safety Manual shall be reviewed annually, immediately following the end of the playing season.
2. The Safety manual may be updated at any time, as may prove to be necessary.
3. Any update to the Safety manual shall take into account:
 - (a) Changes in personnel.
 - (b) Changes to legislation.
 - (c) Changes to the built environment/equipment.
 - (d) Changes in organisation for safety management.
 - (e) As a result of any post match or other safety report or review.

(f) Changes in ground or other operational procedures.

4. All amendments to the manual shall be signed by the GSO and approved by the Chairman of the Executive Committee
They shall be accompanied by an instruction to either "add/remove/replace/destroy" the relevant part.

This instruction shall be separate from the amendment and will not form part of the manual.

ADMINISTRATION OF THE GENERAL SAFETY CERTIFICATE

RE-ISSUE PROCEDURE

The General Safety Certificate shall be updated annually by application to Trafford Council.

LOCAL AUTHORITY AND EMERGENCY SERVICE CONTACTS

Trafford: Nicola Duckworth - Environmental Health Officer (Safety at Sports Ground Lead)
Tel: 0161 912 4734
Email: nicola.duckworth@trafford.gov.uk

Kamran Malek Mostashari - (Amey Ltd Structures)
Tel: 0161 912 2541
Email: Kamran.MalekiMostashari@amey.co.uk

Fire Service: Andrew Wilkinson (GMF&R) Tel: 07966 670180
Darren Heathcote (GMF&R) Tel: 07734 275759

Police: Neil McQueen (GMP Force Events Unit)
Tel: 07584 174826
Gareth Firth (GMP Force Events Unit)
Tel: 07879 481194

Ambulance: Paul Bailey (NWS)
Tel: 0161 279 4882

OTHER PERMISSIONS

1. This manual may not be amended, in any substantiate manner, without the prior consent of Trafford Council.
Other changes may be made at the discretion of Sale FC Rugby, provided that Trafford Council are informed of such changes.
2. Providing that spectator safety is not affected, nothing in the section of this manual dealing with the "built environment" shall require Sale FC Rugby to seek permission from Trafford Council for any changes to that "built environment" not subject to existing bye-laws or permissions.

APPEALS

Any formal appeals shall have regard to the legislative compliant requirements of the mandatory provisions identified in the Safety Policy Statement.

PERIOD OF CERTIFIED USE

1. The Safety Certificate is issued only in respect of the use of the regulated stands for the viewing of rugby football matches or licensed events.
2. The period of certified use is not limited, unless Sale FC Rugby Ltd is notified to the contrary by Trafford Council.

DEFINITIONS AND LIMITATIONS

Definitions and Limitations will be in accordance with the requirements of the statutory provisions

RECORDS

RECORDS LIST

Attendance record (all class A and B matches).

- Pre-match inspection record (all class A and B matches).
- Stewards Attendance Record.
- Trafford Council Match Report (all class A matches).
- Accident record.
- Training record.
- Emergency evacuation drill record.
- Incident record.
- Annual ground inspection record.
- Routine maintenance records.
- Fire extinguisher inspection record.



ATTENDANCE RECORD

FIXTURE: v	
DATE:	
ADMISSIONS TO GROUND	
PAYING	
MEMBERS	
SPONSORS GUESTS	
COMPLIMENTARY	
TOTALS:	

DECLARATION:

The above is an accurate record of attendance.

NAME (BLOCK CAPITALS):

SIGNATURE: **DATE:**



PRE-MATCH INSPECTION RECORD

Fixture	
Date	
Clubhouse exit doors and emergency exits	
Perimeter Fence	
Ground entry and exit gates	
Ground entry and exit routes	
Richard Trickey Stand	
Scoreboard End	
Jim Birtles Stand	
Clubhouse End	
Pitch Perimeter Rail and Hoardings	
Emergency Lighting	
Public Address System	
Combustible Waste	
Hazardous Materials	
Obstructions	
Trip Hazards	
Surfaces	
Signs	
Comments (use continuation sheet if necessary):	

DECLARATION: The above is an accurate record of assessment

NAME (BLOCK CAPITALS):

