



# **Keith Football Club Kynoch Park, Keith Spectator Safety Policy**



**Reviewed – July 2023**

## **Introduction**

Keith Football Club is a member of the Scottish Highland Football League and full members of the Scottish Football Association. The Club Stadium is Kynoch Park, Balloch Road, Keith, Moray, AB55 5EN.

This document details the Clubs Spectator Safety Policy for the Kynoch Park, Keith (“The Stadium” or “The Ground”). For avoidance of doubt Keith 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 with the Club

**Section C** – Safety Statement

## **Section A – General Policy**

### **A1. Final Responsibility**

The Directors of Keith Football Club bears ultimate responsibility for the safe operation of Kynoch Park football ground. The Directors adopted this safety policy on

Date: 30 November 2011

And delegated day to day responsibility for implementation of the policy to the undernoted:

Name: Fiona Simpson

Position: Club Secretary

### **A2. Safe Facilities**

The Club undertakes to ensure, as far as is reasonable practicable that, events at Kynoch Park are staged in such a way, that the safety of everybody at the Stadium is assured.

### **A3. 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 Kynoch Park. The Club will ensure that systems exist for the safe admission, accommodation and exit of spectators.

### **A4. Risk Assessment**

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 Responsibility within the Club**

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

Person with overall Safety responsibility:

Name: Andy Troup

Position: Club Chairman

Person with day-today responsibility:

Name: John Troup

Position: Ground Convenor

In the absence of either person identified above the Chief Executive 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 Directors 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 Chief Executive and 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 Directors.

## **C3. Spectator Management**

Spectator management will be controlled as follows:

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

Segregation will be implemented within the Kynoch Park only when deemed necessary. In instances where this is required an appropriately sized area will be allocated within the Main 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 four main Kynoch Park turnstiles. Stewards and Club Officials 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.

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 the stands and standing enclosure from either end but Stewards and/or club officials will ensure access / exit walkways are kept clear.

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

The ground capacity has been calculated as 2,362 and this has been verified by The Moray Council in their issued “Letter of Compliance” for Kynoch Park, Keith.

### **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.

### **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. Stewards will be identifiable by wearing high visibility vests or jackets at all times.

## **C.5. Inspections**

The club objective is that spectators can attend the Kynoch 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

## **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.keithfc.co.uk](http://www.keithfc.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 the main stand.

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

Club Personnel with Sports Injury training will be available on match days. These first aiders will have access to medical equipment if required.

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

If an attendance of over 1,000 is anticipated arrangements will be made to have a suitably trained crowd 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 main stand or dug-out area. Ambulances are stationed at the local Ambulance depot hospital and can normally be at the ground if called as part of an emergency within 5 minutes.

For crowds under 1,000 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 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
  - b) 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. (12 monthly).
- A record of tests on the public address system (6 monthly).
- 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 (24 monthly).

This policy is in respect of spectator safety for Keith Football Club, Kynoch Park, Keith.