



**Wick Academy Football Club  
Harmsworth Park Wick  
Spectator Safety Policy  
WAFC-P-001**



**Version 4.3 – 30<sup>th</sup> June 2019**

## **Introduction**

Wick Academy Football Club is a member of the Scottish Highland Football League and is recognised as being Britain's most northerly senior football club. The Club Stadium is The Harmsworth Park, South Road, Wick, KW1 5NH.

This document details the Clubs Spectator Safety Policy for the Harmsworth Park Wick ("The Stadium" or "The Ground"). For avoidance of doubt Wick Academy Football Club is referred to in this document as ("The Club").

The policy consists of three sections:

**Section A** – General Policy

**Section B** – Allocation of responsibility within the Club

**Section C** – Safety Statement

## **Section A – General Policy**

### **A1. Final Responsibility**

The Executive Committee of Wick Academy Football Club (“The Club”) bears ultimate responsibility for the safe operation of Harmsworth Park football ground. The Executive Committee adopted this safety policy on

Date:   30<sup>th</sup> June 2019  

and has delegated day to day responsibility for implementation of the policy to the undernoted:

Name:           Mr Pat Miller

Position:       Club Chairman

### **A.2. Safe Facilities**

The Club undertakes to ensure, as far as is reasonable practicable that, events at Harmsworth Park are staged in such a way, that the safety of everybody at the Stadium is assured. The Club has a separate Stadium Regulations document (WAFC-D-002), and Contingency Plan (WAFC-D003).

### **A.3. Safety and Systems**

The Club, through the Chairman, Safety Officer, Stewards and all other Committee Members will ensure the reasonable safety of those attending events at the Harmsworth Park. The Club will ensure that systems exist for the safe admission, accommodation and exit of spectators.

### **A.4. Risk Assessments**

The Club will undertake and maintain a process of risk assessment as required by the Management of Health and Safety at Work Regulations, 1992 and will have regard to this assessment in formulating and updating this policy. These Risk Assessments will also form the basis of the Clubs Contingency Plan.

## **Section B – Allocation of Responsibilities within the Club**

### **B1. Persons with Safety Responsibilities**

Person with overall Safety responsibility:

Name: Pat Miller

Position: Chairman

Person with day-today responsibility:

Name: Eann Plowman

Position: Safety Officer

In the absence of either person identified above the Club Secretary will assume match day responsibility for safety.

### **B2. Communication and monitoring of Safety Policy**

Each member of staff will be advised, of the policy of the Club towards the safety of spectators. All staff engaged on match day duties will be provided with more detailed information relating to their duties. The Executive Committee will receive regular reports on the operation and implementation of the policy.

### **B3. Safety Policy review**

This policy will be reviewed and amended as appropriate, following any incident involving spectators, in the light of findings of investigations. Likewise, if changes to operations or facilities lead to significant changes in working practices, the policy will come under review and amendment as necessary.

## **Section C – Safety Statement**

### **C1. Organisation/Structure for Implementing Safety**

The Chairman together with the safety advisor have the responsibility for ensuring that the policy is observed and that club personnel who are engaged in safety duties, clearly understand the requirements of the policy.

### **C2. Arrangements for Monitoring the Policy**

Members of the Club Committee, the Chairman, Stewards and the Safety Officer will monitor the implementation and effectiveness of the policy and report on a regular basis to the Executive committee.

### **C3. Spectator Management**

Spectator management will be controlled as follows:

#### **C3.1. Segregation**

Segregation will be implemented within the Harmsworth Park only when deemed necessary. In instances where this is required an appropriately sized area will be allocated within the South stand. This will be split from the rest of the stand through the provision of a line of barriers, and will be stewarded as appropriate.

#### **C3.2. Entry of Spectators**

Spectators will be admitted to the ground in an orderly, safe manner through the two main Harmsworth Park entry gates. Stewards will be in attendance, as deemed appropriate, to ensure the safety of spectators. People who are clearly under the influence of drink or are in possession of unauthorised objects (including bottles) will not be allowed into the ground. Please refer to the Harmsworth Park Stadium Regulations for further details.

The Club will ensure that an effective system for counting spectators as they enter the ground is in place so that club officials can ascertain the number of spectators in the ground at any time.

If necessary, appropriate information can be relayed to spectators over the Clubs public address system which can be heard in all areas of the ground.

#### **C3.3. Management of Spectators in the Ground**

Stewards and Club Officials will monitor the safety of spectators in the ground, as appropriate, and report any potential problems. Stewards will be responsible for ensuring that the “No Smoking” policy, for the stands, is implemented. The public address system will be used to relay safety related information to spectators. Spectators can enter both stands from either end but Stewards will ensure access / exit walkways are kept clear.

All raised steps/ uneven areas on spectator walkways will be highlighted with high visibility markings.

A safety certificate has been issued by The Highland Council for the covered enclosures. The maximum number of spectators allowed in the North stand is 102 and the maximum number allowed in the South stand is 195.

The calculated capacity in standing areas surrounding the pitch playing surface is 2,115. There is approximately 300m of available space around this parameter fence. This calculated capacity is based upon the perimeter fence not being classified as a crush barrier, and as such a depth of 1.5m, which equates to 4 spectators deep, has been used. This is in line with the guidance stipulated in the Guide to Safety at Sports Grounds, Green Book.