SIGNATURE:

DATE:



STEWARD ATTENDANCE RECORD

Fixture		
Date		
Print Name	Signature	Time



TRAFFORD COUNCIL MATCH REPORT

CATEGORY A MATCHES ONLY > 1000

Date of Fixture		
Fixture		
Match Category		
Attendance		
Period of Certified Use	Start:	End:
Match	Start:	End:
Stewarding		
Safety Stewards in Attendance		
Security		
Security in Attendance		
Ejections/Reasons		
Policing		
Police in Attendance		
Arrests/Reasons		
Medical		
Doctors in Attendance		
Ambulances in Attendance		
First Aiders in Attendance		
Persons Treated/Reasons		
Persons Hospitalised/Reasons		
Summary		
Noteworthy Comments		
Significant Incidences		
Signature		
Position		
Date		



ACCIDENT RECORD

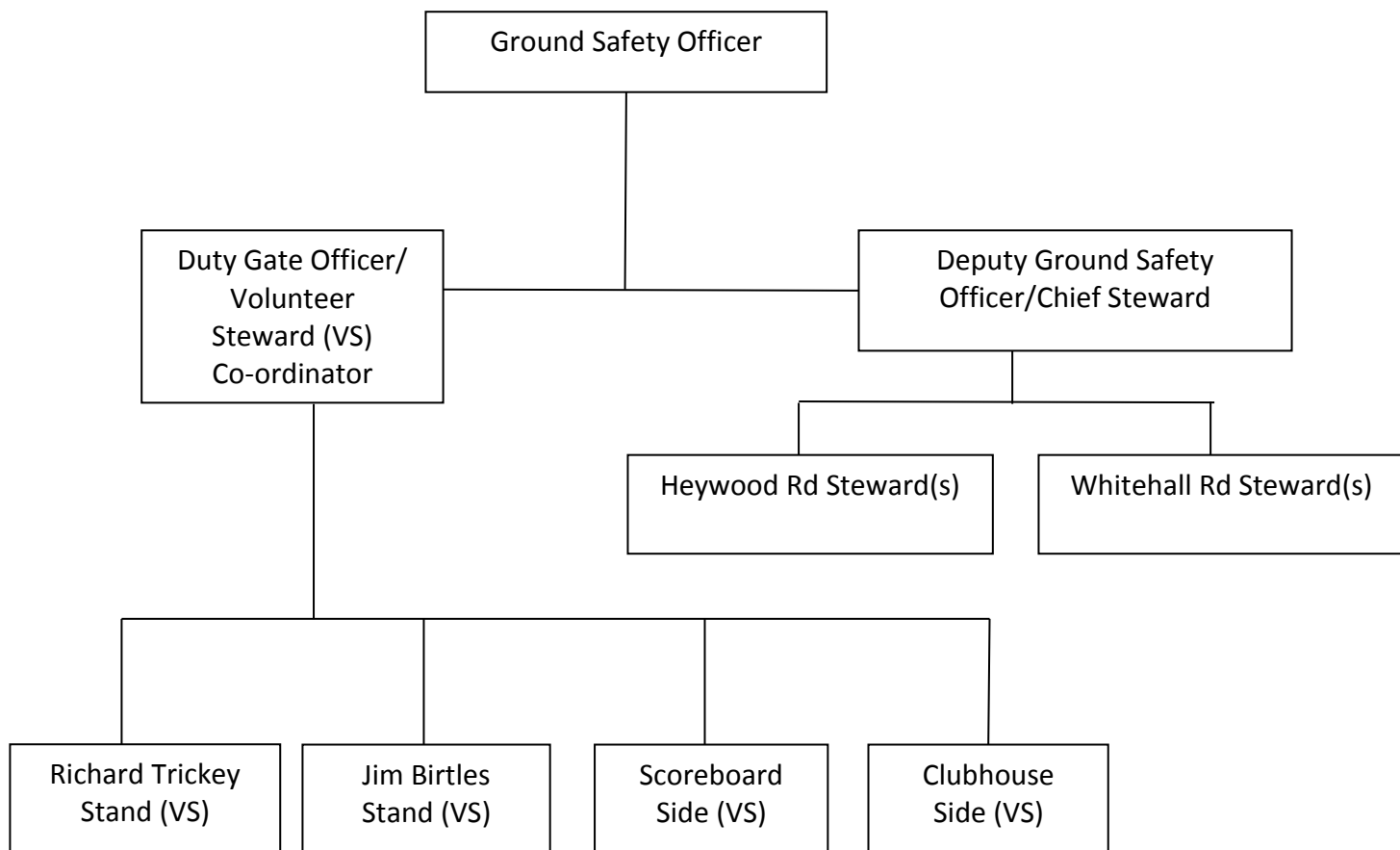
Fixture	
Date	
Name of Accident Victim	
Contact details	
Accident Description	
Injury	
Treatment	
Hospitalised	
Signature	
Name	
Position	



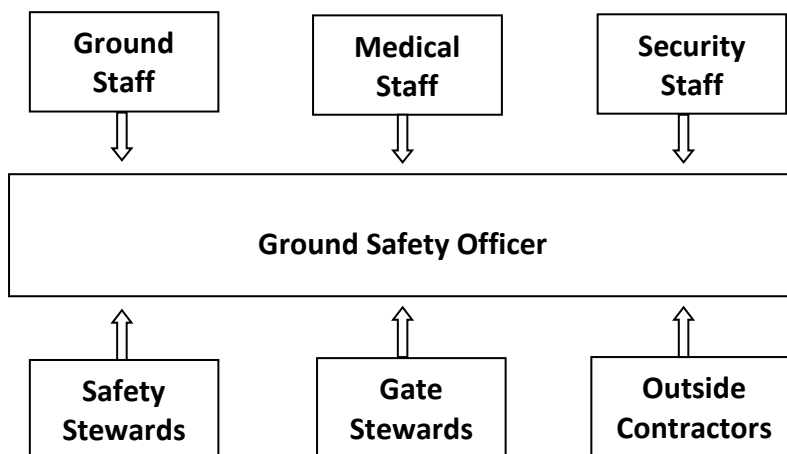
INCIDENT RECORD

Fixture	
Date	
Incident Description	
Police action	
Fire Service Action	
Ambulance Action	
Outcome	
Corrective Action	
Signature	
Name	
Position	

ORGANISATION FOR SAFETY MANAGEMENT



PERIOD OF CERTIFIED USE (MATCH DAYS)



REVIEWS OF POLICIES AND PROCEDURES AFFECTING SAFETY

POST MATCH SAFETY REVIEWS

The ground safety officer shall produce a safety report within four working days of a category "A" or "B" match taking place.

This report shall be issued to the Chairman of the Sale FC Rugby Executive Committee.

Within seven working days of receiving the report, the recipient shall consult with the ground safety officer and where appropriate issue a written statement of the outcome.

ANNUAL SAFETY REVIEW

An annual safety review shall be undertaken by the Chairman in consultation with the Ground Safety officer.

This shall take into account all post match safety reviews, the mid-season and annual ground inspection, and any other relevant information.

Where necessary, appropriate changes shall be made to the Safety Manual.

SAFETY PERSONS

	Name	Home Telephone	Business Telephone	Mobile Telephone
Ground Safety Officer	Dave Hulme			07970 474873
Deputy Ground Safety Officer	Peter England			07761 070690

FIRE SAFETY PROVISION

- 1 Firefighting equipment, as listed below, is located at the entrance to and inside the Smithy Bar and Changing Rooms

Type	Number
Water	2
Foam	3
Fire blanket	1

- 2 Fire Safety Precautions.

No readily-combustible material may be stored under the North Stand.

All fire extinguishers must be checked and certified annually, for which the Club shall be responsible.

Fire escape routes shall be clearly marked and free from obstruction at all times.

Fire doors shall not be locked when the buildings are in use.

GENERAL LIGHTING AND ELECTRICAL INSTALLATION

- 1 The electrical installation consists of two three phase supplies, one to the floodlights and east side car park lights the other to the remainder of the site.
The three phase supplies are contained in two structures adjacent to the Whitehall Rd gate.
All installations to be in accordance with the current edition of BS7671.
- 2 Emergency lighting, complying with the requirements of BS5266: Part 1: 1988 is provided in the clubhouse areas and in the Richard Trickey Stand including the office areas below.
Outdoor lighting is provided in the main stand and at various points around the ground.

GAS INSTALLATION

Gas systems are in accordance with the Gas Safety Regulations.

DISABLED PROVISION

Free circulation is allowed around the east, west and south sides of the ground. Therefore any part of this area may be used by spectators in wheelchairs.

Both entrances to the ground are accessible by wheelchairs.

AREA CAPACITIES

Area	Capacity
North Stand Seated	1300
South Stand Standing	800
South Standing (70 M)	300 (pitch perimeter)
North Standing (70 M)	300 (pitch perimeter)
West End Standing (70 M)	300 (pitch perimeter)
East End Standing (70 M)	300 (pitch perimeter)
Total	3300

OPERATIONAL SIGNAGE

All signage shall be erected and maintained to ensure the safe ingress and egress of spectators at all times including for that of an emergency evacuation.

OPERATIONAL COMMUNICATIONS SYSTEMS

1. The ground safety officer is able to contact the emergency services by land line or mobile phone.
2. A megaphone is available for emergency use in the event of failure of the PA system.
- 3.

ACCESS FOR EMERGENCY VEHICLES

- 1 Access for emergency vehicles shall be kept free from obstruction at all times. In particular the parking of vehicles is not permitted on the access road behind the main stand or the entrance road to the Whitehall Road gate. Parking of coaches or other wide vehicles is not permitted on Heywood Road.

- 2 Preferred access for emergency vehicles will be through the Whitehall Road entrance and through the section of removable pitch perimeter rail onto the pitch. However, provision must be maintained for access via the Heywood Road entrance.
- 3 The stewards will ensure that these entrances are viable at all times during a spectator event.

POLICE FACILITIES/EQUIPMENT

No police facilities or equipment are provided on the ground, nor is this deemed to be necessary for the safety of spectators.

Police will be asked to attend any fixture deemed to carry a risk of public disorder.

SANITARY PROVISION

- 1 Clubhouse
 - (a) Eight ladies toilets, seven hand wash basins with hot/cold water, soap and hand drying facilities are provided.
 - (b) Five gents WC's, nine urinals, three hand wash basins with hot/cold water, soap and hand drying facilities are provided.
 - (c) One further ladies and gents WC is available in the Taekwondo Studio on request.

COMMERCIAL TELEVISION

Commercial television is deemed to be contractors and are responsible for their own actions as detailed in this manual.

No specific facilities will be provided nor will it be the responsibility of Sale FC Rugby.

ROUTINE INSPECTION AND MAINTENANCE

A pre match inspection report shall be carried out immediately prior to the commencement of a game as well as a post-match inspection report. These documents will stored electronically for all fixtures and will be forwarded to the Club's Executive Committee in the event of an occurrence taking place.

GROUND OPERATION

FIXTURE CATEGORIES

Football matches shall be categorised as "A", "B" or "C" category matches after consultation between the Chairman.

In determining the match category regard shall be given to the type of fixture, the opponents and the expected attendance as indicated by the attendance accounting records.

If a near capacity crowd is expected then the fixture will be all ticket.

Parameters and ground operating procedures shall be in accordance with the following table:

	"A"	"B"	"C"
Expected crowd	>1000	300 - 1000	<300
Separate North Stand and Ground tickets issued	Yes	No	No
Ground Safety Officer present	Yes	Yes	No
Pre-match preparations/inspections	Yes	Yes	No
Traffic control	Yes	Yes	No
Control of entry to ground and North Stand	Yes	Yes	No
Stewards in attendance	Yes	Yes	No
End of match activities	Yes	Yes	Yes

PRE-MATCH PREPARATIONS

- (a) Check the operation of exit doors and gates including mechanisms securing them to ensure that they can be opened immediately in an emergency.
- (b) Test fire warning, emergency lighting, public address and other communications systems 24 hours before an event.
- (c) Check that there are no accumulations of combustible waste, if possible remove any hazardous materials from the premises; if not, make sure they are stored well away from public areas.
- (d) Check that all entry exit routes are clear of obstruction, free from trip hazards, that surfaces are not slippery and that all such routes can be safely and effectively used.
- (e) Check that all crowd control barriers are correctly in place.
- (f) Check that directional and traffic control signs are in place.
- (g) Ensure that sufficient numbers of stewards and first aid people are present.
- (h) Ensure that first aid materials are maintained at the correct level.

TRAFFIC CONTROL

- (a) A steward will be on duty at the top of Heywood Road, who will allow access of authorised vehicles only.

CONTROL OF ENTRY TO GROUND AND NORTH STAND

Ground Entry

At least 90 minutes before kick-off time the Heywood Road and Whitehall Road gates shall be manned by Gate Stewards.

Sequentially numbered tickets up to a maximum of the ground capacity shall be distributed between the gates for Cat A games.

Once the supply of numbered tickets has been exhausted, no further person may be admitted through that gate. However, it will be permitted for the Ground Safety Officer to reallocate spare ticket capacity from another gate if this becomes desirable for the safe and speedy entrance of spectators to the ground.

Providing the ground is filled to under capacity or in the case of a capacity crowd that no further persons are waiting to enter, the Gate Stewards may stand down thirty minutes after kick-off.

Before any spectator is admitted to the ground, crowd control barriers, manned by Safety Stewards, shall be in place giving control of entrance and exit to the North Stand for all Class A matches.

Stewards shall direct people to standing or seated accommodation as necessary or instructed by the Ground Safety officer.

PROCEDURE FOR DEALING WITH CASUALTIES

Single casualty with minor injuries:

Pre or post match, such a casualty would be dealt with by the First Aider, usually one of the Safety Stewards.

Multi-casualties with relatively minor injuries:

In the event of a significant number of casualties the referee would be asked to stop the game, if necessary by use of the PA system. Casualties would be assessed by the game doctor or the First Aiders. The changing rooms would be used for treatment of those minor injuries.

Single casualty with serious condition:

The game doctor would assess the condition of the patient, the First Aider would assist in stabilising the patient and when considered safe enough, the patient would be transported to the nearest A & E department.

Multi-casualties with serious conditions:

The triage procedure would be invoked by the game doctor.

The game doctor and First Aiders would attempt to "Triage" the injured having already made a decision as to the need for back up emergency services and organised their arrival via the Whitehall road entrance.

All players and officials would leave the pitch.

The crowd would be informed via the PA system, that the area between the two posts down the centre of the pitch was for casualties only.

Stewards would be responsible for helping casualties to this area and ensuring that spectators without injury did not enter this area.

The PA system would be used to appeal for any other medically, nursing or paramedical trained persons in attendance to help in stabilising the casualties prior to removal to hospital.

TREATMENT RECORDS

Records of all accidents, injuries, illness and treatment given to players, officials and spectators shall be kept. The club medical consultant through the game doctor shall be responsible for the upkeep and maintenance of these records. The game doctor shall provide the ground safety officer with all non playing details immediately following the fixture.

RESPONSIBILITIES UNDER THE SAFETY MANUAL

GROUND SAFETY OFFICER

The Chairman through delegation to the Ground Safety Officer is responsible for the production, organization and implementation of the Club Safety Policy.

This includes all operational safety personnel, building structures, building services and equipment.

He must also ensure that all fixtures take place in accordance with the Safety Manual.

DUTY GATE OFFICER/VOLUNTEER STEWARD (VS) CO-ORDINATOR

The Duty Gate Officer/Volunteer Steward (VS) Co-ordinator is required to contribute to and to fully support the safety policy.

Accordingly he/she must ensure that any employee, for whom he is responsible, understands and implements safety procedure.

He/She must also bring to the attention of the Ground Safety Officer any incidents or changes in his/her field of operation that may affect the safety policy.

ALL STEWARDS

You must be aware of safety policy and procedure as it affects your duties.

You must report all hazards that you cannot control yourself.

You must take reasonable care for the health and safety of yourself and other persons.

You must co-operate with the Ground Safety Officer in the implementation of the safety duty.

GATE STEWARDS

Gate stewards shall be under the control of the Duty Gate Officer until kick-off time, after which, those remaining on duty shall be under the control of the Ground Safety Officer.

SAFETY STEWARDS

Safety stewards shall be under the control of the Deputy Ground Safety Officer/Chief Steward.

GENERAL OPERATIONAL PROCEDURES

All stewards shall be identified by wearing High Visibility clothing.

In the event of any accident, injury, incident, or use of firefighting equipment, then a verbal report must be given to the Ground Safety Officer, who may request a written report.

GATE STEWARDS

GATE STEWARD LOCATIONS

Gate stewards shall be positioned as follows:

The number of gate stewards on the Heywood and Whitehall Road gates shall depend upon the expected crowd.

A steward shall take up position at the top of Heywood Road and shall, as necessary, direct traffic to the appropriate parking area. A suitably dimensioned "CAR PARK FULL" board shall be placed in the roadway. This steward shall remain on station at all times prior to kick-off time.

For Class A matches two gate stewards shall be positioned at the spectator entrance to the North stand and shall only permit entry to valid ticket holders.

At least one gate steward shall remain on duty on each gate until 30 minutes after kick-off time, or in the case of the gates being closed (NOT LOCKED) due to a capacity crowd, for as long as it may prove necessary to keep those gates closed.

SAFETY STEWARDS

SAFETY STEWARD LOCATIONS

Safety stewards shall be positioned as follows:

Category A & B

West Side - one steward;

East Side - one steward;

Heywood Road gate - one steward;

Whitehall Road gate - one steward;

Little B gate - one steward;

Richard Trickey Stand - two stewards;

Jim Birtles Stand - one steward;

Stand stewards may take a position at the top of the stand or the bottom of the stairway as events dictate.

Category C

Patrol West Side - one steward;

Patrol East Side - one steward;

Heywood Road gate - one steward;

Whitehall Road gate - one steward;

For Cat A and B games at the end of the match, all safety stewards shall go pitchside and remain in position until stood down by the Ground Safety Officer.

When arriving at your point of duty check the immediate vicinity for suspicious packages or unattended bags. If in any doubt then the ground Safety Officer should be contacted. Under no circumstances should radio or mobile phone communication be used for this purpose.

Prevent overcrowding by ensuring the crowd limits in various parts of the ground are complied with.

Prevent spectators, as far as is possible, from climbing upon structures, fences or barriers, and from standing upon seats. Where by nature of the incident you are unable to control it, then you should report it to the nearest police officer, or if no police officer is present to the ground safety officer.

Ensure all approaches and emergency exits are kept clear and that vehicles are correctly parked.

Ensure all gangways and exits are kept clear.

Assist in the diversion of spectators to other parts of the ground, particularly if the capacity of an area is about to be reached.

Identify any incident or occurrence among spectators and report your findings to the police or ground safety officer.

Know the location of the first aid point. – (Entrance to changing rooms)

Be fully conversant with the emergency signal procedure detailed in this handbook.

Comply promptly with any instruction given in an emergency by a police officer or the ground safety officer.

Remain at your allocated post as instructed unless authorised or ordered to by a police officer or the ground safety officer.

Report to the ground safety officer any defect or damage which is likely to pose a threat to spectator safety (e.g. a damaged crush barrier or rail).

Be familiar with and assist in the emergency procedures detailed in this handbook.

Assist in the prevention of breaches of ground regulations.

EMERGENCY PROCEDURES

In the event of a real or suspected emergency the Ground Safety Officer must be notified immediately. Should the circumstances permit, the Ground Safety Officer may elect to give a coded message over the PA system. This message will be: "Attention stewards code white (area of possible emergency)" Stewards should then be prepared to react to an emergency in the named area and to expect further instructions over the PA system.

Should the possible emergency prove to be unreal, a further coded message will be relayed over the PA system: "Attention stewards code green (area of possible emergency)".

In the event of a major incident, the Ground Safety Officer shall give a message "Attention code red" over the PA system.

The public address system will be used as necessary to give additional direction or information to spectators, players and officials.

The Ground Safety Officer shall direct operations until such time as the emergency services are ready to take control. All Stewards will report to the Ground Safety Officer.

Evacuation of spectators will be with the assistance of the stewards who will direct people out of the ground by the nearest designated emergency exit.

ACCESS FOR EMERGENCY VEHICLES

Access for emergency vehicles shall be kept free from obstruction at all times. In particular the parking of vehicles is not permitted on the access road behind the main stand or the entrance road to the Whitehall Road gate. Parking of coaches or other wide vehicles is not permitted on Heywood Road.

Preferred access for emergency vehicles will be through the Whitehall Road entrance and through the section of removable pitch perimeter rail onto the pitch. However, provision must be maintained for access via the Heywood Road entrance.

The stewards will ensure that these entrances are viable at all times during a spectator event.

CONTINGENCY PLAN FOR EMERGENCY AMBULANCE

The ambulance entry point will be via Whitehall road and through the removable perimeter barrier onto the pitch. This route must be kept clear of obstructions at all times.

Two stewards will be designated to marshal a casualty clearing lane. This lane will be an area slightly wider than the goal posts and running down the centre of the pitch from the clubhouse end to the centre line.

EMERGENCY EVACUATION PROCEDURE

The Steward at the east side of the ground shall, upon receiving instructions, open the Little-B gate and take up a position to prevent vehicles leaving from the east parking areas.

Emergency evacuation routes are as follows:

Richard Trickey Stand: through the pitch rail barriers onto the pitch.

East end of ground: Through the Little-B and Whitehall Road exits respectively. One Steward shall ensure that no cars leave the car park.

South Stand (Jim Birtles): Through the Whitehall Road exit. Stewards shall ensure that no cars leave the car park and that no spectators pass through to the West End of the ground.

West end of ground (adjacent to club house): Onto the pitch or out through the Heywood Road and Whitehall Road exits respectively.

Clubhouse: Onto the pitch or out through the Heywood Road and Whitehall Road exits respectively.

GROUND REGULATIONS

The Richard Trickey Stand is a NO SMOKING area.

No glasses or bottles are permitted outside the licensed bar areas.

No viewing is permitted from within the pitch perimeter rail.

Gangways, access routes and exits must not be obstructed.

Climbing of pylons or onto roofs or segregation barriers is not permitted.

Cars may only be parked on the designated car parks.
The consumption of alcohol is not permitted by stewards on duty.
Means of ingress and egress shall be effectively maintained and unobstructed at all times.
Access for emergency vehicles shall be maintained at all times.

SAFETY STEWARD END OF MATCH ACTIVITIES

Carry out a general visual inspection for signs of damage which might create a potential danger to the public and take remedial action.
Clear away litter and inspect the ground to ensure that there are no accumulations of combustible waste. The ground safety officer shall produce a safety report within four working days of a category "C" or "B" match taking place. This report shall be stored electronically and in the event of an occurrence forwarded to the executive chair.
Within seven days of receiving the report, the recipient shall consult with the ground safety officer and where appropriate issue a written statement of the outcome.
The ground safety officer shall complete the required Trafford MBC "MATCH REPORT" and forward a copy to the TMBC Licensing Inspector within seven days of a Class A fixture taking place.

INCIDENT RESPONSES

The Ground Safety Officer shall direct operations in the event of a major incident until such time as the emergency services are ready to take control. The Stewards will report to the Ground Safety Officer. Evacuation of spectators will be with the assistance of the stewards who will direct people out of the ground by the nearest exit.
The public address system will be used as necessary to give additional direction or information to spectators.
The Contingency plan for emergency ambulance shall be invoked.
The ambulance will be summoned by the crowd doctor or if not present, the ground safety officer. Entry point will be via Whitehall road and through the removable perimeter barrier onto the pitch. Two stewards will be designated to marshal a casualty clearing lane. This lane will be an area slightly wider than the goal posts and running down the centre of the pitch from the clubhouse end to the centre line. In the event of an incident, the ground safety officer shall produce an incident report. This report shall take the format detailed in the records section of this manual.