The ground capacity has been calculated as a total of 2,412, and this has been verified by The Highland Council in their issued “Letter of Compliance” for Harmsworth Park Wick. This compliance certificate is subject to review every three years.

### **C3.4. Exit of Spectators**

Spectators will be allowed to leave the ground at the appropriate exits. Stewards and Club Officials will ensure that exit gates are opened before the end of the game and that spectators leave in an orderly manner, with particular consideration given to children and disabled persons. Exits and emergency escape routes will be kept clear of obstructions at all times.

The calculated emergency exit capacity of the south (terraced) stand is 290 persons per minute.

The calculated emergency exit capacity of the north (seated) stand is 100 persons per minute.

### **C3.5. Disabled Persons**

A limited number of suitable accommodation is in place for disabled persons within the ground and they will be assisted to this designated area, or to another area if they wish, by Stewards or Committee Members as appropriate.

Stewards will assist disabled persons to enter or leave the ground if such assistance is required. Likewise if requested they will assist disabled person in accessing public amenities e.g. toilets, or refreshment facilities.

### **C.4. Stewarding**

The club will ensure that an appropriate number of Stewards are in attendance for each home game. Full details of Stewarding numbers can be found in the Wick Academy Football Club Stewarding Plan, reference WAFC-D006. Wick Academy will endeavour to provide confrontational management training for as many Stewards as possible. When formal training is not possible, on the job training will be given. Stewards will be identifiable by wearing high visibility vests or jackets at all times.

A Stewards Code of Practice has also been produced by the Club as a separate document, reference WAFC-D-004.

### **C.5. Inspections**

The club objective is that spectators can attend the Harmsworth Park in the knowledge that they are in a safe environment and to ensure that the club achieves that objective, certain periodic checks will be carried out.

General, periodic inspections will be carried out by the Safety Officer and will cover the following areas:

- Exits to ensure that there are no trip hazards and surfaces are not slippery
- Signage where appropriate are in place
- Park exits are kept clear of obstructions
- Combustible or flammable material is not in evidence
- Fire fighting equipment, as appropriate, in place and available for use
- All stadium lighting is in working order
- Inspections by the local authority are periodically carried out, normally every three years.

### **C.6. Contractors**

If contractors are working at the ground the club Chairman will ensure that they are made aware of the club's policy with regard to safety matters.

### **C.7. Communications with the Public**

Matters relating to the safety policy will be relayed to the public as appropriate, through the public address system, match day programme if applicable, or on the Clubs official web site [www.wick-academy.co.uk](http://www.wick-academy.co.uk). In the event of the normal public address system failing a loud-hailer will be available for use.

### **C.8. Communications with staff**

Stewards and Club Officials will be issued with a copy of the Safety Policy. Problems experienced or potential problems will be discussed at regular Committee meetings.

### **C.9. Fire Precautions**

The Club recognises risk from fire. To mitigate this risk the Club will enforce a strict no smoking policy in all enclosed areas within the ground, including both stands.

Full details of the Clubs policy on fire can be found under section 1 of the Clubs Contingency Plan (WAFC-D-003), and the Club also has a separate Smoking Policy (WAFC-P-006).

### **C.10. First aid/medical provision**

Club Personnel with Red Cross Sports Injury training will be available on match days. These first aiders will have access to medical equipment if required. The Club has a separate First Aid Plan, reference WAFC-D008.

### **C.11. Crowd Doctor**

If an attendance of over 2,000 is anticipated arrangements will be made to have a suitably trained doctor in attendance. The whereabouts of the doctor in the ground will be made known to first aid personnel and key members of the club committee. The doctor will normally be situated in the North stand or dug-out area. Ambulances are stationed at the local Ambulance depot and can normally be at the ground if called as part of an emergency.

For crowds under 2,000 the provision of a doctor at the ground will not be possible, but the town hospital is less than 5 minutes away should a situation arise.

### **C.12. Club Contingency Plans**

The club has drawn up a Contingency Plan, document reference WAFC-D-003, to deal with emergencies and incidents, which might occur during a match or when spectators are queuing to enter the ground.

Controlled copies of the Contingency Plan are available to the Clubs Safety Personnel, Management and Emergency Services. A controlled copy will be kept in the Secretaries office at the park should it be required.

The Club Committee, together with the Safety Officer will continually review the Contingency Plan and revise it in the light of lessons learned from any incidents that may take place and in consultation with the Emergency Services.

### **C.13. Maintenance of records**

A record will be kept by the Club Safety Officer of any accident or incident which causes injury other than playing injury which:

- a) Is brought to the notice of the Club Safety Officer or Club Committee
- b) Occurs whilst the Stadium is in use for a specified event, and
- c) Has safety implications

Other records that will be maintained by the Safety Officer are as follows:

- A record of all first aid and medical treatment provided during or in connection with a specified event.
- A record on inspections and tests of fire fighting equipment.
- A record of electrical "PAT" tests on all electrical equipment.

- A record in Defects Log Book of any defect relating to the Safety of the ground, howsoever discovered, together with a record of when such a defect was remedied.

A record of the following certificates:

- A certificate of inspection of the fire fighting equipment. This is supplied with new fire extinguishers and covers a lifespan of 10 years.
- A letter of compliance issued by the local authority (three yearly).

This policy is in respect of spectator safety for Wick Academy Football Club, Harmsworth Park, Wick.

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## **Document Control**

**Mandatory Review Date (To be reviewed and published annually).**

Review Date:        \_30<sup>th</sup> June 2020\_

